

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, 2012-13

- Finalize/Adopt Strategic Plan for 2013-18
Review Dashboard & ensure alignment with Strategic Plan
Review & Implement Accreditation Recommendations
Finalize Facility Master Plan, including utilizing state match for Allied Health Science Building
Implement findings from Campus Climate Survey
Increase Board involvement in advocacy during legislative session
Establish process for more regular policy review by Board

VOL. XLVII, No. 6 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, February 13, 2013
Board Executive Session at 6:40 p.m. as per ORS 192.660 (1) (d)

AGENDA

MEMBERS:

Vanessa Becker, Chair
Elin Miller V. Chr.
Bob Bell
Sharon Rice

Betty Tamm
Wendy Weikum
Joe Yetter

ADMINISTRATION:

Joe Olson
Roxanne Kelly
Lynn Moore

I. CALL TO ORDER Chair Becker

II. ATTENDANCE Chair Becker

III. 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.

IV. CHANGES TO THE AGENDA Chair Becker

V. 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.

<b>VI.</b>	<b>INTRODUCTIONS AND PRESENTATIONS</b>		
	<b>A. UCC Emergency Response Plan</b>	Steve Buchko	p 5
<b>VII.</b>	<b>ASUCC REPORT</b>	Brenna Martin	
<b>VIII.</b>	<b>ACEUCC REPORT</b>	Debbie Hill	
<b>IX.</b>	<b>UCCFA REPORT</b>	Emery Smith	
<b>X.</b>	<b>PRESIDENT'S REPORT</b>	Dr. Olson	pp 6-22
<b>XI.</b>	<b>OCCA REP. REPORT</b>	Dir. Bell	
<b>XII.</b>	<b>OLD BUSINESS</b>		
	<b>A. Second Reading – Policy 611, Business &amp; Travel</b>	Lynn Moore	pp 23-24
<b>XIII.</b>	<b>NEW BUSINESS</b>		
	<b>A. First Reading – Policy 312.1 Revision</b>	Jan Baxter	pp 25-26
	<b>B. Budget Calendar for FY2013-14</b>	Lynn Moore	pp 27-29
	<b>C. Budget Committee Member Appointment</b>	Dir. Weikum	p 30
	<b>D. Quarterly Financial Report</b>	Natalya Brown	pp 31-46
<b>XIV.</b>	<b>BOARD COMMENTS</b>	Chair	
<b>XV.</b>	<b>ADJOURNMENT</b>	Chair	

**IMPORTANT DATES:**

- Winston First Citizens Banquet, Winston Community Center, Feb. 25, 6 p.m.
- Board/Budget Committee Dinner/Work Session, Campus Center Bistro, Feb. 28, 6 p.m.
- Myrtle Creek First Citizens Banquet, Elks Club, Mar 2, 6 p.m.


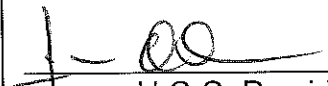
**NEXT BOARD MEETING:**

- Wednesday, March 13, Board Meeting, Board Room, 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: February 13, 2013
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of January 9, 2013      pp 1-3</p> <p>Personnel Actions      p 4</p>	
Recommended by: 	Approved for Consideration:  U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
January 9, 2013**

The Umpqua Community College Board of Trustees met on Wednesday, December 9, 2013 in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7 p.m., and the pledge of allegiance was given.

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

**Excused:** Sharon Rice, Joe Yetter

**Others in attendance:**

Joe Olson	Brenna Martin	Debbie Hill
Lynn Moore	Jason Aase	Ken Carloni
Roxanne Kelly	Lorrie Ranck	Jan Woodcock
Janet Baxter	Emery Smith	Victoria Sawyer
Lee Salter	Ellen Brown	Marjan Coester
Dan Yoder		

**Consent Agenda:**

A. Board Minutes of December 12, 2012

B. Personnel Actions

**Motion:** ~~I move for approval of the consent agenda as mailed out.~~ Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously. Lee Salter later added to this a contract for new employee Amanda Haines. The Board accepted this as inclusion to the consent agenda.

**Citizen Comment**

Jan Woodcock, UCC faculty member, asked to speak. She praised the board for their good work as board members and for their part in making UCC a better place for all. She felt the emotional health of the College is in a good state and that the board and their choice of president and their ethics have made it a good place to be in and do their work.

**Introductions and Presentations**

This month's Focus Presentation is the Field Botany program from faculty member, Dr. Ken Carloni. He presented a short powerpoint showing the travels of the students who took this first-time offered Field Botany trip on the Green Tortoise. He showed photos of many of the places they traveled to in Southern Oregon and Northern California including a ranch owned by local resident, Paul Utz. They went through Lassen Park and Burney Falls, zip-lined in the redwoods and went through the siskiyou on the return. He felt the things that went well for the trip: the company used for transportation and their drivers, logistics; the immersion made for a group that gelled well together. Things learned: better photography equipment to record the journey. What could have been better: promotion and timing. The class was under-enrolled with only 5 students, so the budget took a hit, though they are fine. He will begin marketing sooner this time. We are now advertising on Facebook, and with the travel company. Timing differently would have allowed students to use financial aid too. This time the class will be a spring term class with the field trip following between spring and summer term. He thanked the administration for their support. He believes next time it should be both a financial and educational success.

**ASUCC Report**

ASUCC President, Brenna Martin reported on several activities from this past month including updating Project CANS, new proposals including one for club activities, SMART Thinking funds, contribution for deer fence for the community garden, coin drive for helping those in Sandy.

**ACEUCC Report**

Victoria Sawyer, ACEUCC, reported on the preparation of the group to get ready for upcoming bargaining.

**UCCFA Report**

Emery Smith, Chair of UCCFA, was not here this evening.

## January 9, 2013 College Board Minutes

### President's Report

- Thanked Lee Salter, Keith Cooper and Steve Buchko for their work with the Wyden Town Hall on Monday.
- Thanked Lee and Dwayne Bershaw for giving a tour of the Lang Center to the new publisher of the *News Review*, Jeff Ackerman.
- Noted that Toyota has just donated another 7 vehicles (\$350,000)
- Asked Lorrie Ranck to speak to a recent phone issue, where the intercom could be activated to listen into another classroom or office. We were able to change the access to the phones so that couldn't happen again.
- Met with union representatives today regarding Interest-Based Problem-Solving for bargaining.
- Holding an open forum this Friday regarding Campus Safety
- He and Dan Yoder will be on "Inside Douglas County" tomorrow at 12:30 (KQEN)

Vice Chair Miller asked Dan Yoder for a status report on the current strategic planning process. He said open forums both on campus and in the community will be held over the next six-eight weeks. Perhaps we can hold one in north county, Roseburg area and south county. A plan should be ready by April or May for the Board to adopt. Dir. Miller said Board members should attend the community open forums if they can, especially the one that may be held in their zone. Dan will let them know through Lee Salter, when and where those will be held.

### OCCA Board Report

OCCA Board representative, Bob Bell, said there is nothing new to report since the last meeting. He did say he had sat in on the Presidents' meeting with Rudy Crew. He noted his interest in creating bridges between k-12 and community colleges to allow the colleges to reach out to k-12. He said Mr. Crew reminded all that 40-40-20 is a law, not a recommendation and he wants to see results. Dir. Bell also said the legislative goals as passed out at the last meeting are exactly what was adopted by the OCCA board. Nothing changed.

### Old Business:

There was no old business this evening.

### New Business:

Dan Yoder, Dir. For Institutional Research and Planning, presented for Board information the annual enrollment report for 2011-12. The full report was previously sent to the Board to read ahead of time. Highlights include:

- Final State FTE is 4,576.99, a decrease of 347.73 or 7.1% FTE.
- Web-provided classes expanded from 424 classes offered in 2010-11 to 471 classes in 2011-12, an increase of 47 classes or 11.08%.
- Community Education increased 19 reimbursable FTE and 34.5 non-reimbursable FTE. Gains in the reimbursable were attributed to self-improvement courses and new course offerings. Non-reimbursable gains were due to the addition of Financial Literacy Seminars and New Student Orientation sessions.
- Health and Human performance increased by 30%, largely due to the addition of online classes.
- Small Business Development center FTE was reduced as a result of substantial funding cuts to the Oregon Dept. Of Human Services in the last legislative session resulting in a downsized JOBS program that incorporates very little classroom training.
- Workforce Development increases are due to the development of additional community partnerships and a contract with Roseburg Forest Products to deliver a training series on American Production and Inventory Control Systems.
- The average age for credit students was 28.69 years, a decrease of .39 years from the previous year.
- The number of associate level degrees awarded increased 57 from 434 in 2010-11 to 491 for 2011-12 for a 13.13% increase.
- Of June 2011 Douglas County public high school graduates, 330 or 34.85% attended UCC for the 2011-12 academic year.
- He said that in 2010-11 the College managed a little over \$30 million in financial aid, but in 2011-12 it dropped slightly to \$26 million.

