

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 2016-17

- Develop a dashboard that will aid the Board in policy decisions; include data on student success, fiscal trends, and other relevant high level data points that will be reviewed at least quarterly.
- Support President and staff efforts with accreditation, strategic planning, governance changes, and policy development.
- Support continued recovery efforts.
- Map current student success efforts and gaps; work toward integrating efforts and tracking progress toward increased student success.
- Develop a more comprehensive Board orientation and training plan, based on past efforts and anticipated future Board needs.

VOL. LII, No. 13 BOARD OF TRUSTEES MEETING APRIL 12, 2017; 3:00 P.M., Board Room
Executive Session: ORS 192.660(2)(i); 1:30 P.M.
Work Session: Tour of Paul Morgan Observatory, 2:30 P.M.

A M E N D E D A G E N D A

MEMBERS:

Vanessa Becker, Chair _____
Bob Bell, V. Chair _____
Doris Lathrop _____
Sharon Rice _____

Chris Rusch _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Dr. Debra Thatcher _____
Jason Aase _____
David Farrington _____
Rebecca Redell _____

- | | | | |
|-------------|-----------------------------|---------------------|---------------|
| I. | CALL TO ORDER | Chair Becker | |
| II. | ATTENDANCE | Chair Becker | |
| III. | PLEDGE OF ALLEGIANCE | Chair Becker | |
| IV. | CONSENT AGENDA | Chair Becker | pp 1-8 |

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

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

VI. CITIZEN COMMENTS

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

| | | | |
|--------------|--|-------------------------|-----------------|
| VII. | INTRODUCTIONS | | |
| | A. Introduction: All Oregon Academic Team | Marjan Coester | |
| VIII. | REPORTS | | pp 9-17 |
| | A. ASUCC Report | Ali Lape | |
| | B. ACEUCC Report | Katie Workman | |
| | C. UCCPTFA Report | Jeri Frank | |
| | D. UCCFA Report | John Blackwood | |
| | E. President's Report | Dr. Thatcher | |
| | F. OCCA Representative Report | Dir. Lathrop | |
| | G. Recovery Report | Chair Becker | |
| | H. Board Goals | Chair Becker | |
| IX. | OLD BUSINESS | | |
| | A. Second Reading of Policy | Dan Yoder | pp 18-20 |
| X. | NEW BUSINESS | | |
| | A. Instructional Fee Adjustment Request | Martha Joyce | p 21 |
| | B. Student Fee Request | David Farrington | p 22 |
| | C. Tuition Increase Proposal | Rebecca Redell | p 23 |
| | D. Financial Reports for FY 2016-17 | Natalya Brown | pp 24-37 |
| | E. Personnel Employment Agreements | Lynn Johnson | pp 38-40 |
| XI. | BOARD COMMENTS | Chair Becker | |
| XII. | ADJOURNMENT | Chair Becker | |

NEXT BOARD MEETING:

- Board Meeting, May 10, 2017, 3:00 pm, Lang Center

IMPORTANT DATES:

- All Oregon Academic Team Awards, April 17, Salem
- Budget Committee Meeting, Wednesday, April 26, 6:00 pm, Lang Center
- Advisory Reception, Thursday, April 27, 5:30 pm, Lang Center

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

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: April 12, 2017

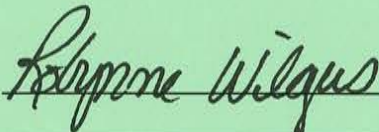
Recommend approval of:

Minutes of College Board Meeting of March 8, 2017 pp 1-4

Minutes of College Board Meeting of March 30, 2017 pp 5-6

Personnel Actions p 7

Recommendation by:



Approved for Consideration:


U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 8, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, March 8, 2017, in the Board Room of the Welcome Center at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:00 pm and the pledge of allegiance was given.

