

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. 9 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, May 8, 2013
Board Work Session, Board Room, 5:30 p.m. – 7:00 p.m.

A G E N D A

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 1-5**

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

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.

VI.	FOCUS PRESENTATION		p 7
	A. Student Introductions from Skills USA, Academic All-Stars		
VII.	ASUCC REPORT	Brenna Martin	
VIII.	ACEUCC REPORT	Debbie Hill	
IX.	UCCFA REPORT	Emery Smith	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 8-30
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
	A. Second Reading, Tuition Increase Proposal	Lynn Moore	p 31
XIII.	NEW BUSINESS		
	A. First Reading, Policy Revisions	Jan Baxter	pp 32-38
	B. College Mission	Dan Yoder	p 39
	C. College Vision	Dan Yoder	p 40
	D. First Reading, Strategic Plan 2013-18	Dan Yoder	p 41-59
	E. Quarterly Financial Report	Natalya Brown	p 60-75
XIV.	BOARD COMMENTS	Chair	
XV.	ADJOURNMENT	Chair	

IMPORTANT DATES:

- Saturday, May 11, 2013, Riverhawk Grill n' Chill, UCC Athletic Fund-Raiser, Lang Center
- Thursday, May 16, 2013 Advisory Reception, 5:30 p.m., Lang Center
- Saturday, May 18, 2013, Cow Creek Scholars Dinner, 6:30 p.m., 7 Feathers
- Friday, June 14, 2013, Graduation, Swanson Amphitheater

NEXT BOARD MEETING:

- Wednesday, June 12, Board Meeting, Board Room, 7 p.m.

Robynne Wilgus, 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

Information Item
 Action Item

Subject: Consent Agenda

Date: May 8, 2013


Recommendation:

Recommend approval of:

Minutes of College Board Meeting of April 10, 2013 pp 1 - 4

Personnel Actions p 5

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 10, 2013

The Umpqua Community College Board of Trustees met on Wednesday, April 10, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7:01 p.m., and the pledge of allegiance was given.

Directors present:

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

Others in attendance:

Joe Olson	Rebecca Redell	Robynne Wilgus	Nicole Galster	Andrea Bean	Corrie Sommerfeld
Jan Baxter	Geoffrey Brownell	Victoria Sawyer	Emery Smith	Chris VanDyke	Kingsley H. Hubbell
Lorrie Ranck	Ali Mageehon	Katie Cunnion	Dennis Wahlman	Mark Williams	Michelle Bergmann
Freddy Gompf	Marjan Coester	Steve Buchko	Jesse Morrow	Lee Salter	Debbie Hill
Jessica Cugley	Hollie Robeson	Haley Stammen			

Consent Agenda:

- A. Board Minutes of March 13, 2013

Motion: I move for approval of the consent agenda as mailed out. Motion by Vice Chair Miller, seconded by Dir. Yetter and carried unanimously. Robynne Wilgus later added contracts for employee Jesse Morrow, who recently had a change of position at the college, and John Orcutt, who has received a contract extension. The Board accepted these as inclusion to the consent agenda.

Citizen Comments

There was no one signed up to speak this evening.

Presentation

Corrie Sommerfeld, Director SSS TRiO Transfer Opportunity Program (TOP), shared information about the student mentoring program. Three TOP students introduced themselves and shared how the program has impacted them: Jessie Cugley, in her second year at UCC, is a student mentor with two mentees; Hollie Robeson is in her first year at UCC; and Haley Stammen has just started attending UCC this year.

Ms. Sommerfeld shared a presentation of various program activities. The first year experience orientation happens right before the fall term starts. The cohorts, both traditional and nontraditional, are together for a full year. They review topics for college success, planning college finances and career planning. This is a four to five hour presentation which also includes get to know you activities.

Dir. Tamm likes the program's idea of helping students succeed. Ms. Sommerfeld concluded that it is a wonderful opportunity and an honor to work with the students.

ASUCC Report

Brenna Martin, ASUCC President, presented an update:

- Student government is working on elections; packets have been posted for the positions.
- A proposal was passed for new water bottle refilling stations.
- Proposal #13, a document to change the constitution and bylaws, failed.
- The Club Fair is next week and has a movie theme.
- The Senators are making preparations for Spring Fever; the theme is 60's Summer of Love.

ACEUCC Report

Debbie Hill, Chair of ACEUCC, said their main focus has been bargaining. They are working on negotiations and what to have in the next contract. There have also been meetings with Joe and Jan in preparation for negotiations. Spring term is off to a good start. Elections for the ACEUCC Board will be coming up in a few months.

UCCFA Report

Emery Smith, Chair of UCCFA, said they have been having meetings regarding negotiations. Faculty is interested in getting a carpool together and attending the town hall meetings at LCC and in Ashland. Dir. Tamm added she is glad they're going.

President's Report

Dr. Olson and Dir. Bell will be attending the town hall meeting in Ashland on Saturday. Dr. Olson was glad to hear faculty will also be attending the meetings; it is important to advocate for our cause.

OCCA Board Report

Dir. Bell shared an update from the Oregon Community Colleges Association:

Budget Update: The anticipated state budget for community colleges will probably be in the lower \$420 million; it may possibly be \$423 million. There is encouragement for the legislature to be in parity with the k-12 funding which would be \$453 million.

Bills affecting community colleges:

- Restructuring Bill: This would establish the Oregon Department of Secondary Education.
- Ratio Bill: Each community college would be required to create ratios between administration, faculty, classified and students.
- Achievement Compacts: The intention of an additional committee is to provide public input outside of budget considerations.

Dir. Bell mentioned the upcoming student scholar dinner sponsored by OCCA. UCC's students to be honored are Freddie Gompf and Alvia Wilcox; both were congratulated.

Old Business

There was no old business at this meeting.

New Business

Mark Williams, Dean of Career & Technical Education, represented the instructional fee adjustment requests. Explaining there has been a need for an update for quite a while, Dean Williams said the nursing fund has been subsidizing the dental program. The welding fee adjustments represent the escalation of costs for materials and supplies. The fee adjustment for Culinary Arts will provide students an easier path for obtaining supplies.

Motion: I move for approval of the instructional fees as presented. Motion by Vice Chair Miller, seconded by Dir. Rice and carried unanimously.

Dr. Olson took this opportunity to note this is Mark Williams' last Board meeting. He thanked him for his service and wished him well at his next position in California. Jesse Morrow will be stepping in as Interim Dean and was welcomed.

Ken Carloni, Associate Instructor of Biology, represented the science fee increase request. The fee adjustment is based upon a clause in the tour bus contract related to fuel charges.

Motion: I move for approval of the Science fees as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Rebecca Redell, Budget Coordinator, presented first reading approval from the Board for a tuition increase of up to \$85 per credit hour; this would allow for a lower increase based upon what is settled with state funding. Even at \$85 UCC would have the third lowest tuition in the state. Currently, UCC's tuition rate is \$8 under any other community college in the state. It is hoped state funding would be known by June for the final budget adoption.

Motion: I move for approval of the first reading of a tuition increase up to \$85 per credit hour. Motion by Vice Chair Miller, seconded by Dir. Bell and carried unanimously.

Resolution No. 5 – Approval to Spend Funds

This resolution increases appropriations in the Special Revenue Fund – Administratively Restricted, in the amount of \$14,138 from the Umpqua Community College Foundation for salary reimbursements. Ms. Redell explained that the dollar amount may go up next year as it is a percentage of the salary that is reimbursed.

Dir. Bell was affirmed that the resolution does not require a second reading. He commented the UCC Board hires the president, who creates negotiations with the unions and pay scales for administrators; that is a responsibility of the college. Continuing, Dir. Bell stated the Foundation is, in a sense, saying we'll give you this much money if you let us do what we want with our employees; he is uncomfortable with the resolution.

Motion: I move for approval of Res. No. 5 – Approval to Spend Funds in the amount of \$14,138 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum; the motion was carried by a vote of 6-1 with the no vote being from Dir. Bell.

Jan Baxter, Dir. of Human Resources, presented for Board approval the annual Personnel Employment Agreements for Administrative/Exempt/Confidential and Faculty staff for 2013-14. (Attached to permanent minutes) Dir. Bell asked for clarity on the definition of an exempt employee. Ms. Baxter explained an exempt employee is exempt from overtime pay; sometimes they are referred to as confidential/exempt. Dir. Bell asked if a confidential employee is paid more than the secretary of an administrator. Ms. Baxter explained there are compression issues with the new classified salary schedule coming up against the salary of a confidential position.

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

Board Comments

- Dir. Rice thanked Dir. Bell for his attendance at OCCA meetings adding he presents the main facts clearly. Dir. Tamm seconded the comment adding that attending the meetings are a huge commitment of time. Vice Chair Miller also shared her thanks.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Fee Increases
Res. No. 5

Tuition Increase
Faculty and Administrative Employment Agreements



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Jan Baxter, Director of Human Resources
SUBJECT: Personnel Actions
DATE: May 8, 2013

No Actions to Report

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

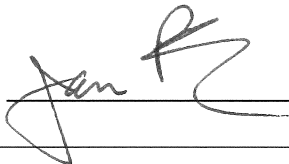
Action Item

Subject: Retirement Request

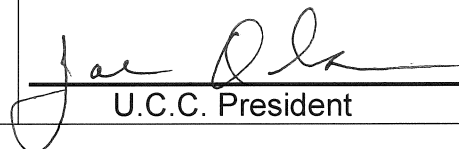
Date: May 8, 2013

Recommend Board approval of the request for early retirement from Joyce Kelly, Community Relations Assistant. Her last day of service to UCC will be May 31, 2013. Ms. Kelly has 21 years of service at UCC and qualifies for this request under the ACEUCC collective bargaining agreement, article XV, section F early retirement.

Recommendation by: Jan Baxter,
Director of Human Resources



Approved for Consideration:



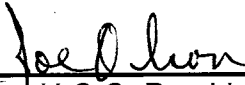
U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: Focus Presentation : Students Date: May 8, 2013

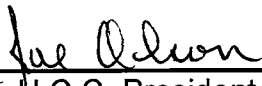
The Board will be introduced to the UCC students who participated in Oregon's Skills-USA competition and UCC's Academic All-Stars.

Recommendation by: _____
Approved for Consideration:

U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Reports	Date: May 8, 2013
ASUCC Report	Brenna Martin
ACEUCC Report	Debbie Hill
UCCFA Report	Emery Smith
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President

MAY BOARD REPORT

Joe Olson, President

Significant Meetings:

- April 10: George Murdock, Douglas County ESD Superintendent
- April 11: Whipple Foundation Board Retreat
- April 12: Lance Colley, Roseburg City Manager, and Carol Samuels, Seattle Northwest Securities Corporation
- April 15: The Partnership for Economic Development in Douglas County
- April 16: Larry Parsons, Superintendent of Roseburg School District
- April 17: All Oregon Academic Team Luncheon, with Bob Bell, in Salem
- April 18: Joan Kerns, Oregon Community Foundation –Whipple Foundation
Campus Forum: Strategic Planning
- April 19: Campus Walkabout
Designation Committee, The Partnership
- April 23: Campus Walkabout
National Adult Ed Honor Society Pinning
- April 24: Mercy Health Career Center Meeting
Budget Committee Meeting and Dinner
- April 25: Council of Instructional Administrators Welcome at Lang Center
- April 29: Open Forum
OCCA Conference Call
- May 1: Faculty Negotiations
- May 2: Open Forum

New Market Tax Credit

In conversations with our D.A. Davidson bond advisor, he and a consultant suggested we investigate new market tax credits as a means to apply towards a local match for the Allied Health building. I'm including a summary of what this program entails with information sent from Dennis O'Neill. Betty is most familiar with this concept and can elaborate at the board meeting should any members have specific questions. Rebecca and Natalya continue to assess this option and its viability for the college.

K12 Outreach

You'll see in the listing of my monthly meetings that I now meet regularly with Lance Parsons from Roseburg, Steve Kelley from South Umpqua and George Murdock from the ESD. Later this month I will be spending time calling on the district offices in Oakland, Yoncalla, Winston-Dillard and Camas Valley. This continues a commitment I made to our local districts to get out and meet with them and gain a better understanding of the issues they face. We continue to evolve and build upon our relationships with our k12 partners. I am encouraged about the improvement in feedback that I receive from local superintendents.

Campus communications

Also in my list of monthly meetings the board will note that I now schedule weekly walkabouts in my monthly calendar. In addition to these and in an effort to maintain effective campus communication I have scheduled two campus open forums for this week. This is a small step that will build upon the goodwill I have worked on these last two years and assure that people have access to me both formally and informally.

Planning

Dan will be finalizing the strategic plan process with a presentation to the board during the work session. His efforts on this year long process should not go unnoticed and I think those involved would feel that they have had an opportunity for their voice to be heard. I was able to attend two of Dan's strategic planning campus forums last week; I was both surprised and pleased at those in attendance. Questions were insightful and Dan's responses were thorough and candid. Again I want to pass on my thanks to Dan. This has been no easy task and I think it will guide us over the course of the next few years.