Mr. Yoder also presented for Board information the annual progress report for the Strategic Plan 2011-12 academic year (Strategic Plan 2008-13). The full report was mailed out to them prior to this meeting. He noted some issues with continuity in reporting for each of the activities for each initiative due to administrative change. Highlights included:

Initiative 1. Child Care Center has received grants which provide summer child care. We would not be able to provide any child care during the summer term without these grants, in particular, the C-Campus grant.

Dir. Bell noted that fees for child care have not been raised since 2008, which shows how much the grants have assisted for child care.

Initiative 2. New materials for advertising and promoting programs and scholarships available were produced.

Initiative 3. 20 new online classes which meant 47 new sections.

- SOWI move to permanent home and the receipt of grant funds for equipment for SOWI.

Initiative 4. The annual enrollment report review.

- The President began meeting monthly with county school superintendents.
- UCC sponsored a seminar on drone technology.

President Olson thanked Dan for the great report.

Vice President for Student Development and Administrative Services, Dr. Lynn Moore, presented for first reading approval a policy revision (attached to permanent minutes) for policy 611, Business and Travel Expense. She noted the procedure for this policy is very lengthy. She passed out copies of the procedures to the Board.

**Motion:** I move for approval of the first reading of policy 611 revisions as presented. Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

#### **Resolution No. 4 - Approval to Spend Funds**

Vice President Moore presented for Board approval, resolution #4, which increases appropriations in the Special Revenue Fund - Grants and Contracts. Chris Lake was awarded \$5,000 for the Viticulture Program from the Oregon Community Foundation, and \$20,500 for a library and special collection from the Erath Family Foundation.

**Motion:** I move for approval of Res. No. 4 for \$25,500 as presented. Motion by Dir. Weikum, seconded by Dir. Miller and carried unanimously.

#### **Board Comments:**

- Everyone was reminded to drive safely with the possible icy road condition.

Meeting adjourned at 8:00 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. 4
- Policy 611



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Jan Baxter, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: February 13, 2013

**Administrative/Confidential-Exempt Contract:**

**Full Time Faculty Contract:**

**Administrative/Confidential-Exempt Separation:**

Jasmine Filley

**Full Time Faculty Separation:**

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject:  
College Emergency Response Plan


Date: February 13, 2013

Steve Buchko will present an update on the College Emergency Response plan.

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

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Approved for Consideration:

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U.C.C. President

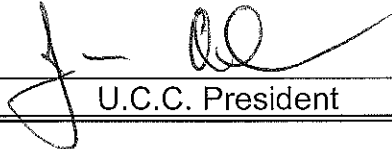


BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject:     Reports	Date: February 13, 2013
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ASUCC Report	Brenna Martin
ACEUCC Report	Debbie Hill
UCCFA Report	Emery Smith
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell

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

### Significant Meetings:

Jan. 17: Neighborworks agricultural economic development meeting.

Jan. 18: Met with Rep. Hanna

- Elin, Vanessa and Joe met with Lisa Platt and Kelly Morgan of Mercy.

Jan. 22: Communities for Healthy Forests meeting

- Student Open Forum on Tuition

Jan. 23: Met with Timber leaders to discuss possible timber program

Jan. 28-29: Joe in Salem for OPC presidents' meeting

Jan. 30: Joe and Steve Buchko meet with outside safety committee folks

Jan. 31: Joe and Lee meet with Max Williams from Oregon Community Foundation

Feb. 1: Joe met with Ron Doan re: Small Business Development job share

Feb. 2: Joe and Steve at Sutherlin Police Training Session on active shooters

Feb. 4-6: Joe attending Achieving The Dream meeting in Long Beach, CA

### Achieving The Dream:

On Jan. 23, the UCC ATD team coordinated a campus roll-out of ATD. This included several students in a discussion about issues they faced as it related to their success. This was a wonderful opportunity for students, faculty and staff to discuss issues students face in ways in which we can collaborate to help them move forward.

### Oregon Community Foundation:

On Thursday, Jan. 31, Joe had the opportunity to meet with Max Williams and introduce him at a community forum at the country club. As a member of the Whipple board, I enjoyed this opportunity to get to know Mas and to make connections on behalf of the College. This was a unique opportunity to strengthen our relationship with the OCF and for the College to serve as an integral part of the community.

### Active Shooter Training:

Joe and Steve Buchko had an opportunity to train with the Sutherlin Police Department on Saturday, Feb. 2. This all-day session helped Joe and Steve come up with a response strategy in the event of an active shooter on campus. Steve is arranging a visit from the Oregon State Police, the Sutherlin Police Dept. and the Roseburg Police Dept. to do a campus walk-about and assess things the College needs to do to address campus safety. Over the course of the last month, we have held three open forums on campus safety, gathering input from faculty and staff. In addition to this, Steve has been meeting with individual departments and now is doing a weekly update on security incidents.

### Interest Based Bargaining:

Joe and Jan attended Interest Based Bargaining training with faculty and classified representatives on Feb. 8. I will provide more information at the Board meeting.

**Board Report  
Instructional Services  
February 2013**

**Dr. Roxanne Kelly, Vice President for Instruction**

- The college received notification from NWCCU reaffirming our accreditation with the next report due to the commission in 2015. There are no interim reports due and the next report is the regularly scheduled 2015 report in which we will address the three recommendations the visiting team provided. Time to celebrate all the hard work that went into this!
- Ali Mageehon and I visited Oakland School District and met with the Oakland Superintendent, Nanette Hagen and her staff. We are planning a half day visit for their seniors.
- I participated in the ABS/GED graduation event on January 25<sup>th</sup>. What a moving event that reminds me why I do what I do.
- Saturday, January 26 I attended the annual Fun Flock Snowflake Social – what a great event. It was well attended by staff, faculty and administrators. A good time was had by all.
- I attended both the Art Gallery show and the 6<sup>th</sup> Annual Explore Engineering Event on January 31<sup>st</sup>. Both events had good attendance and provided an opportunity for the college to interact with the community.
- The Instructional Leadership Team continues to work on budgets and potential areas that help overcome the budget challenges.
- The Achieving the Dream Team held a great kick-off event on January 23<sup>rd</sup> with over 40 people in attendance.

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

- ABS graduation was on January 25. 123 students graduated, 6 of who were Honors GED graduates. Approximately 45 students participated.
- Both beginning and intermediate ESL classes have moved to campus so that students have access to UCC resources, including tutoring. Enrollments have gone up since the move.
- Dual Credit students have completed enrollment for Winter term.
  - 640 student enrollments
  - 51 course sections offered
  - 2105 credits being earned
- Winter term visits with high school principals have been occurring throughout the month. Conversations have centered on how we can better support each other and how we can strengthen our partnerships through collaboration and communication.
- Several Perkins projects have made progress this month including the purchase of a new chocolate tempering machine in Culinary Arts and an innovative high definition camera in Welding, as well as professional development opportunities occurring in the Early Childhood Education program and the Advising and Career Service Center.
- Several University Articulation Agreement renewals will be considered at Curriculum Committee and Instructional Council this month including Oregon Tech Environmental Sciences, Pre-dental hygiene, Pre-respiratory care and Western Oregon Fire Science.

- The area formerly known as the tutoring lab has been renamed the "Academic Success Center." This name more appropriately describes the objectives of the center.
- ASC tutors made 16 "tutor pitches" in classrooms around UCC promoting our services
- Partnered with Apprion's Core Skills Mastery to provide free web-based course/ supplement that builds academic skills while simultaneously addressing issues with learning strategies, persistence and confidence. This will be offered to community members as skills review and compass preparation.
- Developmental education math faculty have been engaged in planning sessions to identify changes to make in fall term in processes and curriculum to better support student retention and completion in Math 10 and Math 20.

