

**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 2013-14**

- **Enhance the relationship between the UCC Foundation and the**
- **Improve external communication and promotion of the college**
- **Evaluate and adopt Facility Master Plan including advocacy for state match opportunities**
- **Assist staff in creating a useful dashboard for monthly meetings**
- **Continue to monitor political/legislative actions and advocate for UCC**

**VOL. XLVIII, No. 5 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, NOVEMBER 13, 2013  
Work Session re: Foundation, 5:30 pm**

**REVISED AGENDA**

**MEMBERS:**

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

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

**ADMINISTRATION:**

**Joe Olson** \_\_\_\_\_  
**Roxanne Kelly** \_\_\_\_\_  
**Rick Aman** \_\_\_\_\_

**I. CALL TO ORDER Chair Miller**

**II. ATTENDANCE Chair Miller**

**III. CONSENT AGENDA pp 1 - 6**

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 Miller**

**V. CITIZEN COMMENTS**

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

|  |                          |                   |
|--|--------------------------|-------------------|
| <b>VI. INTRODUCTIONS AND PRESENTATIONS</b>       |                          |                   |
| <b>A. Presentation: Annual Audit Report</b>      | <b>Rebecca Redell</b>    | <b>pp 7 - 9</b>   |
| <b>B. Presentation: Sabbatical</b>               | <b>Honora NiAodagain</b> | <b>pp 10 -12</b>  |
| <b>VII. ASUCC REPORT</b>                         | <b>Sarah Gordon</b>      |                   |
| <b>VIII. ACEUCC REPORT</b>                       | <b>Debbie Hill</b>       |                   |
| <b>IX. UCCFA REPORT</b>                          | <b>Emery Smith</b>       |                   |
| <b>X. PRESIDENT’S REPORT</b>                     | <b>Dr. Olson</b>         | <b>pp 13 - 30</b> |
| <b>XI. OCCA REP. REPORT</b>                      | <b>Dir. Bell</b>         |                   |
| <b>XII. OLD BUSINESS</b>                         |                          |                   |
| <b>XIII. NEW BUSINESS</b>                        |                          |                   |
| <b>A. UCCPTFA Contract</b>                       | <b>Jan Baxter</b>        | <b>p 31</b>       |
| <b>B. Academic Calendar 2014-2015</b>            | <b>Roxanne Kelly</b>     | <b>pp 32 – 33</b> |
| <b>C. Financial Reports for FY 2013-14</b>       | <b>Natalya Brown</b>     | <b>pp 34 – 49</b> |
| <b>D. Resolution #4, Approval to Spend Funds</b> | <b>Rebecca Redell</b>    | <b>pp 50 – 51</b> |
| <b>E. Resolution #5, Approval to Spend Funds</b> | <b>Rebecca Redell</b>    | <b>pp 52 – 53</b> |
| <b>XIV. BOARD COMMENTS</b>                       | <b>Chair</b>             |                   |
| <b>XV. ADJOURNMENT</b>                           | <b>Chair</b>             |                   |

**IMPORTANT DATES:**

- Friends of UCC Celebration hosted by UCC Foundation, Tuesday, November 19, Lang Center, 3:00 – 6:00 p.m.
- Festival of Trees, Friday, Dec. 6, Seven Feathers Convention Center, 4:30 p.m.

**NEXT BOARD MEETING:**

- Wednesday, December 11, 2013, Board Meeting, Board Room, 7:00 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

X  Action Item

Subject: Consent Agenda

Date: November 13, 2013

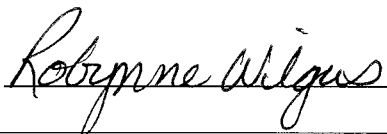
Recommendation:

Recommend approval of:

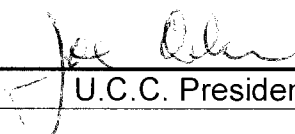
Minutes of College Board Meeting of October 9, 2013                      p 1-5

Personnel Actions    p 6

Recommendation by:

  
\_\_\_\_\_

Approved for Consideration:

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

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

The Umpqua Community College Board of Trustees met Wednesday, October 9, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Miller called the meeting to order at 7:00 p.m. and the pledge of allegiance was given.

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

**Excused:** Vanessa Becker and Sharon Rice

**Others in attendance:**

|                |              |                 |                   |
|----------------|--------------|-----------------|-------------------|
| Joe Olson      | Ali Mageehon | Marjan Coester  | Michelle Bergmann |
| Roxanne Kelly  | April Hamlin | Sarah Gordon    | Debbie Hill       |
| Rick Aman      | Lee Salter   | Jason Aase      | Martha Joyce      |
| Rebecca Redell | Lorrie Ranck | Emery Smith     |                   |
| Robynne Wilgus | Kelly Wyatt  | Susan Rochester |                   |
| Lisa Fields    | Ellen Brown  | Jan Baxter      |                   |

**Consent Agenda**

- A. Board Minutes of September 11, 2013
- B. Personnel Actions

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

**Citizen Comments:** No one signed up to speak this evening.

**Introductions and Presentations**

Introduction: Lacey Pinard, UCC Women’s Volleyball Coach, introduced herself and the team. Each player then shared their name, hometown and their major of study at UCC. The Board was invited to upcoming games.

Focus Presentation: Roxanne Kelly, Vice President for Instruction, introduced Jason Aase, Dean of Arts & Education, and Susan Rochester, Fine Arts Dept. Chair, who shared about last spring’s trip to the Ukraine. Pete Bober, Director Small Business Development Center, and Martha Joyce, Business Faculty also went on the trip. Over the past six years an Open World delegation from Ukraine has visited UCC. This trip was to reciprocate their visits and also to explore possible exchange opportunities. The Board was thanked by Mr. Aase and Ms. Rochester for making this trip a possibility. The hospitality and reception was phenomenal. Ms. Rochester found it an amazing experience to visit the universities and talk with faculty and students. While displaying pictures on the screen, she explained how the institutions accomplish so much with very little resources. Their students were impressed at the

## **October 9, 2013 College Board Minutes**

Instructional choices offered to our students. The students also understand the need to learn American English. The Rector at Kremenchuk University is interested in partnering with UCC. Mr. Aase expressed a desire to see an international presence at UCC. Dr. Kelly said it was a very worthwhile trip and they would like to see it repeated to continue the enthusiasm in growing an international population with the two interested schools. Chair Miller thanked the presenters for sharing the wonderful experience.

### **ASUCC Report**

Sarah Gordon, ASUCC President, said OCCSA student government certification was recently received. Ms. Gordon provided an update on recent and upcoming activities including a welcome event, Halloween event and the text reserve program. The ASUCC mission, vision and goals, attached to the permanent minutes, were shared and reviewed.

### **ACEUCC Report**

Debbie Hill, ACEUCC President, appreciated the hard work of the Human Resources department in getting everyone on the new salary schedule; adjustments are retroactive to July 1. LMC will be working on grade definition of part time positions.

### **UCCFA Report**

Emery Smith, UCCFA President, distributed and reviewed a written update from the Association. The report has been attached to the permanent minutes.

### **President's Report**

Dr. Olson appreciated the administrative staff for keeping college matters moving during his absence.

Former Governor Barbara Roberts will be on campus Thursday, October 24. She desires to meet with as many students as possible and will be speaking about why it is important to be involved in politics.

There was a recent meeting with community college presidents regarding the state funding formula change. A final position could not be agreed upon; a formal statement to that effect is being drafted which will be sent to the Governor. The message will include a recommendation to observe other states funding as there is little data to indicate the new standards make a difference in student performance.

### **OCCA Report**

Dir. Bell shared the legislature's idea of free community college education to qualified high school students. One implementation idea is free tuition for every Oregon high school graduate with a 2.0 GPA going immediately to college. Another idea suggests students qualified for this option should pay \$100 tuition per quarter.

One result of declining enrollment at UCC means less state money for the college. With the recent approval of \$15 million for community colleges the Legislature also desires tuition not be raised, if possible.

## October 9, 2013 College Board Minutes

UCC's Information Technology and Innovation Division has been granted state funds to provide administrative support for OCCDLA (Oregon Community College Distance Learning Association.) In doing so, the OCCDLA and UCC will both benefit from this opportunity and are looking forward to ways of strengthening the OCCDLA mission, vision and goals over the next two years.

Dir. Bell will be attending the OCCA conference and offered to check into any matters that are brought to his attention. Dir. Weikum thanked Dir. Bell for the informative emails and interim updates.

### Old Business

Chair Miller asked the Board of their preference for receiving the college's financial information. The decision was to receive quarterly reports with the next one to be in November.

### New Business

Jan Baxter, Director of Human Resources, asked Kelly Wyatt, UCCPTFA Negotiation Chair, to join her in sharing an update on their first contract. The part time faculty ratified the contract on Monday, October 7. Mr. Wyatt thanked everyone involved and said it was a wonderful experience of people coming together. Ms. Baxter explained a few details are yet to be clarified for which meetings have been scheduled. It is expected to bring the UCCPTFA contract to the November Board meeting for ratification. Dir. Miller asked if there is a potential conflict with other unions; she also asked for further exploration to understand potential ramifications. Mr. Wyatt indicated the bargaining unit members have a choice in joining the OEA and was not aware of any conflicts with other unions but will research the subject.

Rick Aman, Vice President for Student Services, was joined by Michelle Bergmann, Director of Financial Aid, to give an update of the department. A handout, which will be added to the permanent minutes, was provided to the Board and reviewed.

Chair Miller appreciated the update saying excellent work has been done, there is a long way to go and we're moving in the right direction. Dr. Olson remarked how faculty has been involved to gain a better understanding of the situation; this gives students an opportunity to hear the impact of default resonated from multiple avenues.

Dan Yoder, Director of Institutional Research, Planning and Compliance, presented, via phone, the Strategic Plan Progress Report for 2012-13. Significant initiative achievements for the college were highlighted:

1. Provide quality customer service through improved access and communication for all Douglas County residents.
  - a. A new college website is under development
  - b. A child care grant provides assistance for students to stay in school
2. Expand marketing and public relations to create a greater awareness of College programs and services to our stakeholders.
  - a. College catalog costs were reduced

## October 9, 2013 College Board Minutes

- b. Stories are being collected for the 50<sup>th</sup> anniversary celebration
  - c. Last week was the first publication of the staff newsletter “Hawk Squawk”
3. Offer a balance of programs, activities and services that helps insure the comprehensive community college focus.
    - a. 81 new classes were developed to keep our courses current
  4. Create new and enhance existing relationships and partnerships with schools, industry, government, civic and community organizations.
    - a. New Pathways Certificates
    - b. Articulation agreements with Eastern Oregon University, Western Oregon University and Oregon Institute of Technology

Mr. Yoder noted there were many other details in the report; highlights were chosen that best represent the topics. There were no questions.

The Director of Adult Basic Skills, April Hamlin, presented for Board approval the Adult High School Diploma Local Plan. The College was asked by the State to update the Local Plan to meet current OARS which include revised reading, writing and math proficiency standards. The Executive Summary of the Adult High School Diploma Local Plan was reviewed and has been attached to the permanent minutes.

**Motion:** I move for approval of the Adult High School Diploma Local Plan as presented. Motion by Dir. Bell, seconded by Dir. Yetter, and carried unanimously.

Rebecca Redell, Chief Financial Officer, reported to the Board of a long term contract with UCC and South Umpqua School District. The College received \$400,000 in lottery bond funds to be used for CTE, STEM and to open a manufacturing base in South county. In order to meet funding requirements a 99 year lease has been negotiated with the school district. The College will be renovating a portion of the school district’s administration building and also a modular. Additionally, there is leased space in the high school for the Apprenticeship program. Once the renovation is completed the JOBS program will move from their current office to the newly leased space. The monthly payment, which includes utilities and custodial services, can be renegotiated every five years.