Joe Olson

From: Dennis O'Neill
Sent: Thursday, April 25, 2013 8:14 AM
To: Susan Taylor
Cc: Lpaterson7473@douglasfast.net; Joe Olson
Subject: New Markets Tax Credit (NMTC) Program

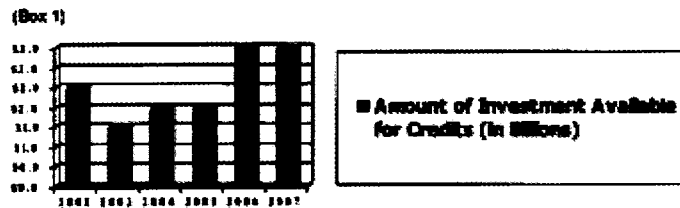
Let's discuss ...

The **New Markets Tax Credit (NMTC) Program** was established in 2000 as part of the *Community Renewal Tax Relief Act 2000*. The goal of the program is to spur revitalization efforts of low-income and impoverished communities across the United States and Territories. The NMTC Program provides tax credit incentives to investors for equity investments in certified Community Development Entities, which invest in low-income communities. The credit equals 39% of the investment paid out (5% in each of the first three years, then 6% in the final four years, for a total of 39%) over seven years (more accurately, six years and one day of the seventh year). A Community Development Entity must have a primary mission of investing in low-income communities and persons.¹¹

The concept behind the NMTC emerged in the late 1990s, when numerous foundations and think tanks were working to popularize the idea of using business-oriented mechanisms to help disadvantaged communities increase wealth and jobs. For example, business, community, academic, and public sector participants at the 1997 *American Assembly* meeting issued a report urging business leaders to reinvest in urban areas in the U.S. The final report also pushed nonprofit and government officials to help lead this new effort to open untapped markets through a fostering of "community capitalism." It defined community capitalism as a "for-profit, business-driven expansion of investment, job creation, and economic opportunities in distressed communities, with government and the community sectors playing key supportive roles." To accomplish this revival, participants called for improving access to capital (especially through equity investment) and ensuring greater technical assistance for businesses. These were seen as the two key ways of "energizing community capitalism in distressed areas". The report set out crucial components of the future New Markets initiative. The American Assembly disseminated the final report widely, including sending it to the White House and Congress. Vice President Al Gore, in support of the conference conclusions, stated that, "The greatest untapped markets In the world are right here at home, in our distressed communities."

What is a Community Development Entity (CDE) and how are CDEs certified?

The investment vehicle for the NMTC is a Community Development Entity (CDE). An organization must be certified by the CDFI Fund as a CDE to be eligible for NMTCs. Two important considerations for certification are that the organization must have a track record and demonstrate accountability to the community. After receiving certification, a CDE may then apply for credits through an annual competition conducted by the CDFI Fund¹. CDEs successful in receiving an allocation must have a strong business plan, good management, proven track record of working with investors and proposed projects that will have a substantial impact in low-income communities. In March 2003, the CDFI Fund made its first allocation of \$2.5 billion in NMTCs to a total of 66 CDEs. Over 300 Community Development Entities (CDEs) applied in the first round, requesting \$26 billion in credits².



How does a CDE market the credit to investors?

Once an allocation has been awarded, a CDE must then seek private investment in exchange for the credit. The CDE has five years to place the credits, after which time the credits can be recaptured and transferred to another CDE. Corporate and individual taxpayers may receive a federal tax credit of 39 percent over seven years in return for their equity investment in a CDE. With the proceeds from these equity investments, CDEs must provide investments of equity, loans, lines of credit and technical assistance to qualified businesses. CDEs have one year to place the funds in qualified investments. In general, if *substantially all* (i.e. 85%) of the proceeds from the credit are not placed in qualified investments, the CDE would be out of compliance. At that point, recapture penalties would be applied to the investor.

An equity investment qualifies for the tax credit if:

1. such credit is acquired by the investor at its original issue solely in exchange for cash;
2. *substantially all* of such cash is used by the CDE to make a *qualified low-income community investment*; and
3. the investment is designated by the CDE as a *qualified equity investment* which may also include the purchase of a qualified equity investment from a prior holder.

What is a Qualified Low-income Community Investment?

Qualified low-income community investments may include loans, lines of credit, debt, direct equity investments, purchase of certain loans made by other CDEs, related services to other businesses, and counseling to other CDEs.

Substantially all of the investment must be used, meaning 85 percent of the cash received from the taxpayer in return for the tax credit must be directly traceable to a qualified low-income community investment, or 85 percent of the aggregate gross assets of the CDE must be deployed in qualified activities.

What areas are eligible for the tax credit?

Areas eligible for the tax credit are low-income communities defined as a census tract with a poverty rate of at least 20 percent or with median income of up to 80 percent of area median or statewide median, whichever is greater; or for non-metro census tracts 80 percent of statewide median.

The NMTC may also be used in target areas. A target area is a community within a census tract that does not meet the poverty or median income standard. The target area provision allows certain communities located in ineligible census tracts to participate in the program. Such communities must have pre-existing boundaries such as established neighborhoods, or political or geographic boundaries; meet the poverty rate or median income standard; and have a demonstrated lack of investment capital.

What businesses qualify for investments?

Businesses eligible to receive qualified low-income investments are those corporations or partnerships (including sole proprietorships or unincorporated trades or businesses) that are active and located in low-income communities. The business must derive at least half its gross income from activity (i.e. sales, manufacturing) in the eligible area. In addition, a substantial portion of its tangible property as well as services performed by

employees of the business must be in an eligible community. CDEs may also provide investments to *qualified active low-income businesses* that are owned in whole or in part by the CDE.

Are there any other investment limitations?

Financing of low-income rental housing is not allowed under the NMTC, and the NMTC may not be combined with other federal tax subsidies, including the Low-income Housing Tax Credit. Rental property that derives 80 percent or more of its income from residential tenants is not eligible. However, a mixed-use development, where less than 80 percent of the property's gross income is rental income from dwelling units is allowed under NMTC.

Conclusion

The broad distribution of NMTCs from the first round of allocations allows for any community in America—both urban and rural—to take advantage of this unique opportunity to build a stronger and more diverse economy. Of the 66 CDEs receiving allocations, 16 target a specific city or county, six target more than one city or county, 17 will conduct statewide programs, and 27 will work in more than one state. Of those 27, 15 are nationwide. The following graphs provide a partial look at how the allocations were distributed and which jurisdictions they will serve. Now that the opportunity has been made available to these previously undercapitalized communities, the challenge is to make it work.

Dennis O'Neill

Executive Director
Umpqua Community College Foundation
PO Box 967
Roseburg, OR 97470
Ph: 541.440.7678
Fx: 541.440.7676
dennis.o'neill@umpqua.edu

**Board Report
Instructional Services
May 2013**

Dr. Roxanne Kelly, Vice President for Instruction

- I was able to participate as a member of the first ever UCC delegation to visit our partner universities in Ukraine. We met with students, faculty, staff, administrators and public officials during our 12 day trip. We had overwhelming welcomes everywhere we went and I believe we have some strong partnership and exchange possibilities.
- April 25th & 26th UCC hosted the Council of Instructional Administrators at Danny Lang. The CIA is a statewide group of instructional leaders from the community colleges. We discussed a number of issues that included budget and enrollment. Everyone was very impressed with the beauty of our campus and the warm UCC welcome that was extended by all.

Dr. Ali Mageehon, Dean of Academic Support:

Adult Basic Skills

- National Adult Education Honor Society inducted 15 new members on April 23, 2013.
- College for a Day is being held on May 16th, with a great deal of support from departments on campus.
- Woolley Center Learning Garden is starting to be planted—with 6 raised beds and a sensory herb garden. Leadership UCC will have a second work day on April 27 to work on the garden.
- The new GED class on campus is very promising for students thinking of transitioning to college classes when they complete their GED.

Academic Success Center

- The Academic Success Center changed its name to Success Center to clarify and align the center's vision/ mission with its name.
- Success Center Assistants and Tutors visited all Portland Community College campuses to gather information and ideas for implementation at UCC.
- Tutoring services have expanded to evenings from 4-6pm in the library.

Academic Partnerships

- Joan Campbell has been hired as the Academic Partnerships Coordinator. She starts on May 1st and will be a wonderful addition to our team.
- The Perkins Kick-Off Breakfast was on April 19. We are in process of seeking projects from program of study faculty for next year's Perkins Grant.

Developmental Education

- Changes in developmental education scheduling and advising are one of the key initiatives for the Achieving the Dream draft implementation plan.
- Faculty from developmental education will be attending the May 10 state wide conversation about developmental education at Lane Community College.

Jesse Morrow, Interim Dean of Career Technical Education:

- EMS: Paramedic application period is open and we are receiving application from Douglas and neighboring counties. At this time we have 20 applicants for Fall 2013, in addition EMS currently have 34 students in the South County taking EMR class at Seven Feathers Casino. These are Casino security and volunteer firefighters from Days Creek, Milo, Tiller, Canyonville, Riddle and Tri City. We have received our letter of review for national accreditation and are currently awaiting a site visit, possibly this fall 2013.
- CDL: Third set of CDL students are scheduled to be completed by May 17th, 2013 this brings the total to 5, (1) is on the road with a trainer with May Trucking (first class), (1) working with a Local Chip hauler out of Sutherlin, (3) are in orientation with May Trucking (second class). Staff is working on expanding usage of the log truck and increasing the class size to accommodate (18) more students UT&E along with (1) from JOBS
- Business: Instructor Debi Boyles made a visit to OSU's School of Business and met with advisors, the dean, and a foundation employee to work on strengthening ties for our business transfer students. Their foundation is working with local OSU graduates to create scholarships for UCC students wishing to attend OSU's school of business. Two of our AMA/CMA students just landed jobs in clinics in Douglas County.
- Engineering: UCC will issue the first "Water Quality" pathways certificates this spring. The certificate is offered through the Engineering Technology Program of the Engineering and CIS Department. The certificate provides training and a pathway to employment as a water or wastewater operator. The four water quality courses included in the pathways certificate also help prepare for the Level I Operator Certification exams given by the State.
- CJ: Police Reserve Class 17 Graduates May 18th, with 12 cadets and already hired by DCSO. The presentation will have a 4 agency honor guard and Kirk Sanfilippo Sutherlin Police Chief will be the key note speaker.
- Nursing: OSBN approved the RN program for 5 years, other events on the horizon are the YMCA Healthy Kids Day, Atrio Senior Resources Fair May 1, Douglas Co Employees Health Fair May 16, and PN students helped with Woolley Center Organic garden project.

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

- SBDC partnered with several other community organizations to produce "Start-Up Weekend" at the Umpqua Business Center. Some thirty attendees from throughout Oregon to work in teams to present business "pitches" for very business start-ups.
- The SBDC has a wide variety of classes they will be offering this term including:
 - Excel for Business Series
 - QuickBooks Series
 - Creating Your Business Facebook Page
 - Contractor's License Pre-Test Training
 - Be Your Own Boss with the 1st Steps to Starting Business Workshop
- Planned Summer Term offerings include:
 - Creating a Successful Business Plan (online course, taking the student through the necessary steps to constructing a business plan)

- Effective Business Writing (online course, updating written communication skills for business)
- Employment Law Fundamentals (online course, for business owners who need to learn hiring/termination, evaluating, and management techniques)
- Start & Operate Your Own Home-Based Business (online course, helping students determine strengths and opportunities when considering opening a home-based business)
- The Workforce Development Department is served as the planning lead for the Instructional Division's delegation to Ukraine. The trip included Susan Rochester, faculty member from the Art Department, Martha Joyce, faculty member from the Business Department; Roxanne Kelly, Vice-President of Instruction; Jason Aase, Den of Arts and Science; and Pete Bober Director of Workforce. The delegation visited education and Open World officials in Kiev and also visited Kremenchuk and Uzhhorod National Universities to establish program collaboration and exchange opportunities.
- UCC's Workforce Department hosted a forty hour "Lean" seminar for students in the Oregon Green Technician Certificate program.

Robin VanWinkle, Director, Community Education:

- The Community Education Department recently welcomed several new staff members. Susan Neeman serves as the department Administrative Secretary. Susan is new to Oregon having moved here with her family from South Dakota. Also hired is a new part-time Office Assistant Carley Price. Carley is a Roseburg High School graduate and will soon graduate from UCC.
- The department is experiencing strong enrollments for Spring Term classes. We have several full culinary, photography, iPad and pharmacy technician classes. First Aid and CPR class registrations have also picked up.
- The department director and coordinators will attend the Oregon Association of Community and Continuing Education Association (OACCA) Spring Conference May 8 & 9 in Salem. The featured speakers include Dr. Hilda Rosselli, Deputy Director of the Oregon Education Investment Board, and CCWD Commissioner Cam Preus.