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

- PN: the current cohort unofficially reports a 100% pass rate – final confirmation on Feb 2nd.
- Nursing: the program just completed its very comprehensive Oregon State Board of Nursing (OSBN) and National League for Nursing Accreditation Commission (NLNAC) accreditation visit. At the exit interview the OSBN and NLNAC evaluators commented positively on the work of the department and strengths of the program. The areas that received recommendations in the exit interview were not unexpected, and provide clear direction for the department in resolving them. Final outcomes are due by April.
- Business: faculty member Toni Clough is working on Quality Matters certification for Master Reviewer and Face-to-Face Facilitator. These are two separate certifications with Quality Matters. The Master Reviewer will allow her to work with other institutions in the online course development and QM certification. The Face-to-Face Facilitator will allow her to bring Quality Matters events to UCC and other local colleges.
- Engineering: The Sixth Annual Explore Engineering & Surveying Event was held Thursday, January 31st in the Danny Lang TLEC. The event was a great success with an estimated range of 160 to 175 people in attendance. There were 29 exhibits provided by local area businesses, public agencies, transfer universities, and UCC programs.
- Community partners, college representatives and potential students were in attendance.
- Culinary Arts: the department will be introducing 3 chef table dinners to the winter capstone project. Seating will be limited to 25 guests and will be served in the River Rush Bistro. Dates are yet to be determined. The department will be participating in the Greatest of the Grape event again this year, paired with Melrose Vineyards, Parker's Pinot Noir, and Triple Oak Vineyard's Tempranillo.
- CDL: the program is working closely with UTE and the County in developing funding to be able to resume classes to meet workforce demand, with the first of a series of classes scheduled for early February.
- EMS: the program is developing refresher training for Paramedics and First Responders.

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

- The Workforce and Community Education Division had a division-wide in-service in January with employees from Community Education, JOBS, SBDC and Workforce. Dr. Roxanne Kelly, Vice-President of Instruction, met with the group to discuss future trends of the Instructional Division and the College. Budget Director, Rebecca Redell presented on the 2013/14 Budget Process. Jason Aase, Interim Dean of Arts and Science led a discussion and solicited input regarding the new five-year strategic plan.
- During the in-service all Community Education, JOBS, and SBDC all indicated that they completed the immediate year meeting and/or exceeding their contractual and/or performance goals and targets.

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

Fine and Performing Arts

- The faculty art show is currently on display in the Whipple Art Gallery. Reception was held on Thursday, January 31.
- Susan Rochester was selected to be one of two faculty members participating in the upcoming UCC delegation to Ukraine.
- Our new theatre faculty, Stephanie Newman, began full-time employment on January 22. We are thrilled to have her at UCC – Welcome, Stephanie!
- The closing event for the 2013 Jazz in Jacoby vocal jazz festival will feature Cami Thompson in concert on Thursday, February 7 in the Jacoby Auditorium.

Science

- On January 17, Mick Davis and Brandon Green demonstrated physics and chemistry to the children of the Ford Child Enrichment Center. The kids loved them and their wacky demonstrations – they are looking forward to an encore performance!

Viticulture and Enology

- Chris and Dwayne continue to strengthen professional relationships by participating in various meetings including
  - The annual OWA meeting where Gov. Kitzhaber was the keynote speaker
  - Southern Oregon Wine Association annual meeting
  - Student field trips to regional wineries
  - Oregon Wine Symposium
  - The Workforce Development Institute, sponsored by AACC, with Susan Taylor in San Diego, CA
  - The annual VESTA meeting in St. Louis, MO

**David Hutchison, Library Director:**

- The UCC Library now has a Proxy server! Students & borrowers can access electronic materials using their card numbers.
- Katie Cunnion is serving on an United Way community allocations team for 2013
- Library staff met with members of the NLNAC & OSBN accreditation team and provided a tour of the library as part of the Nursing program's accreditation visit.

**Umpqua Community College  
Vice President for Administrative Services and Student Development  
Board Report – February 13, 2013**

**STUDENT DEVELOPMENT**

**Advising and Career Service Center – Mandie Pritchard, Director**  
Academic Advising, Counseling, Testing, Disability and Career Services

**NEW! Assigned Advisees**

Academic advisors and counselors have begun contacting their assigned student advisees. Meeting with an academic advisor or counselor is the next step for students after New Student Orientation. The following is a guide staff will use in meeting with students.

**Week 1-2: Brief E-mail/Phone Call:** Ask how student is doing and to follow-up on any additional campus or community resources that may be beneficial; pre-set stage to begin sharing program requirements and developing term-by-term planners.

**Week 3-5 Individual Appointments:** Meet one-on-one with advisees to provide an electronic copy of the Program Advising Worksheet; begin developing academic term-by-term planners (2-3 terms out) and identify faculty advisor. Students will begin to identify next term courses and their assigned registration date.

**Weeks 7-9 Advising Check-in:** Check-in will include next term potential tutoring needs, course pre-requisites and pre-registration for the campus-wide study-in hosted by the Associated Students of Umpqua Community College (ASUCC) that provides final exam preparation, stress relief activities and food.

**Course Pre-requisite List**

Over winter break, academic advisors were busy contacting students who pre-registered for winter classes and then did not meet the course pre-requisite. Students were advised of the pending administrative drop along with assistance to make any necessary adjustments in class schedules. Of the students contacted, 76% made the necessary adjustments prior to the first day of class.

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

**ASUCC Student Government**

- ASUCC Student Government approved funding for the Campus Center Learning Garden.
- ASUCC welcomed Kingsley Hubbell as a new senator.
- A new club, Young Americans for Liberty, was approved by Student Government.
- The emergency gas voucher/card program was implemented winter quarter 2013. During the first two weeks of classes, nearly a dozen students utilized the program.
- President Brenna Martin completed the revisions to the club incentive program, SOLID, which was established last year. The revised proposal was approved by Student Government.

- Vice President Freddy Gompf participated in a legislative work day in Salem in December. He has been participating in telephone and email conversations about student fee autonomy. He also attended the January OCCSA meeting hosted at Portland Community College – Rock Creek.
- The quarterly Club Fair was held on January 30.
- A coin drive for Hurricane Sandy is in process; it started mid-January and will end mid-February. All proceeds from the coin drive will be a donation to the Red Cross.
- Tuition Forums have been planned for January 22, February 13 and February 15.
- Other activities being planned include: Valentine’s Day Fundraiser, Mardi Gras Celebration and Dodgeball Tournament.

#### Clubs & Student Organizations

- The Mainstream published the first two editions of the paper.
- Phi Theta Kappa is working on completing a Hallmark entry and will also be hosting some scholarship writing workshops.

#### Student Life Office

- The Dental Van was on campus January 23 and February 8 to serve students with critical dental needs.
- The quarterly Blood Drive will be held on February 20 and 21<sup>st</sup>.
- Three fairs are being planned for winter quarter: a Volunteer Opportunity Fair, Veterans Resources Fair and Health Resources Fair.

#### **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:

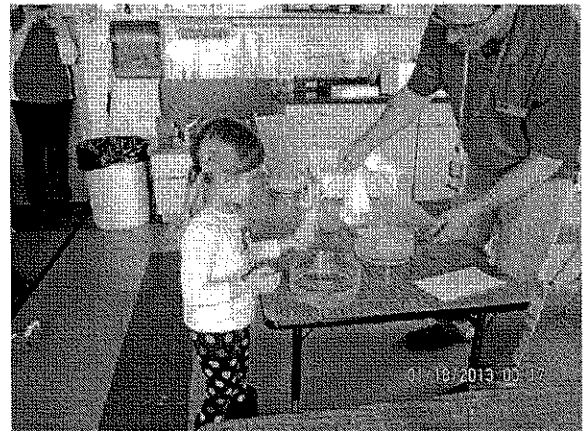
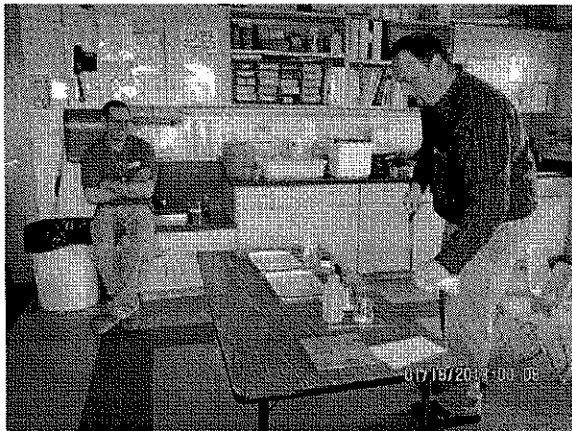
#### Good Academic Standing/ Persistence/Graduation/Transfer:

- TOP Staff are participating in the *Bridges Out of Poverty* reading which is being lead by TOP’s advising specialist Caroline Hopkins. Caroline facilitates the Angel online discussion board. We are excited about how this discussion can help the awareness of dealing and working with students from poverty.
- TOP had our Winter term tutoring training on Thursday, January 10<sup>th</sup>. 20 student tutors took part in the 3 hour training. The training is approved by the College Reading and Learning Association.
- For Fall term 2012 TOP had a total of 67 individual tutor matches for a total of 424 tutoring hours, this equates to 50% of TOP students who are using tutoring services.