### Resolution No. 2 – Approval to Spend Funds

Chief Financial Officer Redell presented for Board approval, resolution #2, which increases appropriations in the Special Revenue Fund – Grants and Contracts. Lorrie Ranck was awarded \$70,997 to fund Oregon Community College Distance Learning support staff.

**Motion:** I move for approval of Res. No. 2 as presented. Motion by Dir. Yetter, seconded by Dir. Weikum, and carried unanimously.

**October 9, 2013 College Board Minutes****Resolution No. 3 – Approval to Spend Funds**

Chief Financial Officer Redell presented for Board approval, resolution #3, which increases appropriations in the Special Revenue Fund – Grants and Contracts. The College was awarded \$445,821 in Title III grant funds for Students at UCC Engaging in Strategies for Success. Ronda Stearns was awarded \$87,624 for Affordable Child Care Entry for Student Success.

**Motion:** I move for approval of Res. No. 3 as presented. Motion by Dir. Tamm, seconded by Dir. Bell, and carried unanimously.

**Board Comments:**

- The Board members appreciated the 50<sup>th</sup> anniversary shirts they were given by the President's Office.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Approved,

Joe Olson  
Clerk of the Board

Elin D. Miller  
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

- ASUCC Mission, Vision, Goals
- UCCFA Report
- Financial Aid Update
- Executive Summary of AHSD Local Plan
- Res. No. 2
- Res. No. 3





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*Serving Douglas County Since 1964*

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

Board approval is requested on the following personnel action(s):

**Contract Approval:**

none

**Retirement:**

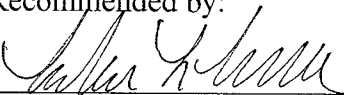

David Hutchison, Director of Library Services – June 30, 2014

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

|   |                         |
|---|-------------------------|
| Subject:<br>Audit Report for FY 2013-14 | Date: November 13, 2013 |
|---|-------------------------|

The Board is requested to accept the 2012-2013 Annual Audit Report. The summary of auditors' results is attached.

|   |   |
|---|---|
| Recommended by:<br><br>Rebecca Redell, Chief Financial Officer | Approved for Consideration:<br><br>U.C.C. President |
|---|---|

**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section I – Summary of Auditors’ Results**

***Financial Statements***

Type of Auditors’ report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

Any GAGAS audit findings disclosed that are required to be reported in accordance with section 505(d)(2) of OMB Circular A-133?  Yes  No

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Type of auditors’ report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?  Yes  No

Identification of major programs  
CFDA Number(s):

Name of Federal Program:

84.063, 84.268, 84.033, 84.007 and 93.925  
11.307

Student Financial Assistance Cluster  
Small Business Incubator Development

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee?  Yes  No

**NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section II – Financial Statement Findings**

None Reported

**Section III – Federal Award Findings and Question Costs**

None Reported

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

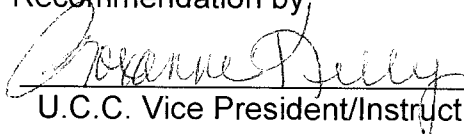
Subject: Sabbatical Presentation

Date:

November 13, 2013

Honora NiAodagain will be presenting on her Sabbatical Leave taken in Spring term 2103. During her leave, NiAodagain pursued marketing and publication of her completed novel, *El Canto de Concepción*, as well as researched her second writing project, whose working title is *Pilgrimage*.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

Umpqua Community College  
 Board of Trustees  
 October 31, 2013

To whom it may concern:

The following is a report to fulfill the requirements of the part-time sabbatical I was granted in Spring 2013, by the Board of Trustees of Umpqua Community College. In my sabbatical application, I stated that during my sabbatical, I would pursue the following goals:

- marketing of my completed novel, *El Canto de Concepción*, for eventual publication;
- and research in support of a second writing project, whose working title is *Pilgrimage*.

In order to show that I completed this work, I agreed to provide a written report detailing the steps taken toward publication of *El Canto de Concepción*, including copies of letters of inquiry, correspondence from contact list, and summary of future marketing plans.

Secondly, I agreed to provide an organizational outline of the novel, *Pilgrimage*, based on research done to date.

The following documents reflect the stated objectives.

#### 1. *El Canto de Concepción*

As outlined in the sabbatical application, I have written a novel, for which I am seeking publication. During the ten weeks, of my sabbatical, I was able to devote my time to pursuit of a literary agent, and as a result further understand the literary industry, which hugely informed my choices as to what literary agency to approach.

I began this project by researching the literary market, and especially those agents that represented authors whose books were similar to mine. From that list of agents, I culled a dozen or so houses that might be interested in my project. To date I was able to contact ten literary agents, of which five have answered with a rejection of my project. With each rejection, I was given information that informed me, and influenced me in terms of how to approach the literary world.

Very quickly, I learned that in essence, I was making “cold calls” and that my ability to publish my novel hinged largely on how I could “sell” the idea of the novel. As a result, I spent time refining the website that I have created to sell the book, looking for ways to “sell” both myself as a writer, and the value of the work itself. The website can be found at **hnauthor.com**.

In addition to contacts already made, I was able to research writing conferences where literary agents are available for “pitches” and, as a result, I attended the Willamette Writer’s Conference in Portland, Oregon, where I was able to sit with three agents, as well as a “reader” of my first 30 pages. It has allowed me to better understand what the current market is looking for, and further my network of contacts within the literary field.

Finally, I have been looking into the possibility of self publishing, through the format of e-publishing, and such helpful tools as Kickstarter, a web-based fundraising format, so that you can get funding and “backers” of your project.

I will present examples of letters of inquiry, as well as a list of those agencies thus far contacted to the Board at its November meeting.

## 2. *Pilgrimage*

Half of my time was spent doing preliminary research for the writing project entitled, *Pilgrimage*. The resources listed below formed the base of my preliminary research. Through the use of these titles, I was able to find insight into the direction needed for further research, as well as formulate a first outline of the novel’s structure.

*The Ornament of the World, How Muslims, Jews and Christians Created a Culture of Tolerance in Medieval Spain*, Menocal, María Rosa. New York Little Brown and Co,

*The Women Troubadors*. Bogen, Meg. New York: Paddington Press Ltd, 1976

*Dreams of Trespass, Tales of a Harem Girlhood*. Mernissi, Fatima. New York: Perseus, 1995

*Tales of the Alhambra*, Washington. Irving . Grenada, Spain: EdicionesMiguel Sanchez, 1994

*The Arabian Nights, Tales from a Thousand and One Nights*, Burton, Richard Francis, Sir (trans.) New York, Modern Library, 2001.

*La Alhambra*, Irwin Robert, Grenada, Spain: Editorial Almed, 2010.

I will present the outline of the proposed novel, *Pilgrimage* to the Board at its November meeting.

I am deeply indebted to Umpqua Community College and its administration and the Board of Trustees, for this gift of time that has allowed me to further some of the goals I have, as concerns these different creative writing projects.


I hope that this report satisfies the terms of the sabbatical. I am most willing to provide any other documentation you should wish for, in order to fulfill the requirements.

Sincerely, and with gratitude,

H. Ní Aódagáin

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

|                                 |   |
|---------------------------------|---|
| Subject: Reports                | Date: November 13, 2013   |
| ASUCC Report                    | Sarah Gordon  |
| ACEUCC Report                   | Debbie Hill   |
| UCCFA Report                    | Emery Smith   |
| President's Report              | Dr. Joe Olson   |
| OCCA Board Report               | Dir. Bob Bell   |
| Recommendation by:<br><br>_____ | Approved for Consideration:<br><br><br>_____<br>U.C.C. President |



**NOVEMBER 2013 BOARD REPORT**  
**Joe Olson, President**

**Significant Meetings**

|            |   |            |   |
|------------|---|------------|---|
| October 15 | Larry Parsons, Superintendent of Roseburg School District | October 22 | Umpqua Business Center Candidate Forum    |
| October 16 | Classified Retreat  | October 23 | Chuck Adams, New Media Northwest          |
| October 17 | Winston Area Community Partnership                        | October 24 | Former Governor Barbara Roberts           |
|            | Scott Perry, Superintendent of Southern Oregon ESD        | October 30 | Mercy Health Careers College<br>Rick Coen |
| October 18 | South county school superintendents UCC Marketing Meeting | October 31 | Mark Neeley, from CCWD, local match       |
| October 21 | The Partnership   | November 1 | North county school superintendents       |

There are a few items I'd like to bring to the Board's attention. The first is Elin and I have received a bond feasibility study proposal from Chuck Adams and we will be discussing this in greater detail. We will also bring this to the attention of the Foundation to determine how we should proceed with the feasibility study and how we would use that information to determine the pursuit of another bond campaign.

Susan Taylor continues to work on identifying external and grant funding to assist the mission of the college. Her latest grant was submitted to the Lawrence Foundation for an observatory project requesting over \$27,000. I commend Susan for her ongoing efforts and tremendous success.

On October 28, we received our bond ratings update from Piper Jaffray. We're very happy to report that we have maintained "AA-" rating. Giving all that's going on around the country and the state this is a validation of our approach to college finances.

Bob, several staff, and I had the opportunity to attend the OCCA Annual Conference. The theme for this conference was "The New Normal." While I won't report out on this because I know Bob is interested in providing his perspective, I will simply say there is a lot of ongoing change taking place in Salem and around the country. Performance or outcomes based funding continues to be undefined and I will report back to the Board following an Oregon community college presidents' meeting next Thursday and Friday. An important component of all that we have been discussing revolves around student success. CCWD is planning on requesting implementation of a state student success center. This is an evolving project, certainly one that UCC has embraced, and many of the components from the CCWD letter of intent reflect the key components that we are already implementing.

Over the last couple of weeks Rick and I have had the opportunity to meet with several of our local superintendents. We have made significant progress improving our community relationships and we still need to do more. Our most recent meeting on Friday, Nov. 1, was certainly a collaborative approach to meeting the needs of local high school students. Several fundamental ideas and proposals came from this collaborative discussion. I'm encouraged by the response we are receiving both from our external and internal constituents. This is a priority of mine and I know it is one with the Board as well: improved community outreach to enhance student success.

## **Board Report – November 13, 2013**

### **Jan Baxter, Human Resources Director**

#### **CURRENT/RECENT ACTIVITIES:**

- ACEUCC members have been placed on appropriate steps of the new 2013-14 salary schedule, and retro amounts due have been paid. Work history of current ACEUCC members is being reviewed to determine those who have worked at UCC for 23 or more years at full-time equivalency. If someone was working part time when hired full time, part-time hours worked are calculated for full-time equivalency and included in the 23 or more years of full-time equivalency. Those with 23+ years of full-time equivalency are paid 5% above the salary step amount.
- Online employee training through Workplace Answers was implemented on October 15. Current employees have 30 days to complete bullying, harassment, and child abuse training. Newer employees will be entered into the system as soon as possible.
- The HR Systems Technician has been cross-trained by the HR Coordinator in HR Banner duties and is providing backup.
- During the government shutdown, the online E-Verify system was unavailable for verifying I-9 form information. Now that the system is available again, verification must be and will be completed by November 5 for forms submitted during the shutdown.
- I am so proud that the HR Technician and the HR Systems Coordinator are currently preparing to take the Professional in Human Resources (PHR) exam. Both will take the exam in January. This is a difficult exam which encompasses the overall spectrum of Human Resource knowledge and demonstrates a high standard of HR expertise within UCC.
- Payroll, in addition to performing day-to-day payroll functions, has completed retro pay for Classified staff. A SAIF audit was conducted on October 8, 2013. State and Federal quarterly reports were submitted. The Payroll Department is currently working on reconciliations for liability accounts. The Payroll Manager will be attending the 2013 Educational Institutions Payroll Conference in Long Beach, California, November 3-6.
- Our online recruitment system is now functioning and we are working through a few 'bugs' on the hiring committee functionality.
- Custodians continue to maintain a clean and beautiful campus. Interviews were conducted for a vacant 19-hour part-time custodial position.
- Security and Safety will conduct campus-wide fire drills the week of November 4-8. A Fire Marshall visit was held on October 30<sup>th</sup> and 31<sup>st</sup>. The department is in the process of revamping and updating Emergency Response handbooks. Steve Buchko attended a WACLEA (Western Association of College Law Enforcement Administrators) in Portland, Oregon on October 15-18. The department continues to conduct campus building safety

inspections. Issues arising from lockdown drills held recently on campus are being addressed and resolved.