Carla Bee, Director, JOBS:

- District 6 along with many other principal contractors have been providing the Ways & Means Committee regular on-going student success stories, as they receive GED/HSD, employment, close their grant and/or move their families out of poverty and into more independent living situations.
- Director Bee was appointed to Douglas County Health and Human Services Advisory Board
- Sylvia Metsig job title is now Lead Work Experience Coordinator. Additional duties have been added and her step was increased.

Jason Aase, Dean of Arts and Sciences:

Our trip to Ukraine was very productive, and the possibilities for collaboration seem limitless! We will be diligently working to maintain the momentum generated over the past several months. One step we hope to accomplish within a few weeks is an online chat between President Olson and the Rector of Kremenchug national University, Mykhailo Zagirnyak.

Communications/World Lang/Soc Sci: We are thrilled to welcome Georgann Willis, our new Psychology instructor, to UCC! Georgann will begin her employment starting Fall 2013. A heartfelt thank you goes to Paula Usrey for her tireless efforts in chairing the search committee.

Fine & Performing Arts: Many events are planned which include the following:

- The Canyonville Jazz Festival May 18
- Songs of Spring featuring the Vintage Singers on May 3rd
- In conjunction with Photolucida and Portland Photo Month, UCC Fine and Performing Arts presents a slideshow celebration of Oregon's special history entitled Then. Now. Here on April 25th from 6-8 pm in CenterStage
- An open house for the current art exhibit will be held April 25th from 6-8pm. Refreshments will be provided.

Science: Ken Carloni is chairing our search for a full-time geology instructor. We look forward to screening candidates beginning May 8th.

VE/SOWI: Chris and Dwayne continue to represent UCC well, as listed below:

- Chris – 2nd Annual Verde Valley Wine Symposium, Clarkdale AZ, Apr 13-14
- NSF Evaluation, Clarkdale AZ, Apr 15
- Chris – AACC Annual Conference, San Francisco, Apr 20-21
- Dwayne – SOWI Technical Symposium (Apr 23 in Central Point; Apr 24 at UCC)
- Dwayne – Speaker at Realtor Conference, Seven Feathers, Apr 26

David Hutchison, Library Director:

- As co-chair of the Website & Social Media Subcommittee, Katie participated in evaluations of content management systems for UCC. The subcommittee made their recommendation to the College Technology Oversight Committee last week.
- Katie is also a participating member of the Learning Management System Subcommittee, which is preparing for vendor presentations.
- Valerie continues to attend regular meetings as a member of the Labor Management Committee and to participate in bargaining work sessions.
- David and Susan Taylor met with the Douglas County Funders Forum to discuss the history and future of the Martha Young Nonprofit Resource Library, part of the UCC Library collection.
- David is participating in mock interviews to prepare students in the Transfer Opportunity Program for upcoming scholarship interviews.
- The library is evaluating a ProQuest Nursing database to replace some print nursing journals.

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – May 8, 2013**

STUDENT DEVELOPMENT

Advising and Career Service Center – Mandie Pritchard, Director

ADVISING AND CAREER SERVICE CENTER

Academic Advising, Counseling, Testing, Disability and Career Services

SENIOR SPRING ADVISEMENT

The following schools have been visited and provided senior spring advisement:

South Umpqua High School: 22	Days Creek High School: 3	Woolley Center: 13
North Douglas High School: 4	Yoncalla High School: 10	Glide High School: 7
Umpqua Valley Christian School: 5	Camas Valley High School: 4	

Remaining April/May visits include: Oakland, Elkton, Sutherlin, Phoenix and Roseburg High School

ORAHEAD Conference

Danielle Haskett, Disability Services Coordinator, attended the annual Oregon Association of Higher Education and Disability (ORAHEAD) Spring Conference on Friday, 4/19/13 at Oregon State University. The following were highlights from the conference:

Establishing an Effective University Accessibility Committee

- Identity processes that campuses can implement in order to improve environment accessibility.
- Identify potential partnerships, including ADA/504 compliance, facilities services, etc, in order to ensure improvements to build environment accessibility.

Threat Assessment in Higher Education: Strategies for Mitigating Targeted Acts of Violence

- Provide an overview of a comprehensive system for campus threat assessment and management
- Give the participants a general understanding of the concept of threat assessment while using case study examples specific to higher education

Making math more accessible

- Understanding the importance of developing collaborations that bring faculty and student services together with end users
- Gain knowledge of specific strategies that can improve access to mathematics
- Be encouraged to consider how promising practices could be implemented or encouraged with their own institutions.

GUEST PRESENTERS

Any presentation request may be made to Chris Grant, Lead Academic Advising Specialist, or Mandie Pritchard, Director, by email or calling the center at 541-440-4610.

- Terrance Bradford – UCC Academic Success Center

Student Life Office - Marjan Coester, Director

ASUCC Student Government

ASUCC President Brenna Martin and several of the officers and senators have been hard at work on updating the ASUCC Constitution and Bylaws. The proposal to combine both the constitution and bylaws into a single document is being reworked and a number of individual proposals to amend and update each article of the Constitution are making their way through the review and approval process.

ASUCC Student Government is participating in the Student Government Certification sponsored by the Council of Student Services Administrators (CSSA) and has submitted its certification portfolio for review. This is the first year ASUCC Student Government has participated in the program.

Six students participated in a Higher Education Rally in Salem on April 25.

Club Fair for Spring term was held on April 17 and for the first time, had a specific theme – clubs were asked to select a movie which represented their club and to create their table presentation around the movie. Clubs had a lot of fun with the theme - for example Student Government selected “Animal House,” Engineering Club selected “Iron Man,” and Phi Theta Kappa selected “Revenge of the Nerds.”

The Dodgeball Tournament was rescheduled for May 4 and has a Stars Wars theme (May the Fourth Be With You).

ASUCC President Brenna Martin will be participating as a presenter at ABSD College For a Day, to be held on May 16.

Elections for ASUCC Student Government officers will be held May 21 and 22.

Spring Fever will be held on June 7.

The final Study In for the academic year will be held on June 8.

Stress Free Zone events will be held on June 10-11.

Clubs & Student Organizations

ASTRA held two fundraising events - a Bake Sale and Bingo – to raise funds for Casa De Belen.

The UCC Bible Study Club re-chartered this term and has been meeting weekly.

Business and Entrepreneurship Club participated in Startup Weekend. At the event, anyone is welcome to pitch their startup idea and receive feedback from their peers. Teams organically form around the top ideas (as determined by popular vote) and then it's a 54 hour frenzy of business model creation, coding, designing, and market validation. The weekends culminate with presentations in front of local entrepreneurial leaders with another opportunity for critical feedback. The club placed 2nd out of 16 teams with their idea to provide consumer focused information on biodegradable products.

Debate Club has been meeting regularly and debating current event topics such a marriage equality and gun regulation. The club will be hosting a campus wide debate later this term.

SkillsUSA participated in the Oregon Skills Conference. Adam Turner received first place in PET. Melanie Bonnie and Jaime Lewis received first and second respectively in Commercial Baking Josh Walker, Chris Moore and Alex Medeiros received second, third, and fourth respectively in General Welding. Sean Murphy, Jacob Hitchens, Charles Martin and Freddie Ingraham were awarded third, fourth, fifth and sixth respectively in Automotive Service Technology (AST). Our first and second place winners are eligible to compete in the National Skills Conference in June.

Student Life Office

The final Blood Drive for the year was held May 8 and 9. (This is a correction to the dates provided in April's report).

A Veterans Resources Fair will be held on May 21. Dodie Blessington with the Douglas County Veterans Forum has been instrumental in helping organize this first time event for our campus.

Student Life is working with AAWCC to bring the film “Girl Rising” to campus in May. The idea to bring the film to campus was presented by Geoff Brownell, who praised its focus on the importance of the message – ending generational poverty by educating girls. We hope to be able to present the film a number of times.

As always, it is a privilege to be part of the Leadership UCC program. Graduation for the 2013 class took place on May 10 and we recognized Ali Mageehon, Chris Van Dyke, Danielle Haskett, Debi Boyles, Elizabeth Bastian, Geoff Brownell, Hannah Morris, Jason Aase, Mitch Black, Nate Fleming, Bob Sanders and Tracy Placido for their participation this year. The class took on two service projects – benches for the Ford Family Childcare Center and helping with the beds for the Woolley Center Learning Garden. The class will now be part of next year’s planning team and will assist with hosting the various class sessions.

The Outstanding Student Awards Reception will be held on Wednesday, May 29 at 3pm in Jacoby Auditorium. In winter term, faculty and staff were invited to provide feedback regarding the reception and with their generous and candid input, we are making a number of exciting changes to the event.

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:

- Winter term there were 18 students on the President’s list and 13 students on the Dean’s list.
- TOP had Spring term training on Thursday, April 4th. This is a CRLA (College Reading and Learning Association) certified training. There were a total of 13 TOP tutors that attended the training.
- TOP student, Freddy Gompf, attend the Oregon Community College Scholars luncheon on Wednesday, April 17th. He was presented with a medal by President Joe Olson.
- TOP has started holding mock interviews for UCC students that have been selected to interview for Ford Scholars, Restart, or Opportunity scholarships. There were a total of 11 UCC students selected for interviews, of that number 8 are TOP students.
- TOP staff attended the “Bridges Out of Poverty” conference held at Winston Community Center on April 10th.

Ford Childhood Enrichment Center – Ronda Stearns, Director

The *Week of the Young Child* was observed at the Ford Childhood Enrichment Center April 15 through 19th. We take that week every year to recognize the professionals that work in early childhood education. Our theme was all about the ocean featuring fish, bubbles, seashells, and mermaids. A few of our parents, and a faculty member, volunteered to help out. Gavin’s mom, Melanie Bonney from the culinary program, baked gourmet cupcakes that were quickly devoured by the staff. Myrcene Littlesinger’s dad, Fernando, provided beaded pieces he created featuring Native American designs. Adjunct faculty member Sharon Sawicki donated hammered copper bubblewand pendants she created in her studio. It was wonderful to have all these talents shared and we are so grateful for our families. It was a great week to thank the FCEC staff for the work they do with UCC’s youngest students.





Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

5639 - Total applications to date for 2012-13

Financial Aid Awards

Disbursements for the 2012-13 award year through 4/24/2013 total over \$13.1 million to 2,397 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veterans' benefits or UT&E.

- Actively participating in the initial rollout process of SALT (created by American Student Assistance), an outside default loan prevention program, in an effort to reduce UCC 3-yr. cohort loan default rate and provide our students and our community with money management tools.
- Set to roll out the 13/14 financial aid year this week by importing student application and making forms available for students to submit.
- Kelli Macha attended a week long Ellucian Live conference in Philadelphia, PA with Ginger Korn from the IT Department in an attempt to strengthen her Banner knowledge so that we can better serve our students.
- Ann Able attended the State Veterans Conference this month and continues to stay actively involved with our UCC Veterans.
- Linda Vellines provided the first 13/14 FALS – Financial Aid Literacy Seminar, presentation this past Saturday to a high school group in conjunction with the Advising and Career Centers NSO – New Student Orientation. Four more high school presentations are scheduled in addition to five on campus presentations. Revisions for next year's online seminars are underway.
- Hired Brian Proctor as our new Financial Aid Specialist. Brian will graduate from UCC at the end of Spring term, he previously served as a work study student in the office for just over two years.
- Provided two faculty presentation so far in April and have three additional scheduled to bring about awareness of our cohort default rate and financial aid changes and processes for the upcoming aid year.
- Packaging continues in an effort to remain caught up with our Spring term awarding, there are currently only six students pending.
- Continued weekly meetings with IT.

Recruiting Department – Richard Robles, Recruiter

April Activities & Future Plans –

April has been a busy month for the Recruitment department with an emphasis on disseminating information to traditional students at the high school level and providing information about the Career and Technical choices available for the middle school students within the district. The Recruiter was called upon to present information about programs of study to interested students from Sutherlin High School and Glendale High School, while also providing admissions and registration information to interested students of the class of 2013.

Campus visits to UCC have included Joseph Lane Middle School's 6th grade students – approximately 240 students – broken up into four consecutive weeks in April. Students heard program presentations from Culinary Arts, Nursing, EMT/Paramedics, and Automotive Technology, while also taking part in College exploration activities. On April 10th, UCC hosted most of Oakland High School's seniors on campus for a tour, program presentations, and lunch. 41 students took part in the activities. The last group on campus on April 26, was a resource class from Roseburg High School who toured the campus, heard from Culinary Arts and Automotive Technologies, and was informed of the disability services available at UCC from Danielle Haskett.

Plans for May include hosting middle school visits from Myrtle Point and Coffenberry while also having all of Days Creek High School's junior class on campus in late May. The Recruiter has also signed up to attend College Knowledge Night at Willamette HS in Eugene to discuss the cost differences between attending a 4-year school and a community college, while also providing information about UCC.