- During Fall term 21 TOP students were on the President's list and 15 students were on the Dean's list.
- Fall term participant survey yielded the following results:
  - 72% of students are very satisfied with TOP services and 28% are satisfied with services.
  - 66% of students stated that TOP is very important in remaining and staying in college, 28% state important.
- TOP is working on a volunteer project this term that has to do with recycling. Stay tuned for more information.

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

The January weather sure has been gray here at the Ford Childhood Enrichment Center. To liven things up a bit, we had two very talented members of our own science faculty come to the center and play with bubbles with us. Brandon Green and Mick Davis came up and froze a beaker to a wood board, blew bubbles with dry ice, and shot cool air at us with an air canon. We learned about cause and effect and phase changes of materials. Even a staff member or two joined in the fun. Our thanks go to Brandon and Mick for providing a very fun way to spend a gray morning!



In addition to our science lessons, we have been preparing for our state licensure renewal visit. Our license was to be renewed in December but the state was unable to inspect. Instead they gave us an extension and scheduled a visit January 17<sup>th</sup>. When the roads iced up between here and Medford, our specialist was unable to make the trek so we are once again in a holding pattern. Our visit has been rescheduled for February 5<sup>th</sup>.

Lastly, we would like to welcome two new members to the FCEC team. Katherine Huffman and Jessica Smalley joined us as assistant teachers. Katie is a June 2012 graduate of the Early Childhood Education program here at UCC and teaches in the infant room. Jessica is currently a student in the ECE Program and teaches in the two to three year old classroom. Welcome!



**Financial Aid – Michelle Bergmann, Interim Director**

**Financial Aid Applications**

5429 - Total applications to date for 2012-13

6158 - Total applications to date for 2011-12

**Financial Aid Awards**

2130 - Total awards packaged to date for 2012-13

Disbursements for the 2012-13 award year through 1/22/2013 total over \$8.7 million to 2130 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Four staff members are scheduled to attend the annual Oregon Association of Student Financial Aid Administrators in February for three days.
- Revised the Financial Aid Satisfactory Academic Progress Policy to maintain compliance with federal regulations. Published the policy on the UCC website, under forms and publications, in an effort to assist in student awareness of their responsibilities. There are plans to email the link to the policy individually to both students and faculty to get the college as a whole on board to better assist students.
- A recent review indicates that additional awarding of Federal Supplemental Educational Opportunity Grant (FSEOG) needs to be done. This awarding will take place this month and will provide additional funding to current students.
- Ann Able continues to monitor the Federal Work Study funds and is continually working off a wait list in an effort to provide more students with this opportunity for the Winter term.
- Our next SIG consultant visit will be in February for the annual roll in Banner from the 12/13 to the 13/14 academic year in a continued effort to have the Banner Financial Aid system working smarter rather than harder.
- Continue to work closely with IT in preparation of upcoming SIG consultant visits and daily Banner financial aid processes.
- Met with a Mainstream reporter, at their request, with regards to a story on UCC's Cohort Default Rate in an effort to create awareness.
- Additional Financial Aid Literacy Seminars have been provided to students for the start of Winter term with Spring term scheduling to begin soon. Online presentations continue to be available to students.
- Packaging continues in an effort to assist our students with Winter term awarding, there are currently 102 students pending.

**Recruiting Department – Richard Robles, Recruiter**

January 2013 Activities & Future Plans –

**Visits to High School Campuses**

North Douglas, UVC – 1/11  
 Sutherlin Senior Class, Oakland – 1/14  
 Douglas, South Umpqua – 1/15  
 Roseburg High School – 1/16  
 Glide High School – 1/22  
 South Umpqua Seniors – 2/12  
 Roseburg High Seniors – 2/21

**Group Visits to UCC**

Upward Bound Students – 2/7  
 Myrtle Point Seniors/Juniors – Feb.  
 Umpqua Valley Christian – Sen/Jun – end of Feb.  
 Talent Search – Coquille/Powers – 3/6  
 Oakland High School Senior Class – March

Most of the month of January was spent by the Recruiter visiting high schools to promote the Engineering & Surveying Dinner and organizing future visits to recruit interested and semi-interested 12<sup>th</sup> graders to attend UCC next fall. The Engineering and Surveying event will be held January 31 and posters in over 35 classrooms throughout the district are in place to draw as many prospective students and their parents to the event. While out on the road to **North Douglas, Oakland, Sutherlin, UVC, Roseburg, Douglas and South Umpqua** high schools, the recruiter was able to coordinate future meetings with interested 12<sup>th</sup> grade students and visitations to UCC's campus of two smaller schools, noted above.

February 4<sup>th</sup> is the date set for 4-year representatives to visit UCC for the Oregon Transfer Days fair. Arrangements are being made for a "Meet and Greet" with our Advising and Counseling staff. During that same week, UCC will be hosting 40-50 **Upward Bound** students from local high schools, for half a day of Career & Technical presentations, tours, and Admission & Registration processes.

Other activities for the Recruiter include a Rapid Response presentation for a company in Winston on the 25<sup>th</sup> of January and a Southern Region Athletic Commissioners meeting on January 31<sup>st</sup> at Lane Community College. The Men's Basketball team is right in the middle of conference play and valiantly trying to position themselves for a spot in the post-season championship tournament.

**ADMINISTRATIVE SERVICES**

**Purchasing – Linda Spaccarotelli, Purchasing Manager**

- Registered with the Internal Revenue Service's online TIN Matching Program to help correct many of our vendor's information.
- Assisted the Finance Office with acquiring missing W9 forms from Vendors in order to send out the year end 1099 Forms.
- Coordinated the sealed bidding auction for the old driver's education car to the public.

**Budget Office – Rebecca Redell, Director**

The budget timeline has been finalized and is in the board packet for approval today. Meetings concerning the budget process this year, assumptions we are making, and the proposals to close the projected budget gap were held January 17<sup>th</sup> and 18<sup>th</sup>. All staff were invited to attend. We have asked for feedback from the UCC community to be delivered through the members of our internal budget committee. With all staff engaged in the process we hope to come to the best decisions possible for our students and staff.

**Bookstore – Cathy Vaughn, Manager**

It was a wonderful Christmas vacation and the Bookstore Staff came back all rested and ready to tackle the Winter term rush.

- Took down and put away our Christmas decorations and now we have Valentine's Day in our windows.
- We hired a new PT cashier named Deborah Niebaum and her first day was January 14<sup>th</sup>.
- I know we just finished rush week but Spring Term book adoption sheets are going out to the departments for Spring.
- They are due back into the Bookstore on Feb. 1<sup>st</sup>.
- Our shelves are looking a little empty so Jasmine is going around the store and making order lists to restock for the second half of the year.
- I will be attending one of the Budget meetings that is scheduled and start thinking about next year. How time flies.
- The cold weather has really kept our Coffee Cart humming this month.
- We have turned off the Financial Aid Charges but will have emergency loans, scholarships and third party charges going till Feb. 15<sup>th</sup> for student use.

All the Bookstore Staff are looking forward to attending the Snowflake Ball for the employees. Hope to see everyone there.

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

The following is a high level summary of IR activity for January to date:

- Did a KPIC TV interview regarding enrollment changes/challenges
- Participated with Joe in a radio show regarding UCC
- Strategic Planning:
  - Developing 4 public open forums to gain community input
  - Presented the Strategic Planning Progress Report for 2011-12 to the Board
  - Keeping this planning process moving along!
- Presented the 2011-12 Annual Enrollment Report to the Board
- Posted on the IR web page:
  - 2011-12 Annual Enrollment Report
  - 2011-12 Strategic Plan Progress Report
  - 2011-12 Final FTE Report (Term and Annual tabs)
  - Updated Credit Student demographic data for 2010-11 for 2011-12

- Developed current employee contact extract and demographic report/summary for HR
- Helped the programming staff with sql examples for pulling phone numbers, e-mail addresses and other issues related to OCCURS
- Developed Waiver analysis in support of budgeting
- Assisted both the Business Office and Admissions with data cleanup projects
- Implemented the Student Satisfaction survey for Winter term in support of Corrie S.
- Compliance:
  - Working on PCI Compliance Issues
  - Working on a review of manual registrations and payments toward mitigating errors and potential fraud with Registrar, Community Ed and Workforce Training
- Generated a new instructor load summary report to assist Instruction in tracking part time instructor load and class assignments

*Vice President – Lynn Moore*

We are making good progress as we continue budget development for the next cycle. While lightly attended, we had an informative Student Forum on January 22<sup>nd</sup> and have two more forums planned for February 13<sup>th</sup> and 15<sup>th</sup>. We appreciate the efforts of ASUCC and the Mainstream on getting the word out to students on these important events to discuss tuition increases both for UCC and statewide.