Directors present: Vanessa Becker, Bob Bell, Doris Lathrop, Sharon Rice, Chris Rusch, Betty Tamm, and Wendy Weikum

Others present:

| | | | | |
|------------------|-------------------|------------------|-----------------|-----------------|
| Debra Thatcher | Missy Olson | Natalya Brown | Andy Swan | Xiana Smithhart |
| Robynne Wilgus | Michelle Bergmann | Kelly Wyatt | Kathy Thomason | Steve Loosley |
| Rebecca Redell | Ali Lape | John Blackwood | Dan Yoder | Lisa Fields |
| David Farrington | Alicia Graves | Becky Kipperman | Carol McGeehon | |
| Dan Wright | Martha Joyce | Mandie Pritchard | Tiffany Coleman | |
| Jeanine Lum | Joy Yori | Leslie Bryant | Vera Westbrook | |

Consent Agenda

- A. Minutes of College Board Meeting of Feb. 8, 2017

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

Changes to the Agenda – Under New Business items “C. Student Services Fee Adjustment Request” and “E. Instructional Fee Adjustment Request” will be moved to next month.

Citizen Comments – there were none

Focus Presentation

Missy Olson, Director of UCC Online & eLearning, and her staff, Jeanine Lum and Dan Wright, reviewed a PowerPoint presentation of their department. Topics covered included OCCDLA, trends in online learning, statistics, Canvas tools, and student success. Dir. Lathrop recalled working on a Title III grant at the very beginning of UCC’s online classes. She said there have been a lot of improvements and commended Ms. Olson and her team.

REPORTS

- **ASUCC:** Ali Lape, ASUCC President, was excited about their newest team member, Cindy Rojas. The Activities Director has recently resigned. ASUCC will have a working retreat over Spring Break. Upcoming activities include a club fair and clothing drive. A student forum with Dr. Thatcher will be held regarding student fees.
- **ACEUCC:** Becky Kipperman reported on the Classified leadership team encouraging staff to attend the Provost candidate open forums. Several members are either hosting or facilitating Leadership UCC activities this year.
- **UCCPTFA:** Kelly Wyatt thanked Lynn Johnson for meeting with the three associations, administrative staff, and department chairs to talk about contractual issues. He also thanked Sue Cooper for maintaining a list of qualified instructors. There are 124 part-time faculty working this term. A general meeting is scheduled for April.

- **PRESIDENT:** There are various campus efforts (Provost search, accreditation efforts, budget preparations) going on right now and Dr. Thatcher appreciates everyone's hard work while still focusing on students.
 - A copy of Dr. Thatcher's recent Senate testimony is available on the President's webpage. She appreciated Sen. Kruse's support for UCC's bill.
 - Five Provost candidates will be coming to campus.
 - The earlier work session focused on the proposed Industrial Tech Center; which is anticipated to hold Welding, Auto, and Toyota programs. No decisions were made regarding the building.
 - One-year and ad hoc accreditation reports have been submitted to address the four areas of concern.
 - The Governance Task Force continues its efforts in creating a model to follow.
 - To continue providing resource transparency, a Budget Forum, including an annual Foundation report, is planned in the next couple of weeks.
 - Dr. Elizabeth Cox Brand, Director of the Oregon Student Success Center, recently held several meetings on campus. UCC will be hosting an upcoming assessment workshop.
 - Xiana Smithhart, Institutional Researcher, provided a demonstration on the newly developed dashboard.

- **OCCA:** The next OCCA Board meeting is on March 23 in Salem. Dir. Lathrop provided information from OCCA and Senator Kruse. She will be attending the OCCA Legislative Summit on March 22 with Dr. Thatcher, Susan Taylor, and Jason Aase. Dir. Bell attended the Ways & Means Roadshow in Eugene and heard comments on many topics including community colleges.

- **Recovery:** Dir. Tamm said the construction documents are almost complete and the bidding process is expected to begin toward the end of the month.

- **UCC Strong:** The next UCC Strong meeting will be at the end of May.

- **Memorial Committee:** The committee had its first meeting; which focused on the process, the purpose of waiting to meet, and who is missing from the table. Concepts will be floated at the next meeting. Many families participated. Chair Becker added that she had recently returned from speaking at Harvard about UCC's recovery efforts.

- **Board Goals:** Chair Becker said many goals were covered earlier in the meeting. Directors Lathrop and Bell are progressing on their development of Board Orientation and Training.