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

- Advertised the Campus Master Plan Update RFP.
- Put four vehicles up for bid for the Auto Shop by sealed auction.
- Purchasing of the Horse and Colt sculpture for the winery building, from the Arts Center.
- I am the main contact for the architect firms that are interested in the Campus Master Plan Update RFP. So far I have had requests for the RFP document from 28 firms.

Budget Office – Rebecca Redell, Director

Grant reporting is being completed for the following:
EDA, Title II, Case, Green Technology, Pathways, UTE, Vesta, Wolf Creek, Perkins

The External Budget Committee is meeting on April 24th. We are still waiting on news from the State regarding our funding level for the next biennium.

Finance – Natalya Brown, Director

April 2013 Highlights:

Finance office is gearing up for the year end reporting: we are making sure all reconciliations are timely, entries are booked and information is processed in Banner system. The fiscal year 2012-13 external audit is scheduled for the week of September 3rd, 2013.

Staff has been processing spring term contracts, billings and student refunds. Majority of our students continue receiving financial aid refunds via check vs. direct deposit option: year to date we have issued 5,356 checks vs. 2,285 direct deposits.

During this month Finance office was heavily involved in the following projects:

1. Ticket Turtle (ticketing software) virtual merchant research and implementation. We have worked closely with our credit card processor Elavon and Ticket Turtle Gateway provider to obtain rate information and setup an account.
2. Employee direct deposit travel reimbursement. We are launching a new option for employees to allow for travel reimbursement via direct deposit. We are hoping that this option will be more convenient for employees and will also save costs for the College by reducing printing and mailing as well as reduce outstanding check list. The Travel Expense Voucher form has been updated and posted on both HR and Finance Office website: <http://www.umpqua.edu/images/Finance/TravelExpenseVoucher1.pdf>
3. Review of PERS rates and cost projections
4. Preparation for the SAIF policy renewal and research on out-of-state employee coverage.
5. 1098T reporting and electronic consent

6. Learning Management subcommittee selection.

We continue to monitor legislative updates regarding PERS reform, healthcare reform and budget. The college continues to work on the agreement between Oregon Health Authority and UCC involving Designated State Health Program.

Bookstore – Cathy Vaughn, Manager

April in the Bookstore was a busy month. We had Spring Term rush the first two weeks of the month. Textbook adoption forms have been sent out for Summer and we are working on the Fall forms to be sent out on May 1.

Evaluations were finished and proved that we have a very dedicated staff at the Bookstore.

We are planning for our annual sidewalk sale next month and cleaning up inventory so our full store inventory in June will run smooth.

The Coffee Cart was down for 10 days due to a bad pump but is up and running and our smoothies have been very popular with the warm weather we have had.

We had Steve Buchko come and speak to us during our staff meeting this month on how to lock down the store if there was an emergency on campus. This made for an enthusiastic discussion. We are selling graduation announcements now and will send out forms for Diploma frames in the graduates packets.

Research & Planning – Dan Yoder, Institutional Researcher

- Update on Board Dashboard project for Joe
- Published the staff 50th anniversary survey for Community Relations – in progress
- Assisted IT with
 - Financial aid dispute resolution using legacy data system
 - Data related to LMS license estimates
- Assisted Director of Facilities with demographic data related to Faculties Master Plan
- IR
 - Completed Military Friendly Schools Survey
 - Completed Wintergreen Orchard House Survey
 - Submitted OCCURS Winter end-of-term data
 - Compliance
 - Reviewed proposed cash and registration handling procedures for Continuing Ed. – Piloted next month!
 - Provided data for SAIF review
 - IPEDS reports for Finance, Graduation Rates + supplemental data submitted
 - Strategic Planning
 - Held 2 campus open forums
 - Presented to EC and College Council
 - Finished the Draft and placed it on the IR web page for easy review
 - Achieve the Dream
 - finished CFAR data uploads and validation – waiting for the extract program from CFAR to extract and upload to JBL
 - Updated ATD student persistence, retention, and completion data for gateway classes
 - Developed programming for analyzing gateway student in sequences of classes
- Financial Aid
 - Various Veterans reports
 - Data related to loan default
 - Developed extract for current students for participation in SALT program
- Academic Advising/Counseling

- Data for tracking students that have completed Orientation to College/College Success Classes over a period of terms
- VP of Instruction/Deans
 - Final Faculty Load Report detail and summary for use in monitoring faculty loads
 - Data for annual Accreditation report
 - Data for the National Science Foundation grant compliance
 - Report that checks for classes with scheduling time or location conflicts for checking dual class listing
 - Program review data for Marketing Management program
 - Program review data for Paralegal program
 - Analysis of CH 221, 222, 223 classes and the effectiveness of certain pre-request classes
 - Data for OSU matriculation agreement
 - Program review for Business Marketing program
- Viticulture and Enology –
 - VESTA grant data for compliance reporting
 - Compliance data for other grant reporting

Security, Safety & Custodial Service – Steve Buchko, Director

Custodial

- Continue to clean campus and deep clean areas for the upcoming events such as graduations, proms, parties, etc.
- Along with Doug Smith (custodial supervisor) attended the annual OFSMA conference in Albany

Security

- Working on camera expansion on campus and possibly Woolley Center
- In conjunction with the Sutherlin Police Department, myself and 5 members of the UCC Security Staff attended an eight hour training course in regards to “Reading Body Language” Interpreting signs of danger, deception, demeanor, and disagreement.
- Conducting tests of the “Alertus” desktop emergency notification system
- Preparing to test the UCC emergency phone system
- Continue to train individual departments in regards to lockdown procedures
- Preparing for a OSHA voluntary inspection in May

Vice President for Administrative Services and Student Development – Lynn Moore, Ph.D.

The UCC Board of Trustees along with the External Budget Committee approved the General Operating Fund and Special Revenue Funds of the UCC Budget for fiscal year 2013-14 on April 24, 2013. The members of the committee offered a degree of discussion and thorough analysis of the proposed budget that was far greater than any witnessed during the past six years at UCC. The UCC staff is deeply grateful for the time, attention to detail, and dedicated efforts of the committee members during this critical process. *Thank you* also to Rebecca Redell and her staff for an excellent job both with budget development and ongoing budget management.

We are pleased that the design and scheduling of the SALT (student loan default prevention, management, and reduction plan) “roll-out” is well underway. *Thank you* faculty, staff, and administrators for your support and willingness to participate in these important activities to reduce our student loan default rates. Helping students learn how to best manage their personal finances in general, and anticipate the consequences of poor financial management must be woven into the culture of our college. So many of our current and former students can greatly benefit from the financial counseling and information SALT provides – we just have to get the word to them!

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

The following represent significant achievements of the staff in the division over this past year. As you can see, this was a quite ambitious effort and it was only accomplished through the dedicated staff vested in supporting and building a positive relationship with the campus community.

2012-13 Major Accomplishments

- Technical implementation of and training for Blue (Course Evaluation Survey Software)
- Installation of GoPrint in Library
- Analysis, planning and implementation of new infrastructure (SAN and servers): migration and virtualization of over 40 servers, set up and configuration of off-campus co-location site for back up and limited disaster recovery, email migration to new server
- Recycled 25 servers and earned \$8750 from Oregon Energy Trust Grant
- Addition of the authentication mechanism to allow for off-campus access to Library databases
- LMS migration to Angel 8
- Establishment of Online Education Professional Learning Community in addition to other educational technology support opportunities for faculty and staff
- Completion of training for two onsite Quality Matters facilitators/trainers
- Initiation of the learning management system review process mediated through a committee and faculty cohort
- Successful implementation of the Angel Helplab and Angel Orientation sessions for students
- Configuring and migrating courses over two years old to the online course archive
- Security-related projects
- Development of a systematic and sustainable process for the Emergency Notification System using the Banner system and integrating with a new desktop alert software for computer lab and employee computers
- Development of the computer refresh cycle for employees
- Technology Center computer lab update
- Increase in communication including the creation of Information Technology and Innovation web presence, regular campus updates, and work with the Campus Technology Oversight Committee
- Centralized and secured documentation related to IT systems
- Draft of tactical plan for the division
- External consultant security gap audit/assessment
- New hires: Network Technician, Web Developer
- Professional development for division staff including staff retreat, conference participation, reference text purchase, webinars, and online learning opportunities
- Job description review, alignment of positions within the division as part of classified salary study project and yearly staff performance appraisals

Ongoing Major Projects

- GoPrint and print management in campus computer labs
- UCC website redesign
- Learning Management System review
- Student email reconciliation
- Video conferencing system evaluation, planning and implementation (as part of a grant initiative)
- Virtual desktop infrastructure for lab deployment
- Media repository
- Switch refresh
- Enterprise wireless
- Implementation of security audit recommendations
- Policy and procedure review and development

Board Report – May 8, 2013
Jan Baxter, Human Resources Director

Current Job Postings

INTERNAL PROMOTIONAL OPPORTUNITIES

- Full Time Financial Aid Specialist-Closed
 - Congratulations Brian Proctor on your new position
- Full Time Computer Programmer Analyst
 - Now External Also

FULL TIME

Classified

- DATABASE ADMINISTRATOR SYSTEM ADMINISTRATOR LINUX
 - Open Until Filled
- Administrative Assistant Career & Technical Education
 - Temporary Position
 - Krista Hurt has filled this position
- Full Time Computer Programmer Analyst
 - Open Until Filled
- Full Time Admissions/Records Assistant
 - Closed
 - Interviews have been held by the hiring committee

Confidential/Exempt

- Academic Partnerships Coordinator-Closed
 - Congratulations Joan Campbell on your new position

Faculty

- Full Time Psychology Instructor -Closed
 - Congratulations Georgann Willis and welcome to UCC
- Full Time Geology Instructor
 - Closes May 8, 2013

Administrative

- **No vacancies at this time**

PART TIME**Classified**

- PT On-Call Custodial
- PT Grant Accountant-Closed
 - Congratulations John Markovich and welcome to UCC

Faculty

- PT Speech Communication Instructor
 - Open until filled
- Language Instructor Pool (French, German, Japanese, Chinese, East Indian)
 - Ongoing Opening
- PT Upward Bound Summer Instructor (Various subjects)

CURRENT ACTIONS**Recruitment**

- The Human Resources Department has recently contracted with NEOGOV and is currently training to launch the programs in the near future. The recruitment segment will be the first program activated for UCC, followed by performance management and then onboarding.

Labor Relations

Negotiations in progress with faculty and classified associations.

Trainings and Activities

- *The Affordable Care Act: Time to Prepare for 2014 and Beyond* presented by Joe Bober, Senior Associate for Mercer Corporation
- *Bridges Out of Poverty workshop*
- *3 Must-Have Training Courses for 2013* presented by Workplace Answers
- *The Family and Medical Leave Act (FMLA)* PowerPoint present by the U.S. Department of Labor Wage and Hour Division has been made easily available for UCC staff on the HR web-site
- *Public Section Symposium* presented by the Bullard Law Group (yes, we are trying to learn all we can about health care changes!)
- *PACE Day* crisis management and claims/risk management training
- *CCHR Meeting at Clackamas* quarterly meeting
- *Oregon Employer Council State Conference* including employment law and healthcare
- *Asleep at the Switch* presented by SAIF
- Performance evaluations were due April first and are being reviewed in HR prior to placement in personnel files
- Ongoing meetings regarding in-service training for all staff this fall
- *End-of Year Party* to honor retirees and long-term employees currently being planned
- *Brown Bag Lunch* monthly training for administrators will begin soon
- Cross-training HR staff on Banner HR processes is underway



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EXECUTIVE DIRECTOR

Dennis O'Neill

Foundation Director's Report April, 2013

General Board Meeting

The Foundation Board will hold its next General Board meeting on June 4th, 2013 in the Lang Center. The Foundation will now have four General Board meetings each year to coincide with the quarterly reports released by our Accounting firm Wicks, Emmitt. The organizational and fund development activities of the Foundation post-campaigns have intensified and an additional meeting each year will give us time to share progress on our various projects.

Scholarship Report

Sixty-one volunteers from the college staff and community scored 269 scholarship applications from finalists at the Readers' Dinner in the Lang Center on March 3rd. After calculating the Readers' Dinner scores, 202 applications will be moving on to Decision Day which is being held April 30th, 2013. The committee which will determine the final awards consists of six members of the Foundation Scholarship Committee, two Foundation staff, two UCC representatives and two high school representatives. Scholarship award letters will be mailed to students by the end of May.

We are especially proud of our continuing efforts to involve the community and high schools in our scholarship process.

C-Corp Committee Meeting

Lee Paterson, Danny Lang, Ellen Brown and I met with Craig Smith, the founder and leader of Chemeketa Community College's C-Corp "Northwest Innovations Inc." on April 23, 2013. NWI is wholly owned by CCC's Foundation. The purpose of NWI is essentially to do those things that the college needs but neither the College or Foundation can legally do. Their primary source for income is through property investment and management. At CCC all event management and food services are handled by NWI. Lee Paterson's committee will formulate recommendations now and bring these to the Executive Committee for consideration.