In an effort to increase communication with the campus community, Robynne Wilgus and Steve Buchko are putting together the Weekly Security Update that will be e-mailed out campus wide every week. These notifications will include a weekly summary of security incidents, and updates and advancements on the UCC Emergency Notification System.

*Go Riverhawks!*

**Board Report – February 13, 2013**  
**Jan Baxter, Director of Human Resources**

**Current Postings**

**INTERNAL PROMOTIONAL OPPORTUNITIES (exclusively posted on)**

- Full Time Executive Assistant to the President/Board
  - Position has closed and is under review by the hiring committee

**CLASSIFIED: Full Time**

- WEB DEVELOPER
  - Web Developer position is closed. Art Lucero has filled this position, welcome Art.
- DATABASE ADMINISTRATOR SYSTEM ADMINISTRATOR LINUX
  - Position still open
- ADMINISTRATIVE SECRETARY: Community Education
  - Position has closed and is under review by the hiring committee

**CONFIDENTIAL/EXEMPT**

- **No vacancies at this time**

**FACULTY**

- Full Time Psychology Instructor
  - Great response on this position, currently 28 applicants

**ADMINISTRATIVE**

- **No vacancies at this time**

**PART TIME**

**CLASSIFIED**

- PT EMS PROGRAM ASSISTANT
  - Positions open until filled. Initial applications under review by the hiring committee.
- PT AUTOMOTIVE – LAB AIDE AND TOOL ROOM ASSISTANT-Position on Hold
- PT ACADEMIC ADVISING SPECIALIST-Position on Hold
- PT FRONT DESK ASSISTANT-
  - Position has been filled by Carol Kidd. Welcome Carol.

**FACULTY**

- PT SPEECH COMMUNICATION INSTRUCTOR
  - Open until filled

### CURRENT ACTIONS

Kelley Plueard, Human Resources Technician, I have:

- In accordance with Board Policy, (Administrative Procedure No: AP 302.09, AP 302.13 Related to Policy No. 302) The Adjunct Pool has been removed from the HR web page.
- Continued work with the OECD and the upcoming Job Expo.
- Addressed recruitment issues by: posting on Higheredjobs, contacting and posting with Job Source Oregon (The State of Oregon Department of Employment), and running an advertisement in the News Review. Updates from Higheredjobs provided information stating that the current Psychology Instructor position at UCC has been viewed by 1,043 job seekers.
- Current member of Society of Human Resources (SHRM) now representing UCC .
- As positions close, have insured that non-interviewed applicants have received "Thank You" letters and applicants of positions that have been put on hold have been notified regarding the status of the position.
- Launched a state-wide research event concerning, approaches and methods of new employee orientation. This information will be gathered and used to launch an improved orientation format and structure.

#### **ACCREDITATION PROCESS:**

The Department of Human Resources for UCC was happy to help with facilitating the needs of the Nursing Program Accreditation Committee.

#### **FILING:**

Forward progress in organization of Human Resource files has been made. Filing has been addressed, removal and shredding of old files and documents in the vault located in the Warehouse is planned. Removing the outdated files will allow the Human Resources Department to have a much more effective filing system, giving room to rotate older files into the warehouse vault while leaving room to file relative current files in the Administration Building in the Human Resources Department.

#### **HUMAN RESOURCES WEB PAGE:**

HR is very excited about bringing Art Lucero, the new Web Developer, on board. We are looking forward to an HR web page face-lift, but first will let Art get comfortable in his job.

#### **CCHR:**

Sue and Jan attended the CCHR meeting in Chemeketa. Among the subjects discussed were ACA (Affordable Care Act), emergency preparedness and threat assessment, and automated selection processes.

#### **NEGOTIATIONS:**

We attended training with association members on interest-based bargaining.

#### **TRAINING:**

Training on overtime policy and procedures was presented at the January Administration meeting. In February, training will be presented on performance management.

Information Technology + Innovation  
February 2013 Board Report  
Lorrie Ranck, Director

*Director Activities*

- Weekly area meetings with staff groups
- Bi-weekly individual staff meetings
- Vendor/external service partner meetings, Banner group, vendors, and consultants
- Reports and documentation for various projects

*Emergency Notification System*

Working closely with the Director of Security, we reviewed options for our emergency desktop notification system and have uninstalled an older desktop alert application in favor of an application with more capabilities. We applied for and received a grant from the company so we could utilize the software at no cost to the institution. Within Banner, we have also developed a process for members of the campus community to input data so they can be notified. This is in the testing stage with the intent to implement by mid-February. This will also allow us to automate and integrate data syncing with all our emergency notification tools.

*New Staff: Art Lucero, Web Developer*

The Information Technology + Innovation division welcomed Art Lucero as our Web Developer at the end of January. Art brings a great deal of experience, a fine set of organizational skills, and a great deal of energy and interest to working with our web presence.

*Business Intern: Jeff Knapp*

This term, we have been pleased to have Jeff Knapp, an SOU student, serve as an intern. Jeff is working towards his bachelor's degree in business. As an alumni of UCC (Computer Information Systems), he is interested in information technology management. Jeff has used his time to work with staff on the IT +I Tactical Plan.

*Java Vulnerability*

You may be aware of news stories about a vulnerability with a software tool called Java. It appears this is related to the most recent version. Please be assured that the version utilized in our technology environment (it is necessary for Banner) *is a version that is not vulnerable to exploitation* and we have disabled automatic updates for Java within our system.

*Online Education Professional Learning Community*

This is a voluntary opportunity for faculty who teach online or hybrid courses that are interested in engaging with other faculty colleagues about teaching and learning in an online environment. The last meet-up was January 31 and featured training stations on engaging online students.

*UCCOnline Statistics for Winter Term*

For winter term, we have 3,618 active students enrolled in 477 sections in the Learning Management System.

### *Infrastructure Update*

We are in the finetuning stage of transitioning to our new storage and server system, including a co-location site for disaster recovery/back up. While we have been moving data offsite since October, we are excited to finish this last step with our service partner. In the process of completing this comprehensive data center migration, we have applied for an Oregon Energy Trust Grant to recycle 25 of our old servers. When approved, UCC will receive \$8750 in incentive funds.

### *Comprehensive Lab List*

A comprehensive list of the computer and classroom labs on campus and the software that is loaded for each space was provided to the campus community this term. Mark Worthington, our Windows System Administrator, has created a solid documentation for our labs so we can be strategic in how we refresh the labs and move to virtualizing some of these spaces. To learn more about virtualization, here is a good easy read on the subject: <http://tinyurl.com/avupsf8>

### *Spotlight: HelpDesk*

Did you know that the UCC helpdesk receives on average, around 175 phone calls and approximately 250-275 user requests each week? Once a ticket is created from a phone or email request, it is assigned to the appropriate staff member or specific area in IT+I or Facilities. IT staff log into the helpdesk application and review tickets in order to prioritize work and respond accordingly. In some instances, through our helpdesk software, a technician, with your permission and while you are on the phone, can remotely access your computer in order to troubleshoot and resolve common issues. Helpdesk is our tool to track user issues, share documentation and gather data on problems and issues in our technology environment.



ACEUCC  
Board Report  
February 13, 2013

Training for the classified, faculty and Joe Olson and Jan Baxter on Interest Based Bargaining was held on Feb. 8. The classified is working on getting our bargaining points in order.

Our association lost our Vice President, April Hamlin, who is now a director over the ABSD group at Woolley Center. We recently replaced her with Hollie Wilson – a welcome addition to our group. Hollie will add a lot to our group – great enthusiasm, ideas and input.

The Achieving the Dream team had a great rollout session with trivia on local statistics, and a discussion of issues the campus needs to address to help students survive and succeed. The session was well attended by classified, faculty and administrative staff. Several classified are also involved in the reading and online group discussion of the book Bridges out of Poverty.

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject:  
2<sup>nd</sup> Reading Proposed Policy Revisions

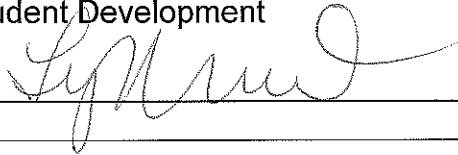
Date: February 13, 2013

The following policy revision is coming to the Board for a second reading.