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## CURRENT OPEN POSITIONS

### Full-Time Positions

| <u>Title</u>                                   | <u>Type</u> | <u>No. of Apps.</u> | <u>Closing Date</u> |
|--|-------------|---------------------|---------------------|
| Adult Basic Skills Coordinator<br>for Title II | Classified  | 23                  | Closed              |
| Apprenticeship Coordinator                     | Classified  | 4                   | Closed              |
| Biology/Chemistry Instructor                   | Faculty     | 1                   | Until filled        |
| eLearning Specialist                           | Classified  | 5                   | Until filled        |
| Database Administrator<br>System Admin.        | Classified  | 5                   | Until filled        |

### Part-Time Positions

| <u>Title</u>                 | <u>Type</u> | <u>No. of Apps.</u> | <u>Closing Date</u> |
|------------------------------|-------------|---------------------|---------------------|
| Biology/Chemistry Instructor | Faculty     | 1                   | Until filled        |
| Custodian                    | Classified  | 4                   | Closed              |
| Enrollment Services Clerk    | Classified  | 14                  | Closed              |
| Faculty Technology Fellow    | Faculty     | 0                   | Until filled        |
| Parts and Tool Room Aide     | Classified  | 2                   | Closed              |

**Board Report  
Instructional Services  
November 2013**

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

- October 2<sup>nd</sup> the Toyota T-Ten Administrators visited UCC with great results. The team that visited is extremely pleased with our Toyota training program and the ongoing success of the students under the guidance of our faculty.
- October 8<sup>th</sup> Dr. Olson, Dr. Aman and I attended the ESD Superintendent's Meeting to discuss ways to improve and expand our outreach to the high schools in the area.
- October 24-25 I attended OCCA at Welches OR. I was able to learn a great deal more about the new state structure for higher education and to consider how it might impact UCC.
- Several members of the instructional division are participating in the planning group to implement the Title III grant. What a great opportunity for the college – great work by the development team to bring the extra funds to our campus so we can better serve students.
- October 29<sup>th</sup> the Achieving the Dream Leadership and Data coach were on campus. They met with the core ATD team to discuss our progress toward achieving our four priorities. They were very impressed by the work that has been done and the dedication shown by the team members. In addition, there was a great deal of discussion concerning the overlap between ATD, Title III, accreditation, the strategic plan and the achievement compacts. The annual ATD Dream Institute is in Orlando FL in February. We have set aside funds to send a team to that Institute.
- We have completed the search for the SBDC/UBC Director. Thanks go to Dr. Mageehon for leading the team in such an efficient and professional manner. The candidate chosen was Jim Boedekker of Bend. He will begin sometime in November.

**Dr. Ali Mageehon, Dean of Academic Support:**

- The Dean, as search committee chair, successfully wrapped up the search for the Director of the Umpqua Business Center and Small Business Development.
- The Dean has been meeting with CTE faculty to support their development of career pathways certificates to meet the goal of 17 new CP certificates over the next two years.
- The Dean and Joan Campbell will attend the Center for Adult and Experiential Learning conference in San Diego during the first week of November. Materials brought back from the conference will be used to strengthen credit for prior learning efforts.
- Through CASE, the Academic Support division was able to bring Jon Bergmann, a flipped instruction expert, to provide a full day workshop for faculty on October 24.

**ABS**

- CCWD has approved our Adult High School Diploma with the following changes:
  - The following sentence was added to Section D1: "Throughout orientation, consideration is given to the diversity and cultural makeup of the student population."
  - In Section E1, the phrase, "referral forms" was removed.
  - In Section E2, the sentence, "For these students, attendance reports are submitted to each contracting high school weekly, or as requested" was removed.
  - In Section H1, Physical Education I & II was changed to "Physical Education"
- We have been very busy getting students ready to complete the 2002 version of the GED Test—the final day of testing at UCC is December 20<sup>th</sup> and instructors are beginning to prepare for GED 2014.
- Mid-Session New Student Orientations are going on right now, so that students can start classes in the first week of November.
- We are currently working with several departments on campus to create online classes for GED students to sample specific CTE fields while they are still earning their diploma.

### Success Center

- The Learning Skills Department hosted Dr. David Goldberg of Apprion Inc., during the last week of October. UCC was selected by Apprion Inc. to be a model school for career and college readiness preparation through the use of their adaptive learning program, Core Skills Mastery.
- The Success Center partnered with the UCC Nursing Program for a volunteer tutoring program. Nursing students will volunteer 1-2 hours of tutoring in the Success Center in various subjects.
- The Success Center partnered with the UCC Men's Basketball Team to manage the team's study hall. This is a pilot to explore learning resources for the Athletic Department.

### Academic Partnerships

- The Academic Partnerships office is preparing for Winter Term registration with 50 sections of UCC courses being offered in Douglas County High Schools.
- Joan Campbell, Academic Partnerships Coordinator, attended the National Alliance for Concurrent Enrollment Partnerships (NACEP) national conference in October. The opportunity to network and learn from 500 dual enrollment professionals was incredible.
- UCC Science instructors Carlos Figueroa, Sean Breslin, and Ken Carloni met with Dan Cohnstaedt, Principal of South Umpqua High School (SUHS), and Mike Tejada, Chemistry Teacher at SUHS, to align the secondary and post-secondary chemistry curricula. In addition to chemistry, SUHS has added Fire Science to its portfolio of dual credit courses, making SUHS an even stronger key partner in growing our dual credit program.
- Joan Campbell has been appointed to the Smarter Balanced Assessment Consortium Policy Workgroup with the Core 2 College initiative of CCWD. The workgroup is charged with making a policy recommendation concerning the use of the Smarter Balanced assessment as a college placement tool.

### **Jesse Morrow, Interim Dean of Career Technical Education:**

CTE Department Chairs and Program Leads are proactively looking at all opportunities to increase student population in all programs across the entire CTE realm.

- Business is exploring National Testing for the Medical Billing Certification.
- Engineering is preparing an action plan for Marketing of Technology certificates.
- CDL is looking for funding stream and the criteria for Financial Aid.
- VA funding has been suspended for Aviation students.

### Business

- Business faculty Martha Joyce, Debi Gresham, and Gary Gray attended the Statewide Retail Management Certificate Consortium meeting in October, sponsored by the Western Association of Food Chains. At the meeting, the Retail Consortium approved a shortened program (moving from 10 courses to 8). Furthermore, UCC is seeing tremendous market potential for this certificate, and we are working to reach out to industry giants such as Kroger and WINCO.
- Business faculty Bettie Wright has become an approved proctor for the National Healthcareer Association (NHA) so that she can proctor national credentialing tests on campus for our medical office graduates. Bettie will start proctoring as soon as December.

### Paralegal

- We have had four paralegal students hired by local law firms over the past 2 months.

### Community Education

### EMT Department

- EMS department graduated 20 students at the end of summer term. Seven have taken their certification exams and are current Paramedics.
- Started a new EMT class with 28 students which is a large increase compared to the last 2 years in which we were under 20.

Started a new Paramedic class with 15 students which is the smallest class we have had since I started here.

PN Program

- 15 students graduated from the Practical Nursing program in September. Nine have taken their NCLEX-PN test so far, with a 100% pass rate presently.

Fire Science

- Fire Science students assisted local fire agencies with Fire Prevention Week. DCFD Fire Marshal made a special effort to thank the fire science students. Jeff Traviss and Waylon Faulkner received special thanks from the fire marshal for their efforts at Fire Prevention Week.
- UCC Fire Science received 4 SCBA's and 10 sets of turnouts from Upper McKenzie Fire District for us in FRP 121 Element Fire Science.
- The dual credit program FRP 121 Elementary Fire Science at SUHS is progressing as planned. Days Creek Fire Chief Kyle Ward is instructing.

Apprenticeship

- Indentured 4 new apprentices since September 13th: 1 Industrial Electrician, 3 Millwrights.
- We have 21 students in Basic Electronics and Electricity; 19 students in Machine Shop Practices.

Community Education

- Community Education is hosting a 2-day Early Childhood Conference in conjunction with the Education Department and the Ford Enrichment Center November 1 & 2 on the UCC campus. Over 150 attendees are expected.
- The department recently coordinated multiple skill enhancement seminars for classified staff at the college.

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

- The Center is hoping to have a new director in place by December 1 to replace Pete Bober retiring director.
- The Center continues to have a weekly column written by SBDC advisers in the Money Madness section of the Monday News Review.
- The Small Business Management Program launched its first class of the year with fourteen businesses in the class.
- The Center is in the process of revamping its web page.

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

- Engaged in activities with the visiting delegation of educators from Ukraine, November 8-16.
- UCC Science department's participation in Spooky Nights at the Douglas County Museum was a huge success! We look forward to future partnerships with the museum.

Education/Early Childhood Education

- Co-hosted Early Childhood Care and Education Conference at UCC on November 1<sup>st</sup>.

Fine & Performing Arts

- The UCC Theatre's production of *Bus Stop* opens with a reception on November 8<sup>th</sup>!
- UCC Theatre, in partnership with National Theatre Live in London, hosted live and prerecorded performances of *Macbeth*, October 17-19 and *Frankenstein* on October 31, and November 2-3.
- Jennifer Reifsneider is exhibiting in the Art Gallery through December 6<sup>th</sup>.
- The Brazilian Piano Summit was held October 11<sup>th</sup> at First Presbyterian Church.
- The Umpqua Chamber Orchestra and Chamber Choir performed November 3<sup>rd</sup> at First Presbyterian Church.

Science

- Science faculty and staff participated in the annual UCC Harvest Festival and Spooky Nights at the Douglas County Museum. Thank you to Becky Chappel for her hard work and organization!

VE/SOWI

- Chris/Dwayne – continued participation in SOWA and OWA meetings and events
- Chris – attended the OVATA (Oregon Vocational Agriculture Teachers Association) Fall Conference at Silverton High School
- Chris/Allison – developing new curriculum as part of a national consortium supported by VESTA
- Dwayne – participated in an interview for Jefferson Public Radio about the student exchange program with Aranda, Spain.
- SOWI is now offering wine tasting and sales!

David Hutchison, Library Director:

- David met with the Library Director at Lane CC to discuss library issues, job descriptions, Learning Commons planning, and more.
- The library is sponsoring a contest! Did you know October is **National Information Literacy Month** and November is **National Novel Writing Month**. At the Library we love ALL of these things, so we're having a contest to celebrate, and students could win one of FOUR Kindle eReaders (GRAND PRIZE: KINDLE FIRE; THREE FIRST PRIZES: KINDLE PAPERWHITE). Open to students only, the winner will be chosen by a drawing from all entries.
- Library Lab Aides and Library staff is working closely with IT to troubleshoot and roll out the GoPrint system for managing printing.
- Katie has been providing library and research instruction to a wide variety of classes, while Valerie and David have provided brief introductions to library services in other classrooms.
- Students have been using the library! During the month of October the gate count as averaged about 1000 visitors daily.