Foundation's Annual Golf Tournament Announced

The Foundation's Annual Golf Tournament will be held on Friday, July 19th at the Myrtle Creek Golf Course. Lunch will be served at 11:15 a.m. followed by the start of the tournament at 12:30 p.m.. Registration is \$100 per player. There are many levels of golf sponsorships available ranging from \$100 tee sponsorships to \$1,500 major sponsorships. Please find a way to come out and support this annual fundraising event.

Alumni Association Fundraiser – Opening Night at Summer Musical

The Opening night of the Summer Musical "Fiddler on the Roof" is on July 25th. Mark your calendar to join us again for another fun evening of good food followed by a great family musical production in Jacoby Auditorium. Tickets will be \$28 for Adults and \$18 for children ten and under.

ACEUCC
Board Report
May 8, 2013

We're really going to miss Linda Stinnett— she's retiring after being here for over 27 years, and has been a great "first impression" of UCC to students, faculty and anyone coming on campus or calling here. She's anxious to get to some of those little projects around the house that get put off while you're working – sorting pictures, organizing closets, etc. and just enjoy her free time. There are several groups contributing to the showing of the movie *A Girl Rising* on campus between May 28 and June 7. No need to go to a theatre to see it – plans are being finalized now to show it on campus. There is a global campaign to educate girls and empower them to work themselves out of poverty and into better situations. That group (10X10) produced this movie, which follows 9 girls in 9 different countries.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Tuition Increase Proposal
 2ND Reading

Date: May 8, 2013

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

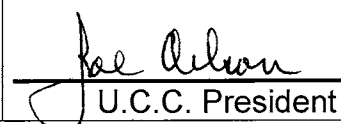
Therefore, 2nd reading approval is requested for the authority to increase tuition up to \$85 per credit hour. Any increase will be effective at the beginning of the academic year commencing in the summer term. An increase in tuition is expected effective Summer 2013.

Once the \$85 per credit tuition is reached, minimum annual increases will be linked to the consumer price index, and rounded up to the nearest dollar.

Recommendation by: Dr. 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

Information Item
 Action Item

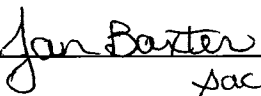
Subject: 1st Reading Proposed Policy Revision

Date: May 7, 2013

The following policy revisions have been reviewed by College Council and are now coming to the Board for approval.

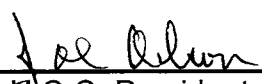
Policy #	Policy Title
311	Compensation and Benefits
311.03	Compensation and Benefits-Cell Phones
311.04	Compensation and Benefits-Salary Approval
313.02	Discipline and discharge
406	Integrated Pest Management

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



 sac

Approved for Consideration:



 U.C.C. President

Policy Revision – Human Resources
POL#: 311 Compensation and Benefits

Current Policy	Proposed Policy
<p>BOARD POLICY SERIES NUMBER: 311</p> <p>TITLE: PERSONNEL SALARY APPROVALS</p> <p>Administrative/Exempt The College President will recommend to the Board the starting salary and benefits for all administrative/exempt personnel (& non-represented employees), based upon the recommendations of the supervisor and the Director of Human Resources.</p> <p>Faculty Bargaining Unit The College Board will approve the starting salaries, benefits and salary advancement for faculty members according to provisions of the current faculty collective bargaining agreement.</p> <p>Classified Bargaining Unit The College Board will approve the starting salaries, benefits and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.</p> <p>Any change in salary status of current employees must be approved by the President in writing prior to employee notification. (i.e., step advancement, merit, bonus, salary adjustments)</p>	<p>BOARD POLICY SERIES NUMBER: 311</p> <p>TITLE: COMPENSATION AND BENEFITS</p> <p>The College Board has final authority for all compensation and benefits for UCC employees.</p> <p>DATE OF ADOPTION: DATE OF REVISION(S): 04/05/13 DATE OF LAST REVIEW: 04/13/11 By Board</p>



Draft

BOARD POLICY

BOARD POLICY SERIES NUMBER: 311.03

TITLE: Compensation AND BENEFITS – CELL PHONES

When the College requires that an employee carry a cell phone for business purposes, the College will lend a phone to the employee to use, or pay a stipend to the employee to cover business-related expenses for their personal cell phone.

DATE OF ADOPTION: 03/22/13
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD POLICY

BOARD POLICY SERIES NUMBER: 311.04

TITLE: COMPENSATION AND BENEFITS- SALARY APPROVAL

Administrative/Exempt

The College President will recommend to the Board of Trustees the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, based upon the recommendations of the supervisor and the Director of Human Resources.

Faculty Bargaining Units

The College Board will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.

Classified Bargaining Unit

The College Board will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.

Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.

DATE OF ADOPTION: 03/22/13

DATE OF REVISION(S):

DATE OF LAST REVIEW:

Policy Revision – Administrative Services

POL#: 313.02

04/08/13

Current Policy	Proposed Policy
<p>Discipline and Discharge</p> <p>Purpose: It is UCC's policy to employ individuals who satisfactorily perform their job while adhering to College Policies. Counseling or discipline may become necessary if an employee fails to meet these goals. The procedures in this policy are to help employees meet College expectations, and ensure a constructive and equitable method for due process. To that end, the following procedures will be used. Supervisors should make every effort to avoid serious personnel problems by providing employees with the training/tools necessary to perform their jobs, clearly communicating to employees their job duties, and giving employees regular feedback regarding their performance.</p> <p>Policy: When performance or conduct is unsatisfactory, the supervisor should utilize the following progressive steps to arrive at resolution. Based on the severity of the infraction, steps in the disciplinary process may be omitted. In all forms of discipline, action will be handled in a timely fashion.</p> <p>Progressive Discipline Steps: ALL EMPLOYEE REPRIMANDS MUST BE ADMINISTERED CONFIDENTIALLY</p> <p>The Steps Of This Policy Are As Follows:</p> <p>1. Oral Reprimand or Employee Counseling Whenever possible, supervisors should use informal methods to address employee deficiencies. Verbal warnings and performance counseling may eliminate the need for further disciplinary action. Supervisors should make a note documenting the oral reprimand and provide the employee with a copy. The original should be retained in the supervisor's records.</p> <p>2. Written Reprimand Employee deficiencies may require a written reprimand. Supervisors must file written reprimands with the Director of Human Resources so they may be placed in the employee's personnel file. Written reprimands must contain the following:</p> <ul style="list-style-type: none"> •A dated statement describing the nature of the deficiency; •A suggested course of action and any necessary follow-up; •The time frame in which improvement must be achieved; •The consequences in the absence of improvement; •A section for signature of both the employee and the supervisor. (If the employee refuses to sign, the supervisor will so note); •The employee's written response to the reprimand if the employee wishes to respond. <p>3. Formal Disciplinary Procedures When all attempts at informal disposition have been exhausted, formal discipline may be necessary. To ensure appropriate documentation is in order, prior to initiating a disciplinary notice, supervisors must obtain approval from the Director of Human Resources within fifteen (15) working days of the most recent occurrence.</p> <p>Disciplinary Notice The supervisor(s) will obtain and file a Disciplinary Notice with the Director of Human Resources. The notice shall include:</p> <ul style="list-style-type: none"> • The deficiency or policy violated; • Description of the situation with supporting facts; • Suggested discipline (suspension, demotion/reassignment or discharge). 	<p>DISCIPLINE, DISCHARGE, AND DUE PROCESS</p> <p>It is UCC's policy to employ individuals who satisfactorily perform their job while adhering to College policies.</p> <p>Supervisors shall make every effort to provide employees with the training and tools necessary to perform their jobs, clearly communicating to employees their job duties, and giving employees regular feedback regarding their performance.</p> <p>Counseling or discipline may become necessary if an employee's performance or conduct is unsatisfactory. The supervisor shall utilize progressive steps to arrive at resolution.</p> <p>Depending upon the severity of the infraction, steps in the disciplinary process may be omitted. In all forms of discipline, action will be handled in a timely manner.</p> <p>Employees have the right to utilize due process proceedings. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outline in their CBA.</p>

A copy will be sent "certified mail" to the employee. If the employee has an incorrect address filed with the College, the postmark will become the notification date. If immediate removal from the College is appropriate, the employee may be placed on paid administrative leave when the disciplinary notice is filed. Paid administrative leave status will be noted on the disciplinary notice.

The Director of Human Resources will notify the College President and establish a disciplinary file within five (5) (Monday-Friday) business days from receiving the notice. The confidential file will contain all relevant information and documentation. Disciplinary files may be reviewed by the Director of Human Resources, the supervisor, the disciplined employee, legal counsel and the College President or his/her designate. A single copy of the file contents will be provided to the employee.

Due Process Meeting with the President

The employee has the option of requesting a due process meeting with the President. This request shall be made in writing to the Director of Human Resources who will schedule a date, time and location. The meeting will be held within ten (10) business days from the date of the employee's request.

The College President, Director of Human Resources and the employee will participate in the due process meeting. Both the College and the employee may be represented by an advocate or legal counsel. Only relevant evidence and witnesses, including the supervisor, may be presented at the meeting.

The Director of Human Resources will arrange for the electronic and written recording of the meetings.

The President will review the documentation from the meeting and determine if there are appropriate grounds for discipline and will render a written decision on the matter within ten (10) business days after the due process meeting takes place. The President's written decision will include detailed findings and conclusions; copies will be sent to all parties involved.

If an employee does not request a due process meeting, the discipline notice will become final.

If extenuating circumstances cause the employee's absenteeism from the due process meeting, the President will consider the situation and decide if another meeting should be scheduled.

Board Review

If discharge is the result of the formal disciplinary process, the President's decision may be reviewed by the Umpqua Community College Board of Directors. The employee may request a Board Review within ten (10) business days of the President's decision. The request must be filed with the Director of Human Resources with a copy to the Supervisor and the President. The request must contain a statement of specific findings in the President's decision with which the employee disagrees.

The Director of Human Resources will send a complete record to the Board of the due process meeting, a duplicate of the President's written decision, and a copy of the request to the Board within five (5) business days after receipt of the employee's request for Board Review. At their discretion, the Board may allow the President to respond. Board review will be limited to an examination of the due process records to determine if there was sufficient evidence for the President to recommend termination.

The Board may either accept the President's initial recommendation, or suggest modification of the disciplinary action. The Board will give the employee and President a written decision on the matter within ten (10) days upon receiving the Board Review Request.

Costs

Employees are responsible for their own personal costs associated with disciplinary proceedings. A single copy of the due process record and discipline file contents will be given to the employee by the Director of Human Resources.



BOARD POLICY

BOARD POLICY SERIES NUMBER: 406

TITLE: INTEGRATED PEST MANAGEMENT

To ensure the health and safety concerns of student, staff, and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

DATE OF ADOPTION:
DATE(S) OF REVISION(S): 10/12/10
DATE OF LAST REVIEW:

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: College Mission

Date: May 8, 2013

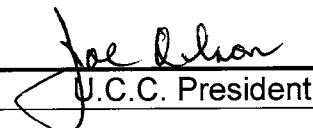
The Board's approval is requested for the Umpqua Community College mission statement:

"Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities."

Recommendation by: Dan Yoder,
 Director of Institutional Research, Planning
 and Compliance



Approved for Consideration:


 J.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: College Vision

Date: May 8, 2013

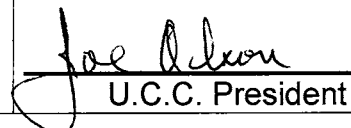
The Board's approval is requested for the Umpqua Community College vision:

"Umpqua Community College aspires to be the center for quality teaching and learning, and a key partner in the wellbeing and enrichment of our communities."

Recommendation by: Dan Yoder,
 Director of Institutional Research, Planning
 and Compliance



Approved for Consideration:


 U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

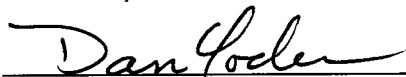
Action Item

Subject:
 First Reading of the 2013-2018 Strategic Plan

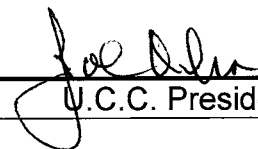
Date: May 8, 2013

The Board is requested to approve the first reading of the 2013-2018 Strategic Plan.

Recommendation by: Dan Yoder,
 Director of Institutional Research, Planning
 and Compliance



Approved for Consideration:


 U.C.C. President

Umpqua Community College



Strategic Plan 2013-2018

Our Vision

Umpqua Community College aspires to be the center for quality teaching and learning, and a key partner in the wellbeing and enrichment of our communities.

Our Mission

Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.