Revised Policies

Pol. #	Policy Title
611	Business and Travel Expense

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

  
\_\_\_\_\_

Approved for Consideration:

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



## **BOARD POLICY**

**BOARD POLICY SERIES NUMBER: 611**

**TITLE: BUSINESS & TRAVEL EXPENSE**

Employees whose duties require travel are to have advance approval. All official travel out of district must be authorized by the immediate supervisor. All official travel out of the state must be approved by the President.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): to Board for 2<sup>nd</sup> Reading – 2/13/13

DATE OF LAST REVIEW:

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

Action Item

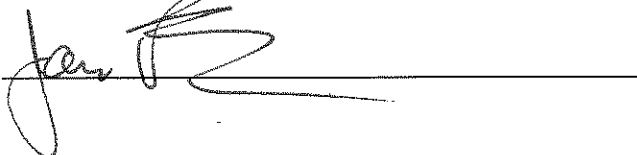
Subject: 1<sup>st</sup> Reading Proposed Policy Revision

Date: February 13, 2013

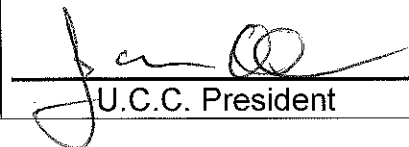
The following policy revision has been reviewed by College Council and is coming to the Board for approval.

Policy #	Policy Title
312.01	Employee Reinstatement

Recommendation by: Jan Baxter, PhD, SPHR  
Human Resources Director



Approved for Consideration:



U.C.C. President

## Policy Revision – Administrative Services

**POL#312.01: EMPLOYEE REINSTATEMENT**

2/13/13

Current Policy	Proposed Policy
<p>UCC complies with all state and federal regulations under the Americans With Disabilities Act of 1992 (ADA) and/or Oregon statute ORS 659.415 by recognizing reinstatement rights as legally required and as contained in the ACEUCC and UCCFA collective bargaining agreements.</p>	<p>UCC complies with all state and federal regulations under the Americans With Disabilities Act of 1992 (ADA), the ADA Amendments Act of 2008, and/or Oregon statute ORS 659A.043 by recognizing reinstatement rights as legally required and as contained in the ACEUCC and UCCFA collective bargaining agreements.</p>

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

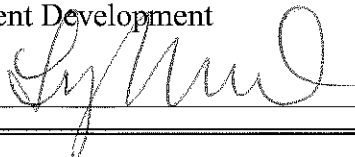
Subject:  
 Proposed Budget Calendar for Fiscal Year  
 2013-2014

Date: 02/13/2013

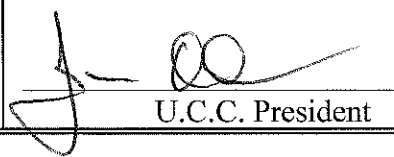
Board Approval is requested for the Budget Calendar as follows:

- |                |   |
|----------------|---|
| Sun., March 31 | Publish 1 <sup>st</sup> "Notice of Budget Committee Meeting"<br>(ORS 294.426 – not earlier than 30 days prior to the meeting)   |
| Sun., April 14 | Publish 2 <sup>nd</sup> "Notice of Budget Committee Meeting"<br>(ORS 294.426 – at least 5 days after the 1 <sup>st</sup> publication and not later than 5 days prior to the meeting) Published on UCC Website |
| Wed., April 24 | First Budget Committee Meeting, 6:00 pm   |
| Wed., May 08   | Second Budget Committee Meeting, (if needed), 6:00 pm   |
| Sun., May 26   | Publish "Notice of Budget Hearing"<br>(ORS 294.438 – 5 to 30 days prior to the hearing)   |
| Wed., June 12  | 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

# Budget Process Timeline

For Fiscal Year 2013-2014

## January

- Revenue estimates will be established
- January 17-18 – Budget Process Overview for Staff
- January 17 -23 – Budget Worksheets distributed to Directors and Level I groups ( departments and staff) will begin reviewing their budget requests
- Budget forecast/message sent to campus community
- Establish Enrollment projections
- Continue instructional planning

## February

- February 5 - Level I submit Budget Worksheets to Level II groups (Directors, Deans)
- February 19 – Level II submit Budget Worksheets to Level III (V.P.)
- February 28 – Level III submit all budget requests to the Budget Coordinator
- Review revenue projections
- Establish Enrollment projections

## March

- Review revenue and enrollment projections
- March 11 - Draft Budget document submitted to Level III and Budget Committee for approval.
- Budget forecast/message sent to campus community
- March 31 – Publish 1<sup>st</sup> “Notice of Budget Committee Meeting”

## April

- Continue monitoring revenue and enrollment projections
- April 5 – Budget draft is to be finalized
- April 14 – Publish 2<sup>nd</sup> “ Notice of Budget Committee Meeting” (Via Website)
- April 24 – Hold First Budget Committee Meeting

## May

- May 8 - The second reading of the budget by the Board of Trustees (if needed)
- May 26 – Publish “Notice of Budget Hearing”

## June

- June 12 - The Board of Trustees adopts the budget
- Budget data is loaded into management system
- Budget is made available on the WEB
- Budget is posted as required by law
- Hold budget process debriefing





BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Budget Committee Appointment	Date: February 13, 2013
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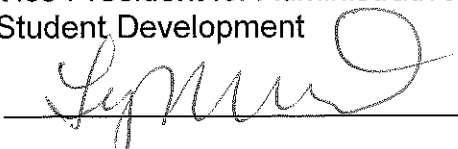
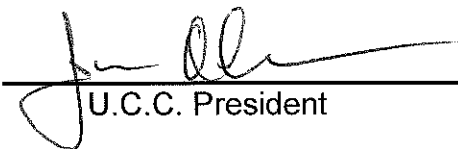
Board approval of the appointment of the following Budget Committee member is requested. Term of appointment is now through June 2014 to fill the remaining term of resigning member Verniece Paterson.

Zone 3: Dir. Weikum recommends appointment of Chris Davidson

Recommended by:  _____	Approved for Consideration:  _____ U.C.C. President
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BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

<p>Subject: Quarterly Financial Report</p>	<p>Date: 2/13/2012</p>
<p>Natalya Brown will be presenting the Quarterly Financial Report, ending January 17 , 2013.</p>	
<p>Recommendation by: Dr. Lynn Moore, Vice President for Administrative Services and Student Development </p>	<p>Approved for Consideration:  U.C.C. President</p>

## Financial Highlights

### January 2013

Financial reports summarize financial information for the College as of January 17, 2013. The reports are prepared on the budgetary basis and reflect roughly 6 and 1/2 months of operations.

**The statement of current net assets** summarizes financial position of the College.

*Current assets* consist of cash and investments, receivables, inventories and prepaid expenses. The college current assets of \$15.5 M are sufficient to cover current liabilities in the amount of \$3.1 M. The most significant current assets are split between cash and investments in the amount of \$11.9 M and receivables in the amount of \$3.1 M, consisting of property taxes, student accounts, agency receivables, grants and accounts receivable – due from Foundation. The \$1,199,112 in Accounts Receivable-due from Foundation reflects \$1,091,226 balance in pledges from the Foundation for the Danny Lang Center and \$107,886 in scholarship reimbursement due to the College.

*Current liabilities* of \$3.1 million consist primarily of payroll in the amount of \$1,562,896 and unearned revenue of \$1,364,457 split between property taxes, grants and contracts and scholarships.

*Net assets* are presented by fund groups. General fund net assets account for most of the net assets - \$9,287,077 followed by Debt Service fund with net assets of \$2,882,845 and Administratively Restricted fund with net assets of \$1,894,033. Not surprisingly, financial aid as well as grants and contracts funds reflect a temporary negative balance because both operate on a reimbursement basis.

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

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

Tuition and fees as well as federal financial aid remain the main source of operating revenues. Tuition and fees account for tuition revenue for summer through winter terms. Operating expenses, on the other hand, do not include expenses for winter term operations. The difference between the recognition of almost ¾ of the revenues and only half year expenses results in the temporary increase in the ending net assets.

As of January 17<sup>th</sup>, 2013 tuition was about 60.5% of the estimated budget compared to 69.8% at the same time last year. Compared to last year tuition dropped 22%. Taking into consideration tuition rate increase this year, the drop is even higher – 25%.

State community college support reflects 3 allocations from the state. The next (deferred) payment is scheduled in July 2013. The deferred payment will produce 3 payments that will be recorded according to the accrual basis of accounting on the entity-wide statements for 2012-13 fiscal year causing net assets to fluctuate at the end of the year. Deferred payment is not reflected in the Budget to Actual schedules that are prepared on a modified accrual (budget) basis.

The College received about 94.5% of estimated property taxes.

#### **Schedules of Revenue, Expenditures and Changes in Fund Balance Highlights:**

Transfer In/Out category has been booked for the whole year in all the funds. Minor year-end adjustments in Transfer In/Out category are expected between General Fund, Financial Aid fund and Agency Funds.