OLD BUSINESS

Natalya Brown, Director of Finance and Accounting, provided an opportunity to answer any questions regarding the Audit report that was presented in January; no questions were presented. Best practice recommendations are to have a rotation of companies to review financials. The college did due process in January, reviewed applicants, and chose Moss Adams LLC as the new auditor for fiscal year 2016-17 with a five year commitment. The company is very familiar with accounting for higher education. Dir. Bell thanked Ms. Brown for all of her work on the audit.

NEW BUSINESS

Andy Swan, Associate Director of Southern Oregon Wine Institute, requested the Board's approval to establish "Charley's Place;" a teaching vineyard to be located on the west side of campus. A map identifying the location is attached to the permanent minutes. On July 13, 2011, the UCC Board of Trustees approved naming a vineyard in

honor of Charley Williams who had a very close relationship with the wine industry. The naming was secured with a grant from Jim and Jane Ratzlaff of the Crane Creek Foundation. Through a combination of resources, including the Job Willing Ready and Able Grant, funding is now available to begin developing the vineyard teaching lab. Referring to the map, block 1 will be about two acres and block 2 will be approximately one acre. All vineyards will be LIVE certified; which includes utilizing cultural and mechanical strategies prior to using chemicals for pest management. In responding to Board concerns, Mr. Swan said the recommended pesticide buffer is 50'; however, the vineyard location is double the distance at 100' and will also include vegetation buffer. The materials used are no more harmful than other products currently used on campus and will be applied when students are not present. He is confident of safe and rational applications. The vineyard is intended to be self-supporting with the exception of up-front costs.

Motion: I move for approval of the establishment of "Charley's Place" as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

The first reading of Student E-Mail Accounts policy was presented by Dan Yoder, Director of Information Technology. Mr. Yoder provided background information on the need for provisioning and de-provisioning email accounts. He also explained this is a first-step policy as the college moves toward the implementation of Banner 9 identity management. Dir. Bell suggested combining policies if further direction is needed as the Board has indicated a need to reduce the number of policies.

Motion: I move for approval of the first reading of the Student E-Mail Accounts policy, as presented. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.

Academic Freedom Administrative Procedure #344 was presented as an information item by Martha Joyce, Interim Dean of Arts and Sciences. She noted that the development of the related policy was a part of accreditation and involved discussions with faculty.

Ms. Joyce presented the revised mission statement and core themes for Board approval. The newly developed mission statement, "Umpqua Community College transforms lives and enriches communities," speaks to enriching the quality of life and the potential of financial betterment. The core themes: Learning, Access, and Enrichment, mirror the prior core themes. Accreditation likes to see brevity.

Motion: I move for approval of the Mission Statement and Core Themes, as presented. Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

The Academic Calendar for 2017-2018 was presented for Board approval by Ms. Joyce.

Motion: I move for approval of the 2017-2018 Academic Calendar, as presented. Motion by Dir. Weikum, seconded by Dir. Bell and carried unanimously.

Ms. Joyce, with advisement from Assistant Professor Craig Jackson, requested suspension of the Fitness Technician Certificate effective academic year 2017-18. This suspension is due to low enrollment. All students currently in the program will be contacted and taught out. The college has a three year window to bring it back with minimal effort if interest rises.

Motion: I move for approval of suspending the Fitness Technician Certificate program, as presented. Motion by Dir. Rice, seconded by Dir. Lathrop and carried unanimously.

With advisement from Assistant Professor Gwen Soderberg-Chase, Ms. Joyce requested the suspension of the Para-Educator Certificate effective academic year 2017-18 due to low enrollment. All students currently in the program will be contacted and taught out. The college has a three year window to bring it back with minimal effort if interest rises.

Motion: **I move for approval of suspending the Para-Educator Certificate program, as presented. Motion by Dir. Bell, seconded by Dir. Rice and carried unanimously.**

Resolution No. 17 – Approval to Spend Funds

Rebecca Redell, Vice President/Chief Financial Officer, requested Board approval for Resolution No. 17 – Approval to Spend Funds; the resolution increases appropriation in the Special Revenue Fund – Grants and Contracts. UCC was awarded \$45,012 from the Higher Education Coordinating Commission for work on GED wrap around services and \$209,001 from the Department of Justice for recovery efforts.