**Umpqua Community College  
Vice President for Student Development  
Board Report – November 2013**

**Student Services- Rick Aman, Vice President**

Rick Aman has been working on the transition of many of the admission and enrollment student services from the Campus Center to the Admin Building and initiation of a “One-Stop.” There have been numerous meetings with directors regarding services and student flow for a One-Stop concept. He held a full Student Services division meeting on October 24<sup>th</sup> to highlight and receive input on services for a One-Stop. He hosted two sessions with UCC student veterans to gather input for services to veterans and the configuration of the future home of the UCC Veteran Center. Jess Miller received an offer by a local interior designer to sit in a meeting to gather input for functional layout of the veteran’s space. Rick chaired several meetings of the newly formed Enrollment Management Taskforce. The immediate focus of this group is to increase new student enrollment and FTE through consideration of new initiatives. Student Services as a division is considering the use of several LEAN techniques to review and streamline processes to improve our student’s experience. We participated with the visit of our Achieve the Dream coaches to present our progress with the four UCC ATD priorities.

- October 10<sup>th</sup> Attended CSSA Meeting at Rogue Community College
- October 11<sup>th</sup> joined the Oregon President Council telephone conference
- October 18<sup>th</sup> President Joe Olson and I met with the South County Superintendents
- October 29<sup>th</sup> Achieving the Dream Coach visited the campus
- November 1<sup>st</sup> President Olson and I met with North County Superintendents

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

**Domestic Violence Awareness**

Sue Windsor, UCC Counselor, hosted the annual Domestic Violence Awareness panel presentation on October 23<sup>rd</sup>. Presenters included:

- Melanie Prummer, Executive Director of Battered Persons Advocacy
- Deb Pike, DA’s Office – Victim’s Assistance Program
- Joe Kaney, Detective Sergeant with Roseburg Police Department
- Joseph LaMartina, Safe Project

This year’s event had a record number of student attendees - 171 students and several additional staff and faculty. Sue’s commitment and dedication to bring about the awareness of domestic violence in our community provided all an opportunity to mourn, celebrate and connect.

**2013 Disability Awareness Month**

Danielle Haskett, Disability Services Coordinator, message to campus was, “My abilities speak louder than my disability.” An information table on October 24<sup>th</sup> provided over 70 students, staff and faculty an opportunity to learn more about services available and connect with others.

**Staffing updates in the Center**

Mary Morris was selected as the new Lead Academic Advising Specialist. Dianne Carter was selected as the Disability Services Accommodations Specialist. Congratulations to both and a big thank you to all the selection committee members who took the time to provide thoughtful input.



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

**ASUCC Student Leadership**

ASUCC Vice President Charles Martin coordinated the collection of over 170 surveys for the statewide student issues choosing project, a collaborative endeavor of the Oregon Student Association and the Oregon Community College Student Association.

Club Fair was held on October 23; six organizations participated including a soon to be formed Veterans Student Club.

ASUCC hosted a Fright Night event on Halloween, featuring a costume contest, scavenger hunt, pumpkin carving/painting, Humans vs. Zombies and film “Zombieland.”

Members of the leadership team participated in the Douglas County Veterans Parade.

Two members of the leadership team, as well as a group of eight students and staff from the Academic Success Center, will be attending the Oregon Students of Color Conference at the University of Oregon, November 15-17.

**Student Life Office**

The Student Life, in conjunction with Job Placement, hosted a Job & Resources Fair on October 16. Twenty-two organizations were represented, making this the largest fair held.

The quarterly Blood Drive was held on October 29 and October 30; donor participation was slightly down, but we are pleased that we were close to meeting our collection goal.

The Veterans Resources Fair will be held on November 13.

The Dental Van will be visiting campus on November 22.

The director was honored to be asked to present a workshop for the Classified Staff Retreat held on October 16. The theme of “thinking outside of the box” provided a great opportunity to share ideas from Toy Box Leadership, written by Ron Hunter Jr. & Michael E. Waddell in 2008.

**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 \$255,473. 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:

**Summary of support to students in order to meet objectives of Good Academic Standing/ Persistence/Graduation/Transfer:**

- There are 30 Transfer Opportunity Program students enrolled in the HD 214 Transition to University course designed to have students build a portfolio to complete all of the necessary steps to complete the process of transferring and enrolling at a university.
- There are 27 students enrolled in the first year experience cohort, this particular cohort are for students directly out of high school. Activities they are involved in are completing a HD 100 course together, study groups, and peer mentor / mentee activities.
- There are 25 students that are enrolled in the “non-traditional” – Small group cohorts.
- 10 TOP students participated in the Harvest Festival doing a variety of activities.

### **Educational Talent Search and Upward Bound Missy Olson, Director**

#### Upward Bound

Upward Bound currently is serving 54 students with six more spots to fill for 2013-2014. All the sophomores and juniors took the PSAT in October at their respective schools. The group volunteered at UCC's Harvest Festival, helping that event be successful for the community. The group will be going to Western Oregon University's Preview Day on Saturday, November 9 to learn about Western, as well as attend a football game.

#### Educational Talent Search

ETS currently has 436 active students with 125 spots to fill. The program is actively recruiting in all classes, but we are especially working to increase our middle school, freshmen and sophomore numbers. The younger we can start educating about the importance of college, the better the students will be prepared. ETS staff took 30 students on a trip to OSU on Friday, October 19. We are planning a December trip to Western Oregon University.

#### Both UB and ETS

Missy Olson and Daniel Wu attended the Northwest Association of Educational Opportunity Programs Conference in Portland from October 20-23. They both had a number of takeaways to improve our programs, including a new financial literacy "game", leadership and teambuilding activities, and journal writing and art to incorporate in the summer Upward Bound program.

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

Fall is the busiest time of year for us here at the Ford Childhood Enrichment Center. Classrooms are busy with the activities of the children. The resource room is busy with ECE practicum students researching and preparing lessons for presentation. The office is busy with documentation and parent meetings. It is no wonder we stop every day at 1:00 and take a nap!

We are pleased to announce we are once again recipients of the Child Care Access Means Parents In School grant from the Department of Education. This four year grant will allow the center to continue operations through summer term, provide childcare subsidies for low income parents, and will provide additional support to veterans' families. Funding for the award is approximately \$350,496 over the four year award period. Our thanks go to Susan Taylor, Director of Grants and Planned Giving, for her work in obtaining the grant.

We are in the midst of our annual state licensure renewal process. Many different components need to be brought together such as obtaining required inspections, providing documentation, and scheduling a visit with our licensure specialist. All should be completed by the end of December as that is when our current license expires.

As if we didn't have enough on our plates, the staff has started a screening and monitoring program at the center. Ages and Stages-3 was implemented as a tool to assist in identifying children under the age of five years who may experience a developmental delay. While not a diagnostic tool, ASQ-3 solicits input from both parents and teachers to screen for delays and further monitor development as the questionnaire is completed a minimum of twice yearly. Once screened, the results are discussed with parents and activity ideas are given for use in the home to promote further development. Fifty percent of the screenings are done fifty percent to go.

**Financial Aid – Michelle Bergmann, Director**

**Financial Aid Applications**

4128 - Total applications for 2013-14

5114 - Total applications for 2012-13

**Financial Aid Awards**

1476- Total awards packaged to date for 2013-14

1561- Total awards packaged to date for 2012-13

Disbursements for the 2013-14 award year through 09/24/2013 total over \$3.5 million to 1476 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Ann Able, UCC's Veterans Representative, attended a VA Certifying Officials training session at Chemeketa CC.
- Brian Proctor has ten different Financial Aid High School Nights scheduled beginning in November and spanning through January. He is currently in the planning stages with four other high schools. Brian will also be presenting and participating in the UCC Preview Night on November 6<sup>th</sup>.
- We continue to work on UCC's Draft Default Prevention Plan, our previous contact, through the Department of Ed, advised that she has accepted a new position and we are awaiting contact from our new contact person.
- We will be interviewing 4 potential candidates for the Student Loan Default Project Assistant position and moving forward in the hiring process.
- Several classified staff members attending the Classified Retreat and were very appreciative of the opportunity.
- Financial Aid continues to be active in the One Stop concept discussions.
- Began working with Art Lucero from IT on the revision of the Financial Aid Website.
- Our office continues to communicate with the college as a whole by attending the most recent Board meeting and emailing faculty regarding how they can participate in default prevention.
- Total FALS numbers to date for Fall term: 365 attended on campus seminars and 201 participated in the online seminars. There are five FALS sessions scheduled for November and another four in December. The online sessions are already currently available for those new students beginning attendance in Winter term.

**Enrollment Services/Registrar – David Farrington, Director**

UCC received 1,562 applications for admission for the fall 2013 quarter. Seventy-two percent (72%) of these applicants enrolled in fall (this represents our typical yield rate). We are contacting the other 28% to encourage them to enroll and find out why they did not initially register. We are hopeful that approximately 140 of them will sign on bringing the yield rate up to 80%.

**Recruiting Department–Richard Robles, Recruiter**

- SCHOOL PRESENTATIONS
  - Riddle High School Seniors (25 students)
  - South Umpqua Seniors (95 students)
  - Sutherlin High School Seniors (25 students)
  
- COLLEGE FAIRS
  - Douglas County / RHS – 1800-2000 attendees
  - Southern Oregon – 1500-1800 attendees
  
- PREVIEW NIGHT PROMOTION VISITS
  - Umpqua Training & Employment
  - Worksource Douglas (Employment Office)
  - Yoncalla High School
  - Sutherlin High School
  - Oakland High School
  - Roseburg High School
  - Woolley Center
  - Phoenix Charter School
  - Umpqua Valley Christian HS
  - Glide High School
  - Douglas High School
  - South Umpqua High School
  
- CAMPUS VISITS - Powers GearUP – 7<sup>th</sup> grade
- UCC PREVIEW NIGHT! - Wednesday, November 6, 2013 – 5:30 to 8:00 pm Campus Center Dining Room

**ADMINISTRATIVE SERVICES**  
**November 2013 Board Report**

**Rebecca Redell, Chief Financial Officer**

- Umpqua Community College went through an update with Standard and Poor's for our credit rating. Standard & Poor's Ratings Services issued an updated report and our rating of "AA-" has been maintained.
- October 11<sup>th</sup> panel discussion on Leadership for Leadership UCC
- October 17-18 attended Business Officers meeting
- October 24-25 attended OCCA
- October 28<sup>th</sup> the Budget Committee started meeting to begin the 2014-2015 budget process.

**Cathy Vaughn, Bookstore Manager**

- The Bookstore had a busy rush week meeting, greeting and helping our students get ready for Fall term.
- Textbook orders are due from faculty for Winter Term on Nov. 1 and Sheryl will be getting in contact with them and entering that information.
- We had two training sessions for our conversion of our Textbook program into our POS system.
- The Conversion went well and we will be getting the signature pads for our POS before Thanksgiving. This should save on the tons of receipt paper we use through our registers.
- Will have a training scheduled for our new rental module on Nov. 5 Plans to implement the rental will begin for winter term.
- Jasmine did a great job at decorating the store for Halloween and will begin showcasing fall and Christmas next month. Be sure to come in and experience the holidays at the Bookstore.
- Our next Textbook Buy Back will be December 11, 12, & 13 in the Campus Lobby.
- We are now in the process of beginning Winter Term textbooks and supplies.