The original budget column reflects the adopted budget information. The final column reflects the adjustments to the budget as adopted by the board during 2012-13 fiscal year. Budget resolutions have been reflected in that column.

**General Fund.** The College received about 70% of its anticipated revenue by January 17, 2013. There are not many changes in the revenue categories compared to last year with the exception of tuition and fees. As mentioned earlier, tuition and fees dropped 22%. When we take into consideration the tuition rate change this year, the decrease reaches 25%.

Expenditures represent roughly about 41% of the budget as the operating activities for winter and spring terms are not reflected yet.

**Capital Projects Fund** accounts for construction, repairs and maintenance activities. The adopted budget included \$40M for capital projects financed with anticipated general obligation bonds offered to voters during the May election. Since the voters didn't pass the bond measure, there has not been much activity in this fund.

**Debt Service Fund** accounts for the payment of the principal and interest of the long-term debt, including repayment of full-faith and credit obligations and pension bonds. Debt service payments are scheduled in December and June. \$2,100,000 that was budgeted in both revenues (property taxes) and expenditures for repayment of the General Obligation Bonds did not materialize due to the failure of the bond measure in May election.

**Financial Aid** fund reflects financial aid disbursed to the students as of January 17<sup>th</sup>, 2013. The College disbursed \$9.6M compared to \$17M last year, a decrease of about 43%. A temporary negative fund balance of (\$-3,518,517) is due to timing difference between financial aid draw-downs and disbursements.

**Special Projects Fund – Grants and Contracts** is dependent on grant and contract awards received throughout the fiscal year. The fund operates mostly on a reimbursement basis. Quarterly billing activities are processed during January. Temporary negative fund balance is due to the timing

difference between expenditures and reimbursements. The fund experienced a 16% drop in both federal and state resources.

**Administratively Restricted Fund** accounts for specific programs that generate revenues primarily through specifically assessed fees. There is about 21% drop in tuition and fees compared to last year that is consistent with enrollment decrease. Current revenues reflect 40% of projected resources. Expenses decreased 16.6% compared to last year. They represent 24% of the anticipated expenditures.

**Insurance Fund** reflects activities for the retiree and unemployment insurance. There are no significant changes to note comparative to last year.

**Agency Fund** highlights student club activities. Primary sources of revenues consist of club revenue generated by the students. General fund supports operations of this fund by providing \$48,000 for ASUCC administration, Phi Theta Kappa, Skills USA travel and other club activities.

**Internal Service Fund** accounts for operations of the motor pool and copiers funds that generate revenues by providing services on cost reimbursement basis to College's operating funds. The fund balance has dropped from \$112,111 to \$52,219 this year.

**Enterprise Funds** reflects operation of the bookstore and food services. Sales are about 25% down compared to last year reflecting drop in student enrollment. Expenditures decreased only about 8% compared to last year. The fund had transferred budgeted \$475,000 to support operations of the General fund.

ROSEBURG, OREGON

Statement of Net Assets

As of January 17, 2013 ( Budget Basis)

Assets

Current assets:

Cash and investments	\$ 11,894,507
Receivables, net of allowance for uncollectibles:	
Property Taxes	412,866
Accounts/grants	1,498,225
Accounts Receivable - Due from Foundation	1,199,112
Inventories	378,728
Prepaid expenses	150,518
	<hr/>
Total current assets	15,533,956
	<hr/> <hr/>

Liabilities

Current liabilities

Accounts payable	175,136
Accounts payable - Due To Foundation	-
Payroll liabilities	1,562,896
Unearned revenue	1,364,457
	<hr/>
Total current liabilities	3,102,489
	<hr/> <hr/>

Net Assets

Net Assets by Fund Groups

General Fund	9,287,077
Capital Project Fund	924,368
Debt Service Fund	2,882,845
Financial Aid Fund	(3,518,517)
Grants & Contracts	(546,721)
Administratively Restricted Funds	1,894,033
Insurance Fund	473,780
Agency Funds	19,762
Internal Service Funds	52,219
Enterprise Funds ( Bookstore & Cafeteria)	962,621
	<hr/>
Total net assets	12,431,467
	<hr/> <hr/>

Total current liabilities and net assets as of January 17, 2013 \$ 15,533,956

UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON

Statement of Revenues, Expenses, and Changes in Net Assets  
As of January 17, 2013 ( Budget Basis)

Operating revenues:	
Tuition and fees	\$ 5,777,674
Federal student financial aid grants	5,125,396
Intergovernmental grants and contracts	1,108,473
Nongovernmental grants and contracts	684,861
Bookstore & food service sales	1,334,765
Other operating revenue	400,824
	<hr/>
Total operating revenue	14,431,993
	<hr/>
Operating expenses:	
Instruction	5,067,714
Instructional support	1,282,393
Student services	1,746,197
College support services	2,761,258
Auxiliary and Community services	1,315,918
Student financial aid	9,814,834
Plant operations	1,122,085
Debt Service	404,331
Facilities acquisition / construction	10,502
	<hr/>
Total operating expenses	23,525,231
	<hr/>
Operating gain / (loss)	(9,093,239)
	<hr/>
Non-operating Revenues-(expenses)	
State community college support	7,296,349
Property taxes	2,916,138
Investment Income	27,711
	<hr/>
Total non-operating revenues-(expenses)	10,240,198
	<hr/>
Change in net assets	1,146,959
	<hr/>
Net assets - beginning of year	11,284,508
	<hr/>
Net assets -January 17, 2013	\$ 12,431,467
	<hr/>

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

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

For period ending January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>Revenue:</b>				
Property taxes	\$ 3,083,750	\$ 3,083,750	\$ 2,916,138	\$ (167,612)
Tuition and fees	7,512,476	7,512,476	4,535,513	(2,976,963)
Intergovernmental-state and federal	10,149,754	10,149,754	7,296,349	(2,853,405)
Interest income	35,000	35,000	26,325	(8,675)
Other	350,873	350,873	77,275	(273,598)
<b>Total revenues</b>	<b>21,131,853</b>	<b>21,131,853</b>	<b>14,851,599</b>	<b>(6,280,254)</b>
<b>Expenditures:</b>				
Instruction	8,873,578	8,873,578 (1)	3,959,102	4,914,476
Support Services	11,288,247	11,288,247 (1)	5,217,893	6,070,354
Enterprise & Community Services	-	- (1)	-	-
Financial Aid	501,124	501,124 (1)	198,212	302,912
Contingency	2,212,839	2,212,839 (1)	-	2,212,839
<b>Total expenditures</b>	<b>22,875,788</b>	<b>22,875,788</b>	<b>9,375,207</b>	<b>13,500,581</b>
<b>Revenues over-(under) expenditures</b>	<b>(1,743,935)</b>	<b>(1,743,935)</b>	<b>5,476,392</b>	<b>7,220,327</b>
<b>Other financing sources-(uses)</b>				
Transfers in	500,100	500,100	500,000	(100)
Transfer out	(2,372,532)	(2,372,532) (1)	(2,310,199)	62,333
<b>Total other financing sources-(uses)</b>	<b>(1,872,432)</b>	<b>(1,872,432)</b>	<b>(1,810,199)</b>	<b>62,233</b>
<b>Net change in fund balance</b>	<b>(3,616,367)</b>	<b>(3,616,367)</b>	<b>3,666,193</b>	<b>7,282,560</b>
Fund balance - July 1, 2012	4,616,368	4,616,368	5,620,884	1,004,516
<b>Fund Balance - January 17, 2013</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 9,287,077</b>	<b>\$ 8,287,077</b>

(1) Appropriation level



**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
CAPITAL PROJECTS FUND  
For period ending January 17, 2013**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest income	\$ 500	\$ 500	\$ -	\$ (500)
Other	-	-	-	-
Total revenues	<u>500</u>	<u>500</u>	<u>-</u>	<u>(500)</u>
Expenditures:				
Facilities acquisition / construction	41,166,088	41,166,088 (1)	10,502	41,155,586
Debt Service	-	-	-	-
Total expenditures	<u>41,166,088</u>	<u>41,166,088</u>	<u>10,502</u>	<u>41,155,586</u>
Revenues over-(under) expenditures	<u>(41,165,588)</u>	<u>(41,165,588)</u>	<u>(10,502)</u>	<u>41,155,086</u>
Other financing sources-(uses)				
Transfers in	570,000	570,000	570,000	-
Transfer out	(100)	(100) (1)	-	100
Debt Service Proceeds	40,000,000	40,000,000	-	(40,000,000)
Total other financing sources-(uses)	<u>40,569,900</u>	<u>40,569,900</u>	<u>570,000</u>	<u>(39,999,900)</u>
Net change in fund balance	<u>(595,688)</u>	<u>(595,688)</u>	<u>559,498</u>	<u>1,155,186</u>
Fund balance - July 1, 2012	<u>595,688</u>	<u>595,688</u>	<u>364,870</u>	<u>(230,818)</u>
Fund Balance - January 17, 2013	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 924,368</u>	<u>\$ 924,368</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