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Plan Process and Perspective

In March of 2013 Umpqua Community College completed a comprehensive planning process, setting forth a Strategic Plan to continue strengthening the College's ability to serve its stakeholders. This plan is based on our mission, "Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities". This planning process resulted in five Goals that will guide College decision making processes during the next five years. Internal and external factors were considered along with input from community members, students, and staff which determined the relevance and need expressed in the plan's five goals. The College, through its strategic plan, provides a framework for realizing its commitment to serve students and continuously improve its services, marketing, communication, balance of programs, creation of new instructional programs, and to strengthen existing and develop new partnerships within our communities that support our mission.

Tasks are developed each year with measures to help assess results toward achieving objectives and goals. Each department and division may develop new Tasks detailing initiatives that help UCC accomplish the goals and objectives of this plan. Tasks will include a performance measure, office responsible, timeline for completion, and estimated budget and/or other resource requirements. These Tasks are reviewed during budget discussions to ensure that resources are prioritized and allocated. Annual progress reports to the Umpqua Community College Board, campus and the community are developed to share progress related to each objective and goal.

This 2013 through 2018 Strategic Plan is the foundation of planning and budgeting for its five year period. Only those items that require no additional funding and are committed to by the College or that are funded through the college budget process each year will be included in the plan's actions, measures, and evaluation for that year.

Work on UCC's Strategic Plan is a never-ending process. The College realizes the need for flexibility in responding to unforeseen developments and the value of using assessment measures in determining the effectiveness of tasks, initiatives, and related action plans toward achieving its goals. The College ensures its ability to respond to community and student needs through its annual planning and budgeting processes. Data regarding external and internal factors, challenges, and opportunities affecting the College will be considered as it develops. The College will determine whether new objectives and/or additional tasks are needed each year or if the current initiatives simply need updated. The result of these important discussions will ensure that Umpqua Community College remains responsive, proactive, creative, relevant, and essential in providing programs and services that meet the needs of its students and communities.

Message from the President

This five year planning document is a combination of ideas, imaginations and hard work on the behalf of many people both on and off campus; most notably though is Dan Yoder. I extend my personal thanks to everyone on the committee for their hard work and to Dan for guiding this very important process.

Any planning document is a snapshot in time of a course to travel over a period of years. Any planning document must reflect some flexibility in order to adapt to changes in the environment. The speed at which technology is changing and the overwhelming regulations developed by the federal department of education are just two possible reasons for a five year plan to change priorities, goals, objectives and college response. I feel the work that is reflected in this document will help us travel the course in the next five years and allow for environmental changes that may impact our students and our college.

Again my personal thanks for your hard work,
Joe Olson, UCC President

Strategic planning Task Force Members:

Bob Bell – Board Member
Bob Hayes – Community Member
Brenna Martin – ASUCC President
Dan Yoder – Director of Institutional Research and Planning
David Farrington – Registrar
Elin Miller – Board Member
Hollie Wilson - Classified Staff, Programmer Analyst
Jacky Sohn – Community Member
Jasmine Filley – Exempt Staff
Katherine Cunnion – Reference Librarian, Faculty
Lorrie Ranck - Director of Information Technology and Innovation
Richard Robles – Classified Staff, College Recruiter
Robynne Wilgus – Exempt Staff
Ronda Stearns – Director of the Childcare Center
Sue Windsor – Counseling/Advising, Faculty

Strategic Goals:

Student Success is fundamentally important to the lives of our students, the workforce needs of our economy, our ability to meet graduation and student retention goals, and supports organizational stability.

Goal 1. Promote student success through a comprehensive institutional approach to student retention and completion.

Keeping College programs relevant through current curriculum and innovative instruction is critically important to the economic success of our students and the communities we serve.

Goal 2. Provide comprehensive, relevant, innovative instruction and programming.

Our organizational ability to communicate effectively and work collaboratively as a team to achieve shared goals, is a strategically important driver of innovation, productivity, customer service, and campus culture.

Goal 3. Foster a positive and productive campus culture and environment based on shared values.

Comprehensive organizational and resource stewardship is critical to securing public trust and forms the foundation for earning support for investment in the future education and training needs of stakeholders.

Goal 4. Exemplify responsible and sustainable organizational stewardship.

Informed and knowledgeable communities insure that students, organizational partners, staff and future students understand the resources and services available to support of achieving their goals.

Goal 5. Build stakeholder awareness through comprehensive communication, promotion, marketing, and recruitment.

2013-2018 Strategic Plan

Student Success is fundamentally important to the lives of our students, the workforce needs of our economy, our ability to meet graduation and student retention goals, and supports organizational stability.

Goal 1. Promote student success through a comprehensive institutional approach to student retention and completion.

Objective 1.1. Adopt a definition of and work toward achieving student success.

Task 1.1.1. Establish an institutional definition of student success and communicate it to all stakeholders.

Task 1.1.2. Identify departments with direct responsibility for student success.

Task 1.1.3. Provide professional development opportunities for faculty and staff to become informed with student development and student retention concepts.

Task 1.1.4. Effectively market student and instructional services to students, faculty, and staff.

Task 1.1.5. Create a resource web page about student success strategies and resources for both internal and external customers.

Objective 1.2. Improve student processes from initial contact through academic goal attainment.

Task 1.2.1. Eliminate all late enrollment adds to classes after the first week of class.

Task 1.2.2. Increase faculty participation in “Early Alert” grade notification process.

Task 1.2.3. Develop a tool to assess student technology competencies at initial registration.

Task 1.2.4. Review technology competency remediation options that address key deficiencies. (Basic computer skills course or a mandatory technology skills orientation workshop in order for students to successfully navigate technology used on campus and in their courses.)

Task 1.2.5. Require LMS orientation for students registered online.

Task 1.2.6. Use campus-wide referral system for students in crisis.

Task 1.2.7. Engage GED, Adult High School Diploma, Dual Credit, and on-line students at initial contact to acclimate them to the UCC campus and to simplify their transition to on-campus classes and services.

Task 1.2.8. Develop Student Success Program Department.

- Task 1.2.9. Make New Student Orientation (NSO) mandatory for all new college students prior to or during their first term.
- Task 1.2.10. Design and implement a New Student Orientation for all new High School Dual enrolled students (NSO-DE)

Objective 1.3. Strengthen and expand campus services that contribute to student success and retention.

- Task 1.3.1. Teach study skills to athletes in support of academic success and retention.
- Task 1.3.2. Develop and plan a First-Year Experience program.
- Task 1.3.3. Develop and plan Mentor/Peer-Mentor Program.
- Task 1.3.4. Establish and utilize official forms of communication, e.g. email, emergency notification and associated protocols.
- Task 1.3.5. Review and evaluate student email system and make adjustments as necessary to provide efficient and useful communication among students, faculty, and staff.
- Task 1.3.6. Leverage the use of the Banner as a resource for data extraction and reporting for departments/areas.
- Task 1.3.7. Engage veterans on campus by providing more direct student support services by linking with existing resources within the community.
- Task 1.3.8. Evaluate current use and student comments from the November 2012 student library survey for use in improving the library environment and/or services.
- Task 1.3.9. Evaluate trends in the use of the library collection.

Objective 1.4. Allocate resources needed to support student retention and completion.

- Task 1.4.1. Collaborate with Instructional Leadership to develop an Information Literacy Assessment Plan
- Task 1.4.2. Dedicate certain phones on campus dedicated to calling 211 (Off-campus community resource line.)
- Task 1.4.3. Establish structure, process and personnel to centrally coordinate computer labs to provide greater student access to technology.
- Task 1.4.4. Determine library resources necessary to build on the effort to integrate library and information resources into other discipline areas, e.g., develop a consistent and sustainable framework for Information Literacy goals.
- Task 1.4.5. Develop a collaborative learning library space for faculty and students.
- Task 1.4.6. Build library collection in support of new curriculum and programs.

Keeping College programs relevant through current curriculum and innovative instruction is critically important to the economic success of our students and the communities we serve.

Goal 2. Provide comprehensive, relevant, innovative instruction and programming.

Objective 2.1. Ensure current and proposed instructional programs support the College mission.

- Task 2.1.1. Develop a stringent assessment process for technical programs that include workforce and employment data.
- Task 2.1.2. Develop a stringent assessment process for academic departments that include student transfer data and relationships with articulation agreements.
- Task 2.1.3. Continuously review labor market data and do environmental scanning in support of developing new classes, certificate, and degree programs.
- Task 2.1.4. Integrate Career Pathways into the instructional culture of Umpqua Community College.
- Task 2.1.5. Implement Career Pathways roadmaps for all UCC programs of study.
- Task 2.1.6. Maintain and enhance the UCC Career Pathways website so it links with all college programs and provides an up to date link into all student options.
- Task 2.1.7. Facilitate integration of career Pathways model into the UCC catalog and advising process.
- Task 2.1.8. Maintain Career Pathways compliance with emerging State protocols regarding programs of study.
- Task 2.1.9. Ensure that UCC instructional and administrative staff are trained in the creation, maintenance, and compliance of Career Pathways, Roadmaps, and any other emerging State protocols.
- Task 2.1.10. Automatically award Career Pathway Certificates, Less than One Year Certificates, and other program certificates upon completion of the final course, regardless of application to graduate status.
- Task 2.1.11. Create and foster educational partnerships with district K-12 schools.
- Task 2.1.12. Develop a winery incubator program to support recent graduates in building wine brand.

Objective 2.2. Ensure instructional “best practices” are used consistently across all instructional programs and modes of delivery.

- Task 2.2.1. Promote communication and accountability for faculty by using the assessment tools that we have in place, including the faculty performance evaluation process, class evaluations, participation in system of referrals such as Early Alert Grade system, and best practices reviews.
 - Task 2.2.2. Expand the use of classroom interactive technologies to encourage student participation and immediate or just-in-time assessment.
 - Task 2.2.3. Track program completers and transfer students to develop student perspective on the training and education received and to support compliance reporting.
 - Task 2.2.4. Create a fast track for students in programs most at-risk (GED, Developmental Education, etc...)
 - Task 2.2.5. Grow and maintain Quality Matters program to uphold standards of excellence in the design of online courses.
 - Task 2.2.6. Evaluate methods and strategies to ensure best delivery of online courses.
 - Task 2.2.7. Adapt the online learning experience to address a variety of learning styles and differentiation and accommodation based on student needs.
 - Task 2.2.8. Develop systematic measures of the impact of library instruction on student performance to inform strategies for improving the effectiveness of this instruction.
 - Task 2.2.9. Create opportunities for internal professional development for teaching and using instructional best practices.
 - Task 2.2.10. Promote and encourage professional learning communities as a means for online faculty to connect and enrich course offerings.
 - Task 2.2.11. Develop non-credit and credit Brides programs for low-skilled students.
 - Task 2.2.12. Encourage faculty and staff to participate in conferences, guest lectures, publications, and international exchange programs.
- Objective 2.3. Ensure all instructional modalities and options provide a consistent level of academic rigor.
- Task 2.3.1. Launch an academic integrity program for online learners that includes prevention methods and tools, strategies, and ways to maintain academic standards in an online environment.
 - Task 2.3.2. Assign a instructional task for to develop a short list of best classroom instructional practices that could be incorporated into all classes as an intentional strategy that supports high academic standards and promotes student success.
 - Task 2.3.3. Adapt the online learning experience to address a variety of learning styles and differentiation and accommodation based on student needs.

- Task 2.3.4. Strengthen and utilize course evaluation systems.
 - Task 2.3.5. Utilize data about course evaluations to make informed course decisions about instructional programs.
 - Task 2.3.6. Determine the library staff resources required to sustain the effort to integrate library and information resources into online course offerings.
 - Task 2.3.7. Develop and evaluate strategies to provide seamless access to library resources in a highly flexible web environment.
 - Task 2.3.8. Review options for online access to the library catalog.
 - Task 2.3.9. The library will systematically collect survey data and system reports and collaborate with campus information resources staff to identify additional measures in support of the library's strategic plan.
- Objective 2.4. Ensure technical and physical infrastructure supports all instructional modes.
- Task 2.4.1. Evaluate classroom learning and instructional delivery infrastructure to ensure that it is current and supports innovative learning modalities.
 - Task 2.4.2. Evaluate Learning Management System options using an inclusive and transparent process.
 - Task 2.4.3. Implement a Learning Management System that meets the needs of students, faculty and staff.
 - Task 2.4.4. Promote videoconferencing and meeting software in online and classroom modalities to expand real-world opportunities for learning and develop interpersonal connections.
 - Task 2.4.5. Plan for changes in library technology.
- Objective 2.5. Expand e-education instruction opportunities.
- Task 2.5.1. Train all faculty in the use of the Learning Management System in support of supplement instruction opportunities and efficiencies.
 - Task 2.5.2. Expand offerings of hybrid courses.
- Objective 2.6. Ensure Continuing Education programs meet individual and community needs and provide quality lifelong learning opportunities.
- Task 2.6.1. Evaluate and affirm the Continuing Education mission of the College. Defining areas of focus, and developing goals, objectives, and service delivery expectations.
 - Task 2.6.2. Ensure Community members have access to quality lifelong learning activities.