**Linda Spaccarotelli, Purchasing Manager**

- Worked with Mahlum architects for the organization of meetings and sessions which will be held the first week of November, with the Campus community, including Staff, Faculty, Administration and Students.
- Contract was written and signed by the contractor for the pool project. Coordination for all the appropriate and required forms and certificates were collected before the "Notice to Proceed" went to the contractor. Work is currently underway to blast and seal the underground piping which feeds water to and from the pool.
- Helped with Harvest Festival planning and activities.

**Natalya Brown, Director of Accounting and Finance**

Finance office has been processing vendor payments, financial aid checks, contracts, scholarships and third party billings. October is a busy month for us as grant billings are due for the first quarter. We have reviewed PCI compliance procedures for our merchant accounts and scheduled credit card security training for cashiers.

Now that annual financial audit is behind us, Finance office is gearing up for the IRS 1098-T and 1099 reporting. We are reviewing our processes and planning ahead for Banner upgrades and the calendar year end. We are preparing to test the system to make sure that it is working properly once the new tax patches and releases are installed.

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

The first few weeks of the fall term are some of our busiest times of the year. As we enter November, we are able to return to longer term and quarterly projects while maintaining on-demand support to the campus community.

Major Funded Projects (in progress)

Switch Refresh

Enterprise Wireless

Employee Computer Refresh (Winter Term)

Shoretel Communicator (campus phone application) Upgrade

South County Configuration

UPS (battery back up for server room)

Print Management in the Computer Labs

Significant Emerging Priorities

Reports and Dashboard tools integrated with Banner

Digital Document Repository

Title III Technology-Related Requests

Single Sign-On Authentication

Remaining Security Audit Recommendations

One-Stop Creation and Implementation

Internet Service Provider Re-negotiation

Over the past few weeks, we worked with Douglas FastNet to reexamine our internet services. In doing so, we were able to reduce our costs and receive new equipment at the main campus and offsite locations. We anticipate a savings of around \$1000 a month and improved connection speeds.

BlackBoard Instant Messaging Pilot

Through a consortium opportunity with the Oregon Community College Distance Learning Association, Umpqua began piloting an Instant Messaging tool which allows for “just-in-time” connection among faculty, staff, and students. The system goes beyond simple text message options and provides users with tools like whiteboards, video and audio conferencing as well as group chats. An introductory training was held at the beginning of November for approximately twenty users. Many reported how this tool could engage and connect students to classes, tutoring, advisers, faculty and staff. More information will continue to be shared as the pilot evolves.

Transition Planning

With the impending departure of the current Director, planning is underway to continue the projects above and assist staff in the transition. President Olson has met with the staff in the division in both public and private venues and has been an incredible support to division staff.

### **November Board Report: Achieving the Dream**

Achieving the Dream has just begun its second year. Last year was our planning year, and this year is our first implementation year.

On October 29<sup>th</sup> we had a visit from our national Data and Leadership coaches to help us analyze our action and evaluation plans. The visit was very successful and we are making great progress.

This year we will focus on researching and implementing new placement strategies, creating a peer mentoring program, increasing our intrusive advising, continue working with accelerated developmental education and learning cohorts for developmental education. We also hope to break down communication barriers here on campus.

ATD initiatives overlap with those outlined in the Title III grant, and the two teams plan on meeting November 21<sup>st</sup> to discuss working together.



Partners in Excellence

Executive Director's Report  
November, 2013

**BOARD OF DIRECTORS**

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Joseph Olson Ed.D

Alex Palm

Brian Pargeter

Lee Paterson

Bob Ragon

Alanson Randol, DDS

Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Walkins

Gary Wayman

Connie Williamson

**EXECUTIVE DIRECTOR**

Dennis O'Neill

**General Board Meeting**

The Foundation Board will hold its next General Board meeting at 11:30a.m. on December 3, 2013 in the Lang Center. Members of the Board of Trustees are always welcome and encouraged to attend these meetings to greet these important leaders of our community and thank them for their service to our UCC.

**Foundation's Annual Fundraising Campaign**

UCC Foundation's 2014 Annual Campaign kicked off on October 22<sup>nd</sup> and runs through November 22<sup>nd</sup>. This year's goal is to raise \$100,000. Many fundraising activities have been scheduled for the month-long campaign including a bake sale and silent auction for staff. Students can purchase raffle tickets with the hope of winning the use of Dr. Olson's parking spot for a month. Invitations went out last week for the *Friends of UCC Open House* which will be held Tuesday, November 19<sup>th</sup> from 3:00 – 6:00 pm in the Lang Center. Guests will have the opportunity to learn more about UCC programs and students while enjoying wine, appetizers and entertainment all provided by UCC students.

**UCC Foundation Finalizing Development of New Corporations**

A subcommittee of the UCC Foundation led by Past President Lee Paterson and Investment Committee Chair Danny Lang is in the final stage of establishing two new corporations for the Foundation; a 501(c)(2) Real Estate Holding Corporation and a taxable (for profit) C-Corporation. Applications have been submitted. Both corporations will be wholly owned by the UCC Foundation. (See the flow chart that is attached to this report.)

Professional services have been provided by Steve Oleson, UCC Foundation's account manager at Wicks Emmett CPA and Shannon Bailey, a Corporate Law specialist. Consultation has also been provided by David Atkin, a Eugene attorney who specializes in Non-Profit law. Legal services are being provided locally by Don Laird and Barry Rubenstein of Watkinson Laird Rubenstein Baldwin & Burgess.

The 501(c)(2) entity will have a governing board consisting of 5-7 Foundation Board members. The C-Corp will consist of 5-7 Foundation Board and community members. Both Boards will initially be led by Lee Paterson and include Danny Lang who has provided enthusiastic support. Other C-Corp Committee members include Brian Pargeter, Steve Feldkamp, Dave Sabala, Don Laird and Gary Wayman.

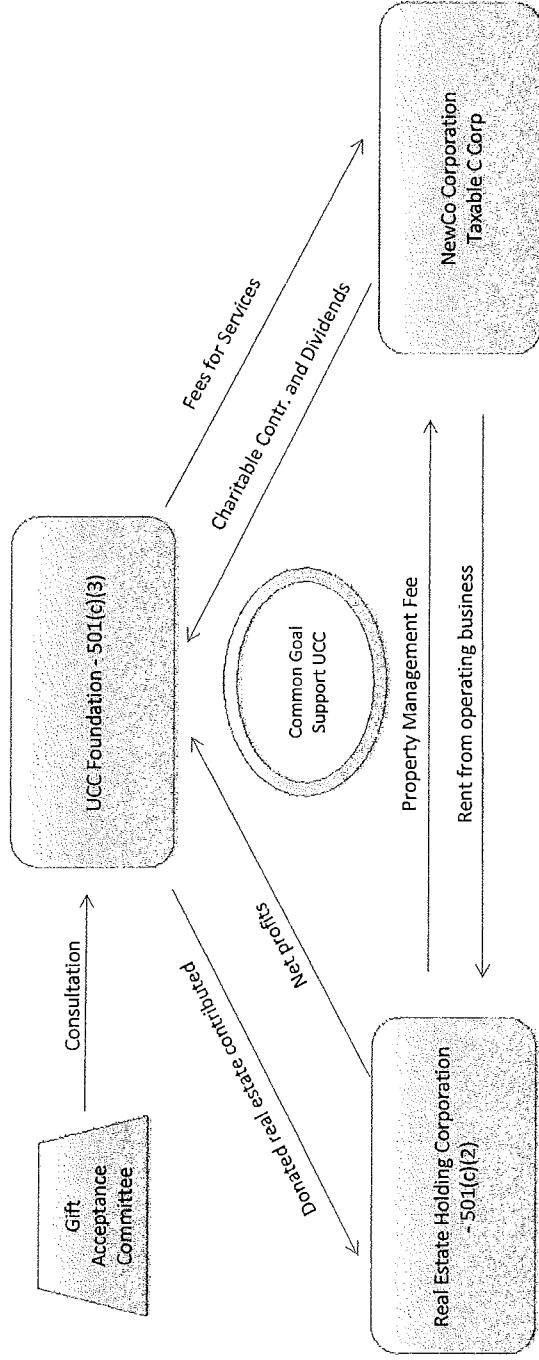
**Scholarship Announcements**

November is National Scholarship Awareness Month. This is when we start encouraging students to start preparing their applications. The scholarship office is currently meeting with high school counselors and presenting information sessions on their campuses and at the UCC College Preview Night.

We are currently implementing AcademicWorks. AcademicWorks is an online scholarship management software that simplifies the process for students, improves compliance and utilization, recognizes scholarship donors, and helps ensure proper record retention. AcademicWorks was purchased with Title III grant funding. AcademicWorks will replace the hybrid online scholarship system the Foundation developed three years ago.







**Gift Acceptance Committee**

- Meets with potential donors to determine appropriateness of gift
- Due diligence obligations satisfied here
- Includes a representative from both the Corp and THC

**UCC Foundation (Foundation)**

- Receives contributed property in the form of a charitable contribution
- Transfers property to THC

**Real Estate Holding Corporation (THC)**

- 100% stock ownership by Foundation
- Sole purpose is to hold real estate and collect income for Foundation
- Must turn over all net proceeds to Foundation
- Cannot have active business activity, sole purpose is to collect rents on property
- Can have UBIT from debt financed property but will pay tax
- May hold other passive investments such as stocks, bonds, etc.
- Rental income from related taxable entity permitted but subject to UBIT unless related to exempt purpose

**NewCo Corporation (Corp)**

- 100% owned by Foundation
- Receives fee to manage and property held by THC
- Pays employees to manage property held by THC
- Operates any active business activities and receives fees from Foundation for services performed for Foundation
- Pays rent to THC. for any properties it operates active business out of
- Pays tax on any net taxable income

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

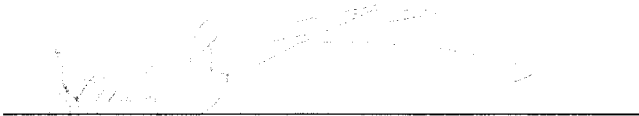
Information Item  
 Action Item

Subject: UCCPTFA Contract

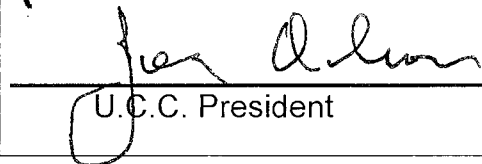
Date: November 13, 2013

The UCC Part Time Faculty Association Collective Bargaining Agreement is presented to the Board for ratification.

Recommendation by: Jan Baxter, Human  
 Resources Director

  
 \_\_\_\_\_

Approved for Consideration:

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

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

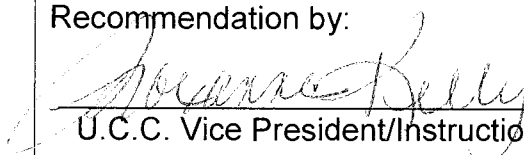
Information Item  
 Action Item

Subject:  
 Academic Calendar 2014-2015

Date:  
 November 13, 2013

Roxanne Kelly will present the 2014-2015 Academic Calendar for acceptance.