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

**For period ending January 17, 2013**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property Tax Revenue	2,100,000	2,100,000	-	(2,100,000)
Intergovernmental-state and federal	87,655	87,655	43,585	(44,070)
Interest income	10,000	10,000	1,386	(8,614)
	<u>2,197,655</u>	<u>2,197,655</u>	44,972	(2,152,683)
Expenditures:				
Debt service:				
Principal	385,000	385,000 (1)	-	385,000
Interest	2,889,300	2,889,300 (1)	404,331	2,484,969
Total expenditures	3,274,300	3,274,300	404,331	2,869,969
Revenues over-(under) expenditures	<u>(1,076,645)</u>	<u>(1,076,645)</u>	<u>(359,360)</u>	<u>717,285</u>
Other financing sources-(uses)				
Transfers in	1,277,691	1,277,691	1,277,691	-
Net change in fund balance	201,046	201,046	918,331	717,285
Fund balance - July 1, 2012	<u>1,961,863</u>	<u>1,961,863</u>	<u>1,964,514</u>	<u>2,651</u>
Fund Balance - January 17, 2013	<u>\$ 2,162,909</u>	<u>\$ 2,162,909</u>	<u>\$ 2,882,845</u>	<u>\$ 719,936</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 January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 40,255,234	\$ 40,255,234	\$ 5,125,396	\$ (35,129,838)
Intergovernmental - state	1,435,850	1,435,850	401,900	(1,033,950)
Local & Private Grants	2,015,000	2,015,000	531,473	(1,483,527)
Other Operating Revenue	-	-	-	-
Total revenues	43,706,084	43,706,084	6,058,769	(37,647,315)
Expenditures:				
Student Financial Aid	43,784,751	43,784,751 (1)	9,616,621	34,168,130
Revenues over-(under) expenditures	(78,667)	(78,667)	(3,557,851)	(3,479,184)
Other financing sources-(uses)				
Transfers in	78,667	78,667	39,334	39,333
Net change in fund balance	-	-	(3,518,517)	(3,518,517)
Fund balance - July 1, 2012	-	-	-	-
Fund Balance - January 17, 2013	\$ -	\$ -	(3,518,517)	\$ (3,518,517)

(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 January 17, 2013**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental-state and federal	\$ 3,900,464	\$ 3,911,964	\$ 662,988	\$ (3,248,976)
Nongovernmental grants and contracts	844,976	884,226	153,388	(730,838)
Other	-	-	-	-
Total revenues	4,745,440	4,796,190	816,376	(3,979,814)
Expenditures:				
Instruction	2,612,613	2,627,363 (1)	610,541	2,016,822
Enterprise & Community Services	60,000	60,000 (1)	-	60,000
Support Services	2,072,827	2,109,327 (1)	755,887	1,353,440
Total expenditures	4,745,440	4,796,690	1,366,428	3,430,262
Revenues over-(under) expenditures	-	(500)	(550,053)	(549,553)
Fund balance - July 1, 2012	-	500	3,332	2,832
Fund Balance - January 17, 2013	\$ -	\$ 0	\$ (546,721)	\$ (546,721)

(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 January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and fees	\$ 2,512,808	\$ 2,512,808	\$ 1,242,090	\$ (1,270,718)
Intergovernmental - state and federal	-	-	-	-
Local/Private Grants & Contracts	40,000	40,000	-	(40,000)
Interest income	-	-	-	-
Other	1,172,895	1,172,895	244,731	(928,164)
Total revenues	<u>3,725,703</u>	<u>3,725,703</u>	<u>1,486,821</u>	<u>(2,238,882)</u>
Expenditures:				
Instruction	1,968,846	1,968,846 (1)	498,071	1,470,775
Support Services	2,699,671	2,699,671 (1)	709,586	1,990,085
Enterprise & Community Services	184,115	184,115 (1)	30,757	153,358
Contingency	269,224	269,224 (1)	-	269,224
Total expenditures	<u>5,121,856</u>	<u>5,121,856</u>	<u>1,238,414</u>	<u>3,883,442</u>
Revenues over-(under) expenditures	<u>(1,396,153)</u>	<u>(1,396,153)</u>	<u>248,407</u>	<u>1,644,560</u>
Other financing sources-(uses)				
Transfers in	90,000	90,000	90,000	-
Transfers Out	(19,000)	(19,000) (1)	(2,550)	16,450
Total other financing sources-(uses)	<u>71,000</u>	<u>71,000</u>	<u>87,450</u>	<u>16,450</u>
Net change in fund balance	<u>(1,325,153)</u>	<u>(1,325,153)</u>	<u>335,857</u>	<u>1,661,010</u>
Fund balance - July 1, 2012	<u>1,325,153</u>	<u>1,325,153</u>	<u>1,558,176</u>	<u>233,024</u>
Fund Balance - January 17, 2013	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ 1,894,033</u>	<u>\$ 1,894,034</u>

(1) Appropriation level

Roseburg, Oregon

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

For period ending January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest	\$ 1,400	\$ 1,400	\$ -	\$ (1,400)
Expenditures:				
Support Services	482,900	482,900 (1)	124,760	358,140
Contingency	60,000	60,000 (1)	-	60,000
Total expenditures	542,900	542,900	124,760	418,140
Revenues over-(under) expenditures	(541,500)	(541,500)	(124,760)	416,740
Other financing sources-(uses)				
Transfers in	321,174	321,174	321,174	-
Net change in fund balance	(220,326)	(220,326)	196,414	416,740
Fund balance - July 1, 2012	220,326	220,326	277,366	57,040
Fund Balance - January 17, 2013	\$ -	\$ -	\$ 473,780	\$ 473,780

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

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

For period ending January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 51,600	\$ 51,600	\$ 3,208	\$ (48,392)
Expenditures:				
Student Services	126,768	126,768 (1)	15,749	111,019
Contingency	-	- (1)	-	-
Total expenditures	126,768	126,768	15,749	111,019
Revenues over-(under) expenditures	(75,168)	(75,168)	(12,542)	62,626
Other financing sources-(uses)				
Transfers in	48,000	48,000	14,550	(33,450)
Net change in fund balance	(27,168)	(27,168)	2,008	29,176
Fund balance - July 1, 2012	27,168	27,168	17,753	(9,415)
Fund Balance - January 17, 2013	\$ -	\$ -	\$ 19,762	\$ 19,762

(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 January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 71	\$ 71
Interest income	-	-	-	-
Other	132,000	132,000	75,610	(56,390)
Total revenues	132,000	132,000	75,681	(56,319)
Expenditures:				
Support Services	208,000	208,000 (1)	88,057	119,943
Contingency	-	- (1)	-	-
Total expenditures	208,000	208,000	88,057	119,943
Revenues over-(under expenditures)	(76,000)	(76,000)	(12,376)	63,624
Other financing sources-(uses)				
Transfers in	6,000	6,000	-	(6,000)
Transfer out	(25,000)	(25,000) (1)	(25,000)	-
Total other financing sources-(uses)	(19,000)	(19,000)	(25,000)	(6,000)
Net change in fund balance	(95,000)	(95,000)	(37,376)	57,624
Fund balance - July 1, 2012	95,000	95,000	89,595	(5,405)
Fund Balance - January 17, 2013	\$ -	\$ -	\$ 52,219	\$ 52,219

(1) Appropriation level



Roseburg, Oregon

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

For period ending January 17, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 3,999,703	\$ 3,999,703	1,334,765	\$ (2,664,938)
Interest income	-	-	-	-
Total revenues	3,999,703	3,999,703	1,334,765	(2,664,938)
Expenditures:				
Student Services	4,580,670	4,580,670 (1)	1,285,161	3,295,509
Contingency	200,000	200,000 (1)	-	200,000
Total expenditures	4,780,670	4,780,670	1,285,161	3,495,509
Revenues over-(under) expenditures	(780,967)	(780,967)	49,604	830,571
Other financing sources-(uses)				
Transfer out	(475,000)	(475,000) (1)	(475,000)	-
Total other financing sources-(uses)	(475,000)	(475,000)	(475,000)	-
Net change in fund balance	(1,255,967)	(1,255,967)	(425,396)	830,571
Fund balance - July 1, 2012	1,255,967	1,255,967	1,388,017	132,050
Fund Balance - January 17, 2013	\$ -	\$ -	\$ 962,621	\$ 962,621

(1) Appropriation level