- Task 2.6.3. Improve student access by implementing a convenient registration system for non-credit students that allows for online, face-to-face and phone registration.
- Task 2.6.4. Design and implement non-credit instructor training and orientation that focuses on Instructional design and course outcomes.

Our organizational ability to communicate effectively and work collaboratively as a team to achieve shared goals, is a strategically important driver of innovation, productivity, customer service, and campus culture.

Goal 3. Foster a positive and productive campus culture and environment based on shared values.

Objective 3.1. Promote internal organizational customer service knowledge and skills.

- Task 3.1.1. Develop internal customer service training to broaden skills, perspective, and understanding of how to best serve our internal customers area to area and department to department.
- Task 3.1.2. Develop student focused customer service training to set customer service expectations and educate all staff regarding holistic student centered support environment.

Objective 3.2. Promote and support an institutional culture of leadership and inclusion at all levels.

- Task 3.2.1. Design and Implement Student Success Training Program to be held ½ of a day 2 times per year.
- Task 3.2.2. Promote and encourage all staff, faculty and administrators to participate in Leadership UCC by considering alternatives to scheduling the Leadership program and/or flexibility of all staff – including faculty – to attend.
- Task 3.2.3. Develop activities that encourage trust and rapport between all members of the college team.
- Task 3.2.4. Create a framework to develop competent, diverse leaders at all levels, both current and the next generation.
- Task 3.2.5. Develop diversity training in order to embrace the internal cultural diversity currently present as a human resource with the exception to create opportunities for additional growth and development of a culturally diverse environment.
- Task 3.2.6. Develop new employee orientation to welcome new hires and help them acclimate to their position and UCC's organizational culture.

Objective 3.3. Create an organizational culture that embraces accountability.

- Task 3.3.1. All Administrative, Exempt, and Classified staff performance evaluations will be conducted on time and in accordance with college policies, practices, and collective bargaining agreements.
- Task 3.3.2. Formally add “Institutional Compliance” to the Institutional Research position
- Task 3.3.3. Research succession planning and begin development of a training plan for potential leaders.
- Task 3.3.4. Provide leadership training and professional development for employees in leadership positions.
- Task 3.3.5. Develop a leadership plan for each administrative position current or created by the College.
- Task 3.3.6. Implement an automated performance management system, including performance evaluation documents.
- Task 3.3.7. Form Risk Assessment Management Team
- Task 3.3.8. Increase employee training events on slips, trips, and falls.
- Task 3.3.9. Schedule and conduct annual audit of cash handling processes and procedures through an outside Accounting Agency.
- Task 3.3.10. Schedule and Conduct Loss Control safety inspections with SAIF.
- Task 3.3.11. Divisions and Departments will set performance goals that will be reviewed annually.
- Task 3.3.12. Conduct an Organizational Climate survey on a regular and reoccurring basis and use the survey results to make organizational improvements.

Comprehensive organizational and resource stewardship is critical to securing public trust and forms the foundation for earning support for investment in the future education and training needs of stakeholders.

Goal 4. Exemplify responsible and sustainable organizational stewardship

- Objective 4.1. Manage financial resources in a fiscally sound and sustainable manner in support of the College mission.
 - Task 4.1.1. Implement continuous improvement strategies for all college procedures and practices.
 - Task 4.1.2. Secure new and supplemental financial resources by submitting new grant applications.
 - Task 4.1.3. Develop grant opportunities and partnerships to promote institutional initiatives.

- Task 4.1.4. Secure new and supplemental financial resources through forming strategic partnerships.
- Task 4.1.5. Meet with the College Foundation Board to develop strategies and goals to provide strategic financial support for students and the college.
- Task 4.1.6. Work with the UCC Foundation in developing athletic fundraising strategies and events.
- Task 4.1.7. Develop campus copier/printer task force
- Task 4.1.8. Budget and track Achieve the Dream (ATD) Expenditure's
- Task 4.1.9. Participate with the County Library in the evaluation of options for a shared library management system
- Task 4.1.10. Collaborate with library consortia, e.g. Orbis-Cascade Alliance, Foundation Center, Oregon State Library.

Objective 4.2. Develop long term institutional sustainability plan.

- Task 4.2.1. Designate a "Institutional Sustainability" task force with the charge of developing long term organizational sustainability strategies.

Objective 4.3. Base financial planning on sustainable operational budgeting.

- Task 4.3.1. Develop enrollment management planning processes that links with budget planning processes.
- Task 4.3.2. Develop a procedure or process that supports balancing and alignment of financial resources to meet student demand and organizational capacity.

Note: Ensure all employees are placed on a defined salary schedule.

Objective 4.4. Maintain and improve college facilities and infrastructure.

- Task 4.4.1. Secure matching funds for \$8.5 million in state funds to construct the Regional Allied Health and Science Training Center building.
- Task 4.4.2. Secure matching funds for \$8 million in state funds to construct the Regional Industrial Arts and Technology Training Center building.
- Task 4.4.3. Update 2008 Campus Master plan to reflect students and community needs.
- Task 4.4.4. Prioritize and develop a timeline of facility updates, remodeling, and deferred maintenance projects. (Pool, Tennis Courts, Track, Gym, and Scoreboard)

- Task 4.4.5. Develop a technology tactical plan in support of instruction and administrative operations.
 - Task 4.4.6. Develop program(s) and/or strategies to fully utilize all College facilities.
 - Task 4.4.7. Update maintenance procedures to include all maintenance cycles.
 - Task 4.4.8. Research and identify options to develop on-campus housing.
 - Task 4.4.9. Increase monitoring of Campus Facilities
 - Task 4.4.10. Integrate the library into facilities planning by coordinating the use of library space and services with campus space planning. Determine appropriate services to be delivered in the library building. Determine furniture and remodeling needs and costs.
- Objective 4.5. Ensure a stable, diverse, and talented professional workforce utilizing internal equity and external competitiveness.
- Task 4.5.1. Actively recruit diverse candidates for open positions on campus by utilizing inclusive and diverse hiring practices.
 - Task 4.5.2. Develop exit interview opportunities for separating employees to provide quality improvement feedback.
 - Task 4.5.3. Convene a team to review and develop a report of recommendations that ensure employees receive the best result for their investment.
 - Task 4.5.4. Convene a team to review and develop a report of recommendations to maintain external competitiveness through proven salary placement practices.
- Objective 4.6. Maintain and enhance positive relationships with labor organizations.
- Task 4.6.1. Develop plan that assists employees with retirement planning.
 - Task 4.6.2. Review and update college policies and procedures related to the legal and ethical treatment of employee concerns and issues.
 - Task 4.6.3. Review and update performance evaluation documentation to include objectives and goals, and review of past objectives and goals.
 - Task 4.6.4. Develop strategy to use the latest technologies to attract the best candidates for employment.

Informed and knowledgeable communities insure that students, organizational partners, staff and future students understand the resources and services available to support of achieving their goals.

Goal 5. Build stakeholder awareness through comprehensive communication, promotion, marketing, and recruitment.

Objective 5.1. Implement student recruitment and program marketing strategies that are current and comprehensive.

Task 5.1.1. Develop a comprehensive college communication and marketing plan.

Task 5.1.2. Develop a plan to attract more international and culturally diverse students.

Task 5.1.3. Develop targeted recruitment and marketing strategies for current and new programs.

Task 5.1.4. Promote student recruitment activities to generate interest and increase enrollment in college programs.

Task 5.1.5. Develop science or program centric fairs/competitions and invite prospective high school students and their parents on campus to participate.

Objective 5.2. Foster Academic, Business, Cultural, and Economic Partnerships.

Task 5.2.1. Develop college visitation opportunities with district high schools in support of Dual Credit, college familiarization for seniors, and program recruitment fairs.

Task 5.2.2. Determine at least one new programming direction annually that is not currently provided through Continuing Education.

Task 5.2.3. Create partnerships with UCC academic departments to meet continuing education and workforce training needs.

Task 5.2.4. Renew articulation agreements with universities and colleges on a schedule that insures currency.

Task 5.2.5. Develop new articulation agreements with universities and colleges as appropriate for relevant college programs to provide expanded transfer opportunities for our students.

Task 5.2.6. Develop Business/Economic partnerships that provide family wage careers for graduates.

Task 5.2.7. Develop a winery tasting room curriculum or CWE program for SOWI students to gain retail sales experience.

Task 5.2.8. Explore senior fitness opportunities. Review, update, and expand curriculum to complement industry needs.

Objective 5.3. Increase campus connectivity with our communities.

Task 5.3.1. Increase fan attendance at all sporting events by 2% every year.

Task 5.3.2. Increase sponsorships for our Athletic Department by 2% every year.

Task 5.3.3. Improve marketing and advertising for Athletic Sports programs.

Objective 5.4. Increase knowledge of UCC to students, community members, and staff.

Task 5.4.1. Develop a College Communication Plan that informs our stakeholders and promotes the college. (How do we market with people and empower our stakeholders?)

Task 5.4.2. Generate frequent, incremental college information releases to promote community knowledge and support.

Task 5.4.3. Update the college web presence and include the effective use of emerging communication technologies.

Task 5.4.4. Develop web page or pages focused on New Staff Orientation covering what is in common for all employees and unique materials for each employee group.

Task 5.4.5. Develop a Student Success Communication Plan to include students, faculty, staff, and the communities served.

Task 5.4.6. Develop library website accessibility and usefulness in coordination with college website.

Task 5.4.7. Develop external customer service expectations and skills for serving members of our communities or persons that are not yet patrons of the college.



Objective 5.5. Increase the use of campus facilities by community partners and groups. (For the wellbeing and enrichment of our communities and to promote campus familiarity and community support.)

Task 5.5.1. Develop outreach plan to promote college facility use to community partners and groups.

Task 5.5.2. Develop strategies for promoting culturally diverse programming in special event use of campus facilities.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

<p>Subject: Quarterly Financial Report</p>	<p>Date: 5/8/2013</p>
<p>Natalya Brown will be presenting the Quarterly Financial Report, ending March 31 , 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

March 31, 2013

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 \$16.9 M are sufficient to cover current liabilities in the amount of \$2.63 M. The most significant current assets are split between cash and investments in the amount of \$12 M and receivables in the amount of \$4.4 M, consisting of property taxes, student accounts, agency receivables, grants and accounts receivable – due from Foundation. The 1,193,837 in Accounts Receivable-due from Foundation reflects \$991,225.77 balance in pledges from the Foundation for the Danny Lang Center and \$202,611 in scholarship reimbursement due to the College.

Current liabilities of \$2.6 million consist primarily of payroll and PERS liabilities in the amount of \$1.7M and unearned revenue of \$918,650 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 - \$7,665,279 followed by Debt Service fund with net assets of \$2,882,589 and Administratively Restricted fund with net assets of \$1,951,909. 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 spring terms. Operating expenses, on the other hand, do not include expenses for spring term operations. The difference between the recognition revenues and expenses results in the temporary increase in the ending net assets.

Compared to last year tuition dropped 21.8%. Taking into consideration tuition rate increase this year, the drop is even higher – 25%. Overall, operating revenues dropped 35.34% compared to last year.

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.

Operating expenses dropped 27.76% with the significant decreases in student financial aid (decrease of 40.68%) and facilities acquisition/construction (drop of 97.11% due to completion of the Danny Lang Teaching and Learning Center last year)

The College received about 99.3% of estimated property taxes.

Even though there are significant fluctuations between revenue and expense categories, the ending net assets remain about the same.

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 81% of its anticipated revenue by March 31, 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%. Property tax revenues increased 4.86% compared to last year.

Expenditures represent roughly about 64% of the budget as the operating activities for spring term are not reflected yet. There is not significant change in expenditures compared to last year.

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. The College disbursed \$10.5M compared to \$17.9M last year, a decrease of about 41.2%. A temporary negative fund balance of (\$-227,679) 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 April. Temporary negative fund balance is due to the timing difference between expenditures and reimbursements. Currently, the fund reflects 8% increase in expenditure activities compared to last year.

Administratively Restricted Fund accounts for specific programs that generate revenues primarily through specifically assessed fees. There is about 20.4% drop in tuition and fees compared to last year that is consistent with enrollment decrease. Current revenues reflect 69% of projected resources. Expenses decreased 14.2% compared to last year. They represent 36.7% of the anticipated expenditures. There is no significant change in the fund balance compared to last year.

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 \$113,350 to \$24,372 this year.

Enterprise Funds reflects operation of the bookstore and food services. Sales are about 22.3% down compared to last year reflecting drop in student enrollment. Expenditures decreased 12.7% compared to last year. The fund had transferred budgeted \$475,000 to support operations of the General fund.

UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON
Statement of Net Assets

	March 31, 2013	March 31, 2012	% change
<u>Assets</u>			
Current assets:			
Cash and investments	\$ 12,078,258	\$ 12,505,826	-3.42%
Receivables, net of allowance for uncollectibles:			
Property Taxes	412,866	396,308	4.18%
Accounts/grants	2,755,185	3,653,912	-24.60%
Accounts Receivable - Due from Foundation	1,193,837	1,322,909	-9.76%
Inventories	378,728	472,606	-19.86%
Prepaid expenses	152,862	97,436	56.88%
Total current assets	16,971,736	18,448,997	-8.01%
<u>Liabilities</u>			
Current liabilities			
Accounts payable	13,021	356,254	-96.34%
Accounts payable - Due To Foundation	50	-	
Payroll liabilities	1,700,092	2,853,373	-40.42%
Unearned revenue	918,650	1,050,168	-12.52%
Total current liabilities	2,631,813	4,259,795	-38.22%
<u>Net Assets</u>			
Net Assets by Fund Groups			
General Fund	7,665,279	9,349,594	-18.01%
Capital Project Fund	823,554	(166,868)	593.54%
Debt Service Fund	2,882,589	1,960,225	47.05%
Financial Aid Fund	(227,679)	(100,805)	-125.86%
Grants & Contracts	(163,747)	(595,359)	72.50%
Administratively Restricted Funds	1,951,909	1,931,258	1.07%
Insurance Fund	426,961	239,175	78.51%
Agency Funds	13,883	21,422	-35.19%
Internal Service Funds	24,372	113,350	-78.50%
Enterprise Funds (Bookstore & Cafeteria)	942,801	1,437,208	-34.40%
Total net assets	14,339,923	14,189,201	1.06%
Total current liabilities and net assets	\$ 16,971,736	\$ 18,448,996	-8.01%

**UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON**

**Statement of Revenues, Expenses, and Changes in Net Assets
Budget Basis**

	March 31, 2013	March 31, 2012	% change
Operating revenues:			
Tuition and fees	\$ 8,014,618	\$ 10,248,984	-21.80%
Federal student financial aid grants	9,106,977	16,613,534	-45.18%
Intergovernmental grants and contracts	2,145,130	1,589,977	34.92%
Nongovernmental grants and contracts	899,536	883,922	1.77%
Bookstore & food service sales	1,645,552	2,118,002	-22.31%
Other operating revenue	538,751	3,113,798	-82.70%
Total operating revenue	22,350,565	34,568,217	-35.34%
Operating expenses:			
Instruction	7,517,903	7,876,460	-4.55%
Instructional support	1,769,030	1,740,657	1.63%
Student services	2,536,530	2,586,900	-1.95%
College support services	3,676,770	3,522,048	4.39%
Auxiliary and Community services	1,658,661	1,954,134	-15.12%
Student financial aid	10,753,116	18,128,425	-40.68%
Plant operations	1,540,602	1,405,501	9.61%
Debt Service	405,018	411,775	-1.64%
Facilities acquisition / construction	111,316	3,856,956	-97.11%
Total operating expenses	29,968,947	41,482,856	-27.76%
Operating gain / (loss)	(7,618,382)	(6,914,639)	-10.18%
Non-operating Revenues-(expenses)			
State community college support	7,575,009	7,982,667	-5.11%
Property taxes	3,062,038	2,926,681	4.62%
Investment Income	36,751	36,565	0.51%
Total non-operating revenues-(expenses)	10,673,797	10,945,912	-2.49%
Change in net assets	3,055,415	4,031,273	-24.21%
Net assets - beginning of year	11,284,508	10,157,927	11.09%
Net assets - end of period	\$ 14,339,923	\$ 14,189,200	1.06%

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
GENERAL FUND
For period ending March 31, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,083,750	\$ 3,083,750	\$ 3,062,038	\$ (21,712)
Tuition and fees	7,512,476	7,512,476	6,288,003	(1,224,473)
Intergovernmental-state and federal	10,149,754	10,149,754	7,575,009	(2,574,745)
Interest income	35,000	35,000	34,934	(66)
Other	350,873	350,873	114,661	(236,212)
Total revenues	21,131,853	21,131,853	17,074,644	(4,057,209)
Expenditures:				
Instruction	8,873,578	8,873,578 (1)	5,911,806	2,961,772
Support Services	11,288,247	11,288,247 (1)	7,080,955	4,207,292
Enterprise & Community Services	-	- (1)	-	-
Financial Aid	501,124	501,124 (1)	227,289	273,835
Contingency	2,212,839	2,212,839 (1)	-	2,212,839
Total expenditures	22,875,788	22,875,788	13,220,050	9,655,738
Revenues over-(under) expenditures	(1,743,935)	(1,743,935)	3,854,594	5,598,529
Other financing sources-(uses)				
Transfers in	500,100	500,100	500,000	(100)
Transfer out	(2,372,532)	(2,372,532) (1)	(2,310,199)	62,333
Total other financing sources-(uses)	(1,872,432)	(1,872,432)	(1,810,199)	62,233
Net change in fund balance	(3,616,367)	(3,616,367)	2,044,395	5,660,762
Fund balance - July 1, 2012	4,616,368	4,616,368	5,620,884	1,004,516
Fund Balance - March 31, 2013	\$ 1,000,000	\$ 1,000,000	\$ 7,665,279	\$ 6,665,279

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

**Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
CAPITAL PROJECTS FUND
For period ending March 31, 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)	111,316	41,054,772
Debt Service	-	-	-	-
Total expenditures	<u>41,166,088</u>	<u>41,166,088</u>	<u>111,316</u>	<u>41,054,772</u>
Revenues over-(under) expenditures	<u>(41,165,588)</u>	<u>(41,165,588)</u>	<u>(111,316)</u>	<u>41,054,272</u>
Other financing sources-(uses)				
Transfers in	570,000	570,000	570,000	-
Transfer out	(100)	(100) (1)	-	100
Debt Service Proceeds	<u>40,000,000</u>	<u>40,000,000</u>	<u>-</u>	<u>(40,000,000)</u>
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>458,684</u>	<u>1,054,372</u>
Fund balance - July 1, 2012	<u>595,688</u>	<u>595,688</u>	<u>364,870</u>	<u>(230,818)</u>
Fund Balance - March 31, 2013	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 823,554</u>	<u>\$ 823,554</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
DEBT SERVICE FUND
For period ending March 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
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	1,817	(8,183)
	<u>2,197,655</u>	<u>2,197,655</u>	<u>45,402</u>	<u>(2,152,253)</u>
Expenditures:				
Debt service:				
Principal	385,000	385,000 (1)	-	385,000
Interest	2,889,300	2,889,300 (1)	405,018	2,484,282
Total expenditures	3,274,300	3,274,300	405,018	2,869,282
Revenues over-(under) expenditures	<u>(1,076,645)</u>	<u>(1,076,645)</u>	<u>(359,616)</u>	<u>717,029</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	918,075	717,029
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 - March 31, 2013	<u>\$ 2,162,909</u>	<u>\$ 2,162,909</u>	<u>\$ 2,882,589</u>	<u>\$ 719,680</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
FINANCIAL AID FUND
For period ending March 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual</u> Amounts	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Revenue:				
Intergovernmental - federal	\$ 40,255,234	\$ 40,255,234	\$ 9,106,977	\$ (31,148,257)
Intergovernmental - state	1,435,850	1,435,850	539,700	(896,150)
Local & Private Grants	2,015,000	2,015,000	612,137	(1,402,863)
Other Operating Revenue	-	-	-	-
Total revenues	43,706,084	43,706,084	10,258,814	(33,447,270)
Expenditures:				
Student Financial Aid	43,784,751	43,784,751 (1)	10,525,827	33,258,924
Revenues over-(under) expenditures	(78,667)	(78,667)	(267,013)	(188,346)
Other financing sources-(uses)				
Transfers in	78,667	78,667	39,334	39,333
Net change in fund balance	-	-	(227,679)	(227,679)
Fund balance - July 1, 2012	-	-	-	-
Fund Balance - March 31, 2013	<u>\$ -</u>	<u>\$ -</u>	<u>(227,679)</u>	<u>\$ (227,679)</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS
For period ending March 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Revenue:				
Intergovernmental-state and federal	\$ 3,900,464	\$ 3,911,964	\$ 1,561,844	\$ (2,350,120)
Nongovernmental grants and contracts	844,976	884,226	287,400	(596,826)
Other	-	-	-	-
Total revenues	4,745,440	4,796,190	1,849,244	(2,946,946)
Expenditures:				
Instruction	2,612,613	2,627,363 (1)	873,957	1,753,406
Enterprise & Community Services	60,000	60,000 (1)	-	60,000
Support Services	2,072,827	2,109,327 (1)	1,142,366	966,961
Total expenditures	4,745,440	4,796,690	2,016,323	2,780,367
Revenues over-(under) expenditures	-	(500)	(167,079)	(166,579)
Fund balance - July 1, 2012	-	500	3,332	2,832
Fund Balance - March 31, 2013	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ (163,747)</u>	<u>\$ (163,747)</u>

(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 March 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenue:				
Tuition and fees	\$ 2,512,808	\$ 2,512,808	\$ 1,726,502	\$ (786,306)
Intergovernmental - state and federal	-	-	-	-
Local/Private Grants & Contracts	40,000	40,000	-	(40,000)
Interest income	-	-	-	-
Other	1,172,895	1,199,551	321,447	(878,104)
Total revenues	3,725,703	3,752,359	2,047,949	(1,704,411)
Expenditures:				
Instruction	1,968,846	1,968,846 (1)	732,140	1,236,706
Support Services	2,699,671	2,726,327 (1)	966,632	1,759,695
Enterprise & Community Services	184,115	184,115 (1)	42,894	141,221
Contingency	269,224	269,224 (1)	-	269,224
Total expenditures	5,121,856	5,148,512	1,741,666	3,406,846
Revenues over-(under) expenditures	(1,396,153)	(1,396,153)	306,283	1,702,435
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)	71,000	71,000	87,450	16,450
Net change in fund balance	(1,325,153)	(1,325,153)	393,733	1,718,885
Fund balance - July 1, 2012	1,325,153	1,325,153	1,558,176	233,024
Fund Balance - March 31, 2013	\$ -	\$ -	\$ 1,951,909	\$ 1,951,909

(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 March 31, 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)	171,579	311,321
Contingency	60,000	60,000 (1)	-	60,000
Total expenditures	542,900	542,900	171,579	371,321
Revenues over-(under) expenditures	(541,500)	(541,500)	(171,579)	369,921
Other financing sources-(uses)				
Transfers in	321,174	321,174	321,174	-
Net change in fund balance	(220,326)	(220,326)	149,595	369,921
Fund balance - July 1, 2012	220,326	220,326	277,366	57,040
Fund Balance - March 31, 2013	\$ -	\$ -	\$ 426,961	\$ 426,961

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS
For period ending March 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance With</u> <u>Final Budget</u> <u>Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenue:				
Other	\$ 51,600	\$ 51,600	\$ 6,642	\$ (44,958)
Expenditures:				
Student Services	126,768	126,768 (1)	25,062	101,706
Contingency	-	- (1)	-	-
Total expenditures	126,768	126,768	25,062	101,706
Revenues over-(under) expenditures	(75,168)	(75,168)	(18,420)	56,748
Other financing sources-(uses)				
Transfers in	48,000	48,000	14,550	(33,450)
Net change in fund balance	(27,168)	(27,168)	(3,870)	23,298
Fund balance - July 1, 2012	27,168	27,168	17,753	(9,415)
Fund Balance - March 31, 2013	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,883</u>	<u>\$ 13,883</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INTERNAL SERVICE FUND
For period ending March 31, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 114	\$ 114
Interest income	-	-	-	-
Other	132,000	132,000	96,001	(35,999)
Total revenues	132,000	132,000	96,115	(35,885)
Expenditures:				
Support Services	208,000	208,000 (1)	136,339	71,661
Contingency	-	- (1)	-	-
Total expenditures	208,000	208,000	136,339	71,661
Revenues over-(under expenditures)	(76,000)	(76,000)	(40,224)	35,776
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)	(65,224)	29,776
Fund balance - July 1, 2012	95,000	95,000	89,595	(5,405)
Fund Balance - March 31, 2013	\$ -	\$ -	\$ 24,372	\$ 24,372

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ENTERPRISE FUNDS
For period ending March 31, 2013

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 3,999,703	\$ 3,999,703	1,645,552	\$ (2,354,151)
Interest income	-	-	-	-
Total revenues	3,999,703	3,999,703	1,645,552	(2,354,151)
Expenditures:				
Student Services	4,580,670	4,580,670 (1)	1,615,768	2,964,902
Contingency	200,000	200,000 (1)	-	200,000
Total expenditures	4,780,670	4,780,670	1,615,768	3,164,902
Revenues over-(under) expenditures	(780,967)	(780,967)	29,785	810,752
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)	(445,215)	810,752
Fund balance - July 1, 2012	1,255,967	1,255,967	1,388,017	132,050
Fund Balance - March 31, 2013	\$ -	\$ -	\$ 942,801	\$ 942,801

(1) Appropriation level