Recommendation by:

  
 U.C.C. Vice President/Instructional Services

Approved for Consideration:

  
 U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
ACADEMIC CALENDAR 2014-2015**

**SUMMER TERM 2014**

|   |                                       |
|---|---------------------------------------|
| Summer Term Registration Begins .....   | Monday, May 12                        |
| College closed on Fridays.....  | June 20 –September 12                 |
| Classes Begin (First 5 weeks and 10 weeks) .....                              | Monday, June 23                       |
| Last Day to Register or Add Classes – (First 5-Week and 10 Week Session)..... | Thursday, June 26                     |
| Independence Day Holiday – College Closed .....                               | Thursday, July 3                      |
| Last Day to Withdraw - First 5-Week Session .....                             | Thursday, July 17                     |
| End of First 5-Week Session .....   | Thursday, July 24                     |
| Beginning of Second 5-Week Session.....                                       | Monday, July 28                       |
| Last Day to Register or Add Classes - Second 5-Week Session .....             | Thursday, July 31                     |
| Last Day to Withdraw - (First 5 weeks and 10 weeks).....                      | Thursday, August 14                   |
| End of Second (First 5 weeks and 10 weeks).....                               | Thursday, August 28                   |
| Labor Day Holiday -Campus Closed.....   | Friday, August 29–Monday, September 1 |

**FALL TERM 2014**

|   |   |
|---|---|
| Fall Term Registration Begins.....                | Monday, May 12                                |
| Faculty In-service .....                          | Tuesday- Friday, September 16-26              |
| All Staff In-service (Campus Closed).....         | Tuesday, September 16                         |
| Classes Begin .....                               | Monday, September 29                          |
| Last Day to Register or Add Classes .....         | Friday, October 10                            |
| Last Day to Drop (via web only on weekends) ..... | Sunday, October 5                             |
| Veteran's Day (Observed).....                     | Monday, November 10                           |
| Last Day to Withdraw .....                        | Tuesday, November 25                          |
| Thanksgiving Holiday .....                        | Thursday-Sunday, November 27-30               |
| Final Exam Week .....                             | Monday-Saturday, December 8-13                |
| End of Fall Term Classes.....                     | Saturday, December 13                         |
| Winter Break .....                                | Sunday, December 13-Sunday, January 4         |
| Campus Closed.....                                | Saturday, December 20–Sunday, January 4, 2015 |

**WINTER TERM 2015**

|   |                              |
|---|------------------------------|
| Winter Term Registration Begins.....              | Tuesday, November 11         |
| Classes Begin .....                               | Monday, January 5, 2015      |
| Last Day to Register or Add Classes .....         | Friday, January 16           |
| Martin Luther King Holiday.....                   | Monday, January 19           |
| ABSD Graduation .....                             | Friday, January 23           |
| Presidents' Day Holiday .....                     | Monday, February 16          |
| Last Day to Drop (via web only on weekends) ..... | Sunday, January 11           |
| Last Day to Withdraw .....                        | Friday, March 6              |
| Final Exam Week .....                             | Monday-Saturday, March 16-21 |
| End of Winter Term Classes.....                   | Saturday, March 21           |
| Spring Break.....                                 | Sunday-Sunday, March 22-29   |

**SPRING TERM 2015**

|   |                            |
|---|----------------------------|
| Spring Term Registration Begins .....             | Monday, February 23        |
| Classes Begin .....                               | Monday, March 30           |
| Last Day to Register or Add Classes .....         | Friday, April 10           |
| Last Day to Drop (via web only on weekends) ..... | Sunday, April 5            |
| Memorial Day Holiday .....                        | Monday, May 25             |
| Last Day to Withdraw .....                        | Friday, May 29             |
| Final Exam Week .....                             | Saturday-Friday, June 6-12 |
| End of Spring Term Classes .....                  | Friday, June 12            |
| ABSD Graduation .....                             | Thursday, June 11          |
| Commencement.....                                 | Friday, June 12            |

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

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

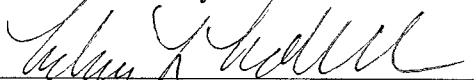
Informational Item  
 Action Item

Subject:  
 Financial Reports for FY 2013-14


Date: November 13, 2013

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2013-14, ending September 30, 2013.

Recommended by:

  
 Rebecca Redell, Chief Financial Officer

Approved for Consideration:

  
 U.C.C. President

## Financial Highlights

### September 2013

Financial reports summarize financial information for the College as of September 30, 2013. The reports are prepared on the budgetary basis and reflect 3 months of operations.

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

*Current assets* consist of cash and investments, receivables, inventories and prepaid expenses. The college current assets of \$15 M are sufficient to cover current liabilities in the amount of \$2.4 M. The most significant current assets are split between cash and investments in the amount of \$10.3 M and receivables in the amount of \$4.1 M, consisting of property taxes, student accounts, agency receivables, grants and accounts receivable – due from Foundation. The \$802,768 in Accounts Receivable-due from Foundation consists of \$715,426 balance in pledges from the Foundation for the Danny Lang Center and \$87,342 in scholarship reimbursement due to the College.

*Current liabilities* of \$2.4 million consist primarily of payroll in the amount of \$1,073,769 and unearned revenue of \$1,213,356 split between property taxes, grants/contracts and scholarships.

*Net position* is presented by fund groups. General fund net position accounts for most of the net position - \$7,258,554 followed by Debt Service fund with net position of \$2,171,481 and Administratively Restricted fund with net position of \$1,666,476. 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 Net Position** 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 position 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 term as well as fall term registrations. Operating expenses, on the other hand, do not include expenses for fall term operations.

Operating revenues decreased by 28% from last year. The decrease in both intergovernmental and nongovernmental grants and contracts are due to decrease in the state financial aid grants compared to last year. Other significant changes include a decline in federal financial aid as well as bookstore sales.

Total operating expenses decreased slightly by 8.73% compared to last year with most significant reduction recorded in student financial aid disbursements. Decrease in debt service expense is due to the timing.

There is a 16.48% increase in non-operating revenues due to an increase in the first quarter payment from the state. It is worth to note that October payment (not reflected in these statements) dropped by about \$372,000 and the current increase is temporary.

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

Transfer In/Out category has not been recorded yet.

The original budget column reflects the adopted budget information. The final column reflects the adjustments to the budget as adopted by the board during 2013-14 fiscal year. Budget resolutions are reflected in that column.

**General Fund** includes activities directly associated with operations related to the college's basic educational objectives. The College received about 25% of its anticipated revenue by September 30, 2013. There are some changes in the composition of revenue categories compared to last year with main changes concentrated between tuition and fees decreasing about 5 % compared to last year and state support increasing 17.9 % from last year.

Expenditures represent roughly about 17% of the current budget. Expenditures increased about 3% from last year.

**Capital Projects Fund** accounts for construction, repairs and maintenance activities.

**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.

**Financial Aid** fund reflects financial aid disbursed to the students as of September 30th, 2013. The College disbursed \$959,793 compared to \$1,652,439 last year. A temporary negative fund balance of (\$49,968) 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 October. Temporary negative fund balance is due to the timing difference between expenditures and reimbursements.

**Administratively Restricted Fund** accounts for specific programs that generate revenues primarily through assessed fees. There is about 19.5% drop in tuition and fees compared to last year. Current revenues reflect 23% of projected resources. Resources overall decreased 17% from last year. Expenses are about the same compared to last year. They represent 12% of the anticipated expenditures.

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

**Agency Fund** highlights student club activities. Primary sources of revenues consist of club revenue generated by the students. General fund supports operations of this fund by providing \$45,000 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.

**Enterprise Funds** reflects operation of the bookstore and food services. Sales are about 40% down compared to last year reflecting a drop in student enrollment. Expenditures decreased by about 20% compared to last year. The fund is budgeted to transfer \$200,000 to support operations of the General fund.



UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON  
Statement of Net Position

| <u>Assets</u>                                     | September 30,<br>2013 | September 30,<br>2012 | % change       |
|---|-----------------------|-----------------------|----------------|
| Current assets:                                   |                       |                       |                |
| Cash and investments                              | \$ 10,344,945         | \$ 10,888,918         | -5.00%         |
| Receivables, net of allowance for uncollectibles: |                       |                       |                |
| Property Taxes                                    | 397,447               | 412,866               | -3.73%         |
| Accounts/grants                                   | 2,931,456             | 3,199,977             | -8.39%         |
| Accounts Receivable - Due from Foundation         | 802,768               | 1,141,226             | -29.66%        |
| Inventories                                       | 510,115               | 378,728               | 34.69%         |
| Prepaid expenses                                  | 104,219               | 82,247                | 26.71%         |
| Total current assets                              | <u>15,090,951</u>     | <u>16,103,963</u>     | <u>-6.29%</u>  |
|   |                       |                       |                |
|   |                       |                       |                |
| <u>Liabilities</u>                                |                       |                       |                |
| Current liabilities                               |                       |                       |                |
| Accounts payable                                  | 161,786               | 48,620                | 232.76%        |
| Accounts payable - Due To Foundation              | -                     | -                     |                |
| Payroll liabilities                               | 1,073,769             | 1,392,497             | -22.89%        |
| Unearned revenue                                  | 1,213,356             | 1,419,686             | -14.53%        |
| Total current liabilities                         | <u>2,448,912</u>      | <u>2,860,803</u>      | <u>-14.40%</u> |
|   |                       |                       |                |
|   |                       |                       |                |
| <u>Net Position</u>                               |                       |                       |                |
| Net Position by Fund Groups                       |                       |                       |                |
| General Fund                                      | 7,258,554             | 7,163,905             | 1.32%          |
| Capital Project Fund                              | 746,855               | 360,580               | 107.13%        |
| Debt Service Fund                                 | 2,171,481             | 1,964,364             | 10.54%         |
| Financial Aid Fund                                | (49,968)              | 326,197               | -115.32%       |
| Grants & Contracts                                | (499,003)             | (353,145)             | 41.30%         |
| Administratively Restricted Funds                 | 1,666,476             | 1,927,618             | -13.55%        |
| Insurance Fund                                    | 256,604               | 276,780               | -7.29%         |
| Agency Funds                                      | 18,401                | 12,615                | 45.87%         |
| Internal Service Funds                            | 25,898                | 82,699                | -68.68%        |
| Enterprise Funds ( Bookstore & Cafeteria)         | 1,046,741             | 1,481,548             | -29.35%        |
| Total net position                                | <u>12,642,039</u>     | <u>13,243,161</u>     | <u>-4.54%</u>  |
| Total current liabilities and net position        | <u>\$ 15,090,951</u>  | <u>16,103,963</u>     | <u>-6.29%</u>  |

**UMPQUA COMMUNITY COLLEGE**  
**ROSEBURG, OREGON**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Budget Basis**

|   | September 30, 2013   | September 30, 2012   | % change        |
|---|----------------------|----------------------|-----------------|
| Operating revenues:                     |                      |                      |                 |
| Tuition and fees                        | \$ 3,099,380         | \$ 3,388,462         | -8.53%          |
| Federal student financial aid           | 650,845              | 1,199,263            | -45.73%         |
| Intergovernmental grants and contracts  | 41,913               | 604,610              | -93.07%         |
| Nongovernmental grants and contracts    | 285,721              | 397,025              | -28.03%         |
| Bookstore & food service sales          | 423,728              | 704,489              | -39.85%         |
| Other operating revenue                 | 142,689              | 149,473              | -4.54%          |
| Total operating revenue                 | <u>4,644,276</u>     | <u>6,443,322</u>     | <u>-27.92%</u>  |
| Operating expenses:                     |                      |                      |                 |
| Instruction                             | 1,673,545            | 1,747,163            | -4.21%          |
| Instructional support                   | 580,047              | 550,790              | 5.31%           |
| Student services                        | 820,454              | 727,113              | 12.84%          |
| College support services                | 1,908,966            | 1,759,178            | 8.51%           |
| Community services                      | 500,330              | 622,102              | -19.57%         |
| Student financial aid                   | 1,022,791            | 1,724,230            | -40.68%         |
| Debt Service                            | 1,153                | 230                  | 401.21%         |
| Facilities acquisition / construction   | 4,995                | 4,290                | 16.44%          |
| Total operating expenses                | <u>6,512,284</u>     | <u>7,135,096</u>     | <u>-8.73%</u>   |
| Operating gain / (loss)                 | <u>(1,868,008)</u>   | <u>(691,774)</u>     | <u>-170.03%</u> |
| Non-operating Revenues-(expenses)       |                      |                      |                 |
| State community college support         | 2,989,614            | 2,536,535            | 17.86%          |
| Property taxes                          | 90,869               | 103,657              | -12.34%         |
| Investment Income                       | 6,815                | 10,235               | -33.41%         |
| Total non-operating revenues-(expenses) | <u>3,087,299</u>     | <u>2,650,426</u>     | <u>16.48%</u>   |
| Change in net assets                    | 1,219,291            | 1,958,652            | -37.75%         |
| Net Position - beginning of year        | <u>11,422,748</u>    | <u>11,284,508</u>    | <u>1.23%</u>    |
| Net Position - end of period            | <u>\$ 12,642,039</u> | <u>\$ 13,243,161</u> | <u>-4.54%</u>   |

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

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

For period ending September 30, 2013

|                                      | Budgeted Amounts    |                        | Actual<br>Amounts   | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|--------------------------------------|---------------------|------------------------|---------------------|---|
|                                      | Original            | Final                  |                     |   |
| Revenue:                             |                     |                        |                     |   |
| Property taxes                       | \$ 3,134,176        | \$ 3,134,176           | \$ 90,869           | \$ (3,043,307)  |
| Tuition and fees                     | 6,876,904           | 6,876,904              | 2,489,481           | (4,387,423)   |
| Intergovernmental-state and federal  | 11,001,400          | 11,001,400             | 2,989,614           | (8,011,786)   |
| Interest income                      | 35,000              | 35,000                 | 6,744               | (28,256)  |
| Other                                | 289,095             | 289,095                | 10,107              | (278,988)   |
| Total revenues                       | <u>21,336,575</u>   | <u>21,336,575</u>      | <u>5,586,816</u>    | <u>(15,749,759)</u>                                     |
| Expenditures:                        |                     |                        |                     |   |
| Instruction                          | 8,846,580           | 8,846,580 (1)          | 1,301,224           | 7,545,356   |
| Instruction Support                  | 1,891,399           | 1,891,399 (1)          | 414,062             | 1,477,337   |
| Student Services                     | 1,973,376           | 1,973,376 (1)          | 374,930             | 1,598,446   |
| College Support Services             | 7,558,505           | 7,558,505 (1)          | 1,717,996           | 5,840,509   |
| Financial Aid                        | 501,124             | 501,124 (1)            | 62,998              | 438,126   |
| Contingency                          | 1,827,423           | 1,827,423 (1)          | -                   | 1,827,423   |
| Total expenditures                   | <u>22,598,408</u>   | <u>22,598,408</u>      | <u>3,871,210</u>    | <u>18,727,197</u>                                       |
| Revenues over-(under) expenditures   | <u>(1,261,833)</u>  | <u>(1,261,833)</u>     | <u>1,715,606</u>    | <u>2,977,439</u>  |
| Other financing sources-(uses)       |                     |                        |                     |   |
| Transfers in                         | 200,100             | 200,100                | -                   | (200,100)   |
| Transfer out                         | <u>(2,081,805)</u>  | <u>(2,081,805)</u> (1) | -                   | <u>2,081,805</u>  |
| Total other financing sources-(uses) | <u>(1,881,705)</u>  | <u>(1,881,705)</u>     | <u>-</u>            | <u>1,881,705</u>  |
| Net change in fund balance           | (3,143,538)         | (3,143,538)            | 1,715,606           | 4,859,144   |
| Fund balance - July 1, 2013          | <u>4,200,000</u>    | <u>4,200,000</u>       | <u>5,542,948</u>    | <u>1,342,948</u>  |
| Fund Balance - September 30, 2013    | <u>\$ 1,056,462</u> | <u>\$ 1,056,462</u>    | <u>\$ 7,258,554</u> | <u>\$ 6,202,092</u>                                     |

(1) Appropriation level

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
CAPITAL PROJECTS FUND  
For period ending September 30, 2013

|                                       | Budgeted Amounts    |                     | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(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 | 19,562,000          | 19,562,000 (1)      | 4,995             | 19,557,005  |
| Debt Service                          | -                   | -                   | -                 | -   |
| Total expenditures                    | <u>19,562,000</u>   | <u>19,562,000</u>   | <u>4,995</u>      | <u>19,557,005</u>                                       |
| Revenues over-(under) expenditures    | <u>(19,561,500)</u> | <u>(19,561,500)</u> | <u>(4,995)</u>    | <u>19,556,505</u>                                       |
| Other financing sources-(uses)        |                     |                     |                   |   |
| Transfers in                          | 400,000             | 400,000             | -                 | (400,000)   |
| Transfer out                          | (100)               | (100) (1)           | -                 | 100   |
| Debt Service Proceeds                 | <u>18,400,000</u>   | <u>18,400,000</u>   | <u>-</u>          | <u>(18,400,000)</u>                                     |
| Total other financing sources-(uses)  | <u>18,799,900</u>   | <u>18,799,900</u>   | <u>-</u>          | <u>(18,799,900)</u>                                     |
| Net change in fund balance            | <u>(761,600)</u>    | <u>(761,600)</u>    | <u>(4,995)</u>    | <u>756,605</u>  |
| Fund balance - July 1, 2013           | <u>761,600</u>      | <u>761,600</u>      | <u>751,850</u>    | <u>(9,750)</u>  |
| Fund Balance - September 30, 2013     | <u>\$ -</u>         | <u>\$ -</u>         | <u>\$ 746,855</u> | <u>\$ 746,855</u>                                       |

(1) Appropriation level

Roseburg, Oregon

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

For period ending September 30, 2013

|                                     | Budgeted Amounts    |                     | Actual<br>Amounts   | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|-------------------------------------|---------------------|---------------------|---------------------|---|
|                                     | Original            | Final               |                     |   |
| Revenue:                            |                     |                     |                     |   |
| Property Tax Revenue                | -                   | -                   | -                   | -   |
| Intergovernmental-state and federal | 76,434              | 76,434              | -                   | (76,434)  |
| Interest income                     | 10,000              | 10,000              | 71                  | (9,929)   |
|                                     | <u>86,434</u>       | <u>86,434</u>       | <u>71</u>           | <u>(86,363)</u>   |
| Expenditures:                       |                     |                     |                     |   |
| Debt service:                       |                     |                     |                     |   |
| Principal                           | 410,000             | 410,000 (1)         | -                   | 410,000   |
| Interest                            | 801,352             | 801,352 (1)         | 1,153               | 800,199   |
|                                     | <u>1,211,352</u>    | <u>1,211,352</u>    | <u>1,153</u>        | <u>1,210,199</u>  |
| Revenues over-(under) expenditures  | <u>(1,124,918)</u>  | <u>(1,124,918)</u>  | <u>(1,082)</u>      | <u>1,123,836</u>  |
| Other financing sources-(uses)      |                     |                     |                     |   |
| Transfers in                        | <u>1,248,196</u>    | <u>1,248,196</u>    | <u>-</u>            | <u>(1,248,196)</u>                                      |
| Net change in fund balance          | 123,278             | 123,278             | (1,082)             | (124,360)   |
| Fund balance - July 1, 2013         | <u>2,170,590</u>    | <u>2,170,590</u>    | <u>2,172,564</u>    | <u>1,974</u>  |
| Fund Balance - September 30, 2013   | <u>\$ 2,293,868</u> | <u>\$ 2,293,868</u> | <u>\$ 2,171,481</u> | <u>\$ (122,387)</u>                                     |

(1) Appropriation level

Roseburg, Oregon

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

For period ending September 30, 2013

|                                    | Budgeted Amounts |                | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|------------------------------------|------------------|----------------|-------------------|---|
|                                    | Original         | Final          |                   |   |
| Revenue:                           |                  |                |                   |   |
| Intergovernmental - federal        | \$ 40,237,570    | \$ 40,237,570  | \$ 650,845        | \$ (39,586,725)   |
| Intergovernmental - state          | 1,415,000        | 1,415,000      | -                 | (1,415,000)   |
| Local & Private Grants             | 2,000,000        | 2,000,000      | 258,980           | (1,741,020)   |
| Other Operating Revenue            | -                | -              | -                 | -   |
| Total revenues                     | 43,652,570       | 43,652,570     | 909,825           | (42,742,745)  |
| Expenditures:                      |                  |                |                   |   |
| Student Financial Aid              | 43,705,256       | 43,705,256 (1) | 959,793           | 42,745,463  |
| Revenues over-(under) expenditures | (52,686)         | (52,686)       | (49,968)          | 2,718   |
| Other financing sources-(uses)     |                  |                |                   |   |
| Transfers in                       | 52,686           | 52,686         | -                 | 52,686  |
| Net change in fund balance         | -                | -              | (49,968)          | (49,968)  |
| Fund balance - July 1, 2013        | -                | -              | -                 | -   |
| Fund Balance - September 30, 2013  | <u>\$ -</u>      | <u>\$ -</u>    | <u>(49,968)</u>   | <u>\$ (49,968)</u>                                      |

(1) Appropriation level

Roseburg, Oregon

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

**SPECIAL PROJECTS FUND - GRANTS & CONTRACTS**

For period ending September 30, 2013

|                                      | Budgeted Amounts |               | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|--------------------------------------|------------------|---------------|-------------------|---|
|                                      | Original         | Final         |                   |   |
| Revenue:                             |                  |               |                   |   |
| Intergovernmental-state and federal  | \$ 3,362,068     | \$ 3,971,511  | \$ 41,913         | \$ (3,929,598)  |
| Nongovernmental grants and contracts | 821,115          | 823,614       | 26,741            | (796,873)   |
| Other                                | -                | -             | 50                | 50  |
| Total revenues                       | 4,183,183        | 4,795,125     | 68,704            | (4,726,421)   |
| Expenditures:                        |                  |               |                   |   |
| Instruction                          | 2,073,671        | 2,073,671 (1) | 159,052           | 1,914,619   |
| Instruction Support                  | 348,264          | 350,764 (1)   | 87,633            | 263,131   |
| Student Services                     | 1,701,248        | 2,239,693 (1) | 322,894           | 1,916,799   |
| Community Services                   | 60,000           | 60,000 (1)    | -                 | 60,000  |
| College Support Services             | -                | 70,997 (1)    | -                 | 70,997  |
| Total expenditures                   | 4,183,183        | 4,795,125     | 569,580           | 4,225,545   |
| Revenues over-(under) expenditures   | -                | -             | (500,876)         | (500,876)   |
| Fund balance - July 1, 2013          | -                | -             | 1,873             | 1,873   |
| Fund Balance - September 30, 2013    | \$ -             | \$ -          | \$ (499,003)      | \$ (499,003)  |

(1) Appropriation level

Roseburg, Oregon

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

For period ending September 30, 2013

|                                       | Budgeted Amounts |               | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|---------------------------------------|------------------|---------------|-------------------|---|
|                                       | Original         | Final         |                   |   |
| Revenue:                              |                  |               |                   |   |
| Tuition and fees                      | \$ 1,890,201     | \$ 1,890,201  | \$ 609,872        | \$ (1,280,329)  |
| Intergovernmental - state and federal | -                | -             | -                 | -   |
| Local/Private Grants & Contracts      | -                | -             | -                 | -   |
| Interest income                       | -                | -             | -                 | -   |
| Other                                 | 1,162,939        | 1,162,939     | 116,970           | (1,045,969)   |
| Total revenues                        | 3,053,140        | 3,053,140     | 726,842           | (2,326,298)   |
| Expenditures:                         |                  |               |                   |   |
| Instruction                           | 1,996,035        | 1,996,035 (1) | 213,269           | 1,782,766   |
| Instruction Support                   | 680,164          | 680,164 (1)   | 78,352            | 601,812   |
| Student Services                      | 1,442,401        | 1,442,401 (1) | 120,249           | 1,322,152   |
| College Support Services              | 295,620          | 295,620 (1)   | 118,127           | 177,493   |
| Community Services                    | 108,600          | 108,600 (1)   | 13,200            | 95,400  |
| Contingency                           | 27,965           | 27,965 (1)    | -                 | 27,965  |
| Total expenditures                    | 4,550,785        | 4,550,785     | 543,197           | 4,007,588   |
| Revenues over-(under) expenditures    | (1,497,645)      | (1,497,645)   | 183,645           | 1,681,290   |
| Other financing sources-(uses)        |                  |               |                   |   |
| Transfers in                          | 90,000           | 90,000        | -                 | (90,000)  |
| Transfers Out                         | (10,000)         | (10,000) (1)  | -                 | 10,000  |
| Total other financing sources-(uses)  | 80,000           | 80,000        | -                 | (80,000)  |
| Net change in fund balance            | (1,417,645)      | (1,417,645)   | 183,645           | 1,601,290   |
| Fund balance - July 1, 2013           | 1,417,645        | 1,417,645     | 1,482,831         | 65,186  |
| Fund Balance - September 30, 2013     | \$ -             | \$ -          | \$ 1,666,476      | \$ 1,666,476  |

(1) Appropriation level



Roseburg, Oregon

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

For period ending September 30, 2013

|                                    | Budgeted Amounts |             | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|------------------------------------|------------------|-------------|-------------------|---|
|                                    | Original         | Final       |                   |   |
| Revenue:                           |                  |             |                   |   |
| Interest                           | \$ 1,300         | \$ 1,300    | \$ -              | \$ (1,300)  |
| Expenditures:                      |                  |             |                   |   |
| College Support Services           | 466,800          | 466,800 (1) | 40,216            | 426,584   |
| Contingency                        | 70,000           | 70,000 (1)  | -                 | 70,000  |
| Total expenditures                 | 536,800          | 536,800     | 40,216            | 496,584   |
| Revenues over-(under) expenditures | (535,500)        | (535,500)   | (40,216)          | 495,284   |
| Other financing sources-(uses)     |                  |             |                   |   |
| Transfers in                       | 255,923          | 255,923     | -                 | (255,923)   |
| Net change in fund balance         | (279,577)        | (279,577)   | (40,216)          | 239,361   |
| Fund balance - July 1, 2013        | 279,577          | 279,577     | 296,820           | 17,243  |
| Fund Balance - September 30, 2013  | \$ -             | \$ -        | \$ 256,604        | \$ 256,604  |

(1) Appropriation level

Roseburg, Oregon

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

For period ending September 30, 2013

|                                    | Budgeted Amounts |             | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|------------------------------------|------------------|-------------|-------------------|---|
|                                    | Original         | Final       |                   |   |
| Revenue:                           |                  |             |                   |   |
| Other                              | \$ 43,700        | \$ 43,700   | \$ 313            | \$ (43,387)   |
| Expenditures:                      |                  |             |                   |   |
| Student Services                   | 108,053          | 108,053 (1) | 2,381             | 105,672   |
| Contingency                        | -                | - (1)       | -                 | -   |
| Total expenditures                 | 108,053          | 108,053     | 2,381             | 105,672   |
| Revenues over-(under) expenditures | (64,353)         | (64,353)    | (2,068)           | 62,285  |
| Other financing sources-(uses)     |                  |             |                   |   |
| Transfers in                       | 45,000           | 45,000      | -                 | (45,000)  |
| Net change in fund balance         | (19,353)         | (19,353)    | (2,068)           | 17,285  |
| Fund balance - July 1, 2013        | 19,353           | 19,353      | 20,470            | 1,117   |
| Fund Balance - September 30, 2013  | \$ -             | \$ -        | \$ 18,401         | \$ 18,401   |

(1) Appropriation level

Roseburg, Oregon

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

For period ending September 30, 2013

|                                      | Budgeted Amounts |             | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|--------------------------------------|------------------|-------------|-------------------|---|
|                                      | Original         | Final       |                   |   |
| Revenue:                             |                  |             |                   |   |
| Tuition and Fees                     | \$ -             | \$ -        | \$ 27             | \$ 27   |
| Interest income                      | -                | -           | -                 | -   |
| Other                                | 150,000          | 150,000     | 15,248            | (134,752)   |
| Total revenues                       | 150,000          | 150,000     | 15,275            | (134,725)   |
| Expenditures:                        |                  |             |                   |   |
| College Support Services             | 236,500          | 236,500 (1) | 32,627            | 203,873   |
| Contingency                          | -                | - (1)       | -                 | -   |
| Total expenditures                   | 236,500          | 236,500     | 32,627            | 203,873   |
| Revenues over-(under expenditures)   | (86,500)         | (86,500)    | (17,352)          | 69,148  |
| Other financing sources-(uses)       |                  |             |                   |   |
| Transfers in                         | -                | -           | -                 | -   |
| Transfer out                         | -                | - (1)       | -                 | -   |
| Total other financing sources-(uses) | -                | -           | -                 | -   |
| Net change in fund balance           | (86,500)         | (86,500)    | (17,352)          | 69,148  |
| Fund balance - July 1, 2013          | 86,500           | 86,500      | 43,250            | (43,250)  |
| Fund Balance - September 30, 2013    | \$ -             | \$ -        | \$ 25,898         | \$ 25,898   |

(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 September 30, 2013

|                                      | Budgeted Amounts |               | Actual<br>Amounts | Variance With<br>Final Budget<br>Positive<br>(Negative) |
|--------------------------------------|------------------|---------------|-------------------|---|
|                                      | Original         | Final         |                   |   |
| Revenue:                             |                  |               |                   |   |
| Sales                                | \$ 3,391,610     | \$ 3,391,610  | 423,728           | \$ (2,967,882)  |
| Interest income                      | -                | -             | -                 | -   |
| Total revenues                       | 3,391,610        | 3,391,610     | 423,728           | (2,967,882)   |
| Expenditures:                        |                  |               |                   |   |
| Student Services                     | 3,966,610        | 3,966,610 (1) | 487,130           | 3,479,480   |
| Contingency                          | 200,000          | 200,000 (1)   | -                 | 200,000   |
| Total expenditures                   | 4,166,610        | 4,166,610     | 487,130           | 3,679,480   |
| Revenues over-(under) expenditures   | (775,000)        | (775,000)     | (63,402)          | 711,598   |
| Other financing sources-(uses)       |                  |               |                   |   |
| Transfer out                         | (200,000)        | (200,000) (1) | -                 | 200,000   |
| Total other financing sources-(uses) | (200,000)        | (200,000)     | -                 | 200,000   |
| Net change in fund balance           | (975,000)        | (975,000)     | (63,402)          | 911,598   |
| Fund balance - July 1, 2013          | 975,000          | 975,000       | 1,110,142         | 135,142   |
| Fund Balance - September 30, 2013    | \$ -             | \$ -          | \$ 1,046,741      | \$ 1,046,741  |

(1) Appropriation level

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject:  
 Resolution #4, Approval to Spend Funds

Date: November 13, 2013

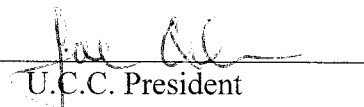
This is a resolution to increase appropriations in the Special Revenue Fund – Administratively Restricted. The College received dividends from SAIF totaling \$59,092 and the Viticulture program would like to sell SOWI wine with a budget of \$15,000.

Recommended by:



Rebecca Redell, Chief Financial Officer

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE**  
**Resolution No. 4 - FY 13-14**  
**Approval to Spend Funds**

WHEREAS, Umpqua Community College has received \$59,092 in dividends from SAIF and a \$15,000 budget is being requested for the sale of SOWI wine and;

WHEREAS, funds have been received or will be received, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (3) allow for appropriation for expenditure of specific purpose nontax funds which are or may be made available ;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for expenditures of \$74,092 for these specific funds.

SPECIAL REVENUE FUND - Administratively Restricted

|                          | 13-14 Budget<br>Through<br>Resolution 3 | Adjustment       | 13-14 Budget<br>Through<br>Resolution 4 |
|--------------------------|---|------------------|---|
| REVENUES:                | \$ 4,560,785                            | \$ 74,092        | \$ 4,634,877                            |
| EXPENDITURES:            |   |                  |   |
| Instruction              | \$ 1,996,035                            |                  | \$ 1,996,035                            |
| Instruction Support      | 680,164                                 | \$ 15,000        | 695,164                                 |
| Community Services       | 108,600                                 |                  | 108,600                                 |
| Student Services         | 1,442,401                               |                  | 1,442,401                               |
| College Support Services | 295,620                                 | \$ 59,092        | 354,712                                 |
| Transfers                | 10,000                                  |                  | 10,000                                  |
| Contingency              | 27,965                                  |                  | 27,965                                  |
| TOTAL                    | <u>\$ 4,560,785</u>                     | <u>\$ 74,092</u> | <u>\$ 4,634,877</u>                     |

ADOPTED this 13th day of November, 2013

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Clerk of the Board

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Chairman of the Board

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject:  
 Resolution #5, Approval to Spend Funds

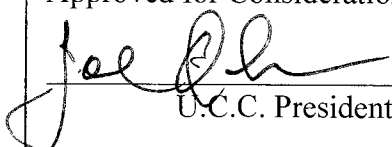
Date: November 13, 2013

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. April Hamlin was awarded \$10,325 for the Learning Standards project from CCWD and \$7,500 from the Autzen Foundation to establish a textbook lending library. Additionally, Ali Mageehon rolled over additional funds for the Case grant. Year three for CASE will total \$192,164.

Recommended by:

  
 Rebecca Redell, Chief Financial Officer

Approved for Consideration:

  
 U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 5 - FY 13-14  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$10,325 for the Learning Standards project, \$7,500 for a textbook lending library, and rolled over additional funds for the Case grant totaling \$192,164 and;

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$209,989 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

|                          | 13-14 Budget<br>Through<br>Resolution 3 | Adjustment        | 13-14 Budget<br>Through<br>Resolution 5 |
|--------------------------|---|-------------------|---|
| REVENUES:                | \$ 4,795,125                            | \$ 209,989        | \$ 5,005,114                            |
| EXPENDITURES:            |   |                   |   |
| Instruction              | \$ 2,073,671                            | \$ 10,325         | \$ 2,083,996                            |
| Instruction Support      | 350,764                                 | \$ 199,664        | 550,428                                 |
| Student Services         | 2,239,693                               |                   | 2,239,693                               |
| College Support Services | 70,997                                  |                   | 70,997                                  |
| Community Services       | 60,000                                  |                   | 60,000                                  |
| TOTAL                    | <u>\$ 4,795,125</u>                     | <u>\$ 209,989</u> | <u>\$ 5,005,114</u>                     |

ADOPTED this 13th day of November, 2013

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Clerk of the Board

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Chairman of the Board