Motion: **I move for approval of Resolution No. 17 – Approval to Spend Funds, as presented. Motion by Dir. Lathrop, seconded by Dir. Bell and carried unanimously.**

Board Comments

- Chair Becker said the recovery bill has passed through the Joint Ways & Means Committee.
- Dir. Rice had fun watching Dir. Weikum in the play Curtains.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
 Clerk of the Board

Vanessa Becker
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes: Vineyard Map, Res. No. 17

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 30, 2017**

The Umpqua Community College Board of Trustees met on Thursday, March 30, 2017, in the Lang Center at Umpqua Community College in Roseburg, Oregon. Board Vice-Chair Bell called the special board meeting to order at 2:30 pm and the pledge of allegiance was given.

Directors present: Bob Bell, Doris Lathrop, Chris Rusch, and Betty Tamm

Directors present on the phone: Vanessa Becker, Sharon Rice, and Wendy Weikum

Others present:

| | | | | |
|-----------------|-----------------|------------------|-------------------|--------------------|
| Debra Thatcher | Xiana Smithhart | Mary Morris | Diana Kelly | Gloria Walker |
| Robynne Wilgus | Ellen Brown | Mandie Pritchard | Marjan Coester | Scott Taylor |
| Jason Aase | Honey McNamara | Unknown | Katie Workman | Missy Olson |
| Rebecca Redell | Janine Clute | Josiah Kelly | Brian Proctor | Martha Joyce |
| Lynn Johnson | Mike Mateo | Kelsey Stone | Cathy Chapman | Joy Yori |
| Judy Ode | Sadie Arch | Pricila Lopez | Debbie Hill | Jessica Richardson |
| Tiffany Coleman | Carol McGeehon | Ali Lape | Amanda Shirley | Vera Westbrook |
| Tena Lammers | Dan Yoder | Sarah Gibson | Elizabeth Bastian | |
| Kathy Thomason | Kem Todd | Byronna Thomas | Donna McGeehon | |
| Leslie Bryant | Debbie Caterson | Cindy Rojas | Mary Trzaskowski | |

Citizen Comments – there were none

NEW BUSINESS

Lynn Johnson, Director of Human Resources, requested Board approval for a Reduction in Force. After exhausting all other avenues to reduce campus costs, administrators were forced to take a look at personnel. Currently, seven administrative positions are either contract nonrenewals or retirement-related separations, and three vacant faculty positions will not be filled. The college is now requesting to reduce 10 classified positions.

The Board shared information they gleaned from the Executive Session. Some administrative positions have been consolidated, some of the requested classified positions will be retained as part-time positions, those who have lost their position can apply for open positions, and the overall impact picture is fairly balanced between faculty, administrative, and classified positions—even though the current action is only on classified. Other concerns expressed include; the need for a balanced budget, the need for increased enrollment, and the need for additional state funding. Board members concur this is one of the hardest decisions to make.

Motion: **I move for approval of the Reduction in Force as presented. Motion by Dir. Rusch, seconded by Chair Becker and carried unanimously.**

Board Comments:

- Chair Becker appreciated Dir. Lathrop's comment regarding this being a difficult decision. She also appreciated the staff's preparation of information. This decision isn't taken lightly.
- Dir. Tamm indicated the legislature will be more helpful as it finds more resources. She is pleased to hear about the College's program expansion ideas and recruitment efforts.

- Having been through this situation as a faculty and Board member, Dir. Bell said this is never pleasant. He understood that as the student population has decreased, the workforce number had remained almost the same; it is a hard task to balance the two. Staff provided very good information in the Executive Session and their considerations were fair.

Meeting adjourned at 2:50 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
Clerk of the Board

Bob Bell
Vice-Chair of the Board

Recorded by Robynne Wilgus



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: April 12, 2017

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Jessica Richardson, Executive Assistant to the Provost, July 1, 2017

Katie Workman, Budget Assistant, April 3, 2017

Faculty Contract:

Lesa Beth Titus, Nursing Simulation Instructor, April 3, 2017

Rodney Stevenson, Nursing Instructor, September 14, 2017

Resignation/Separations:

Nora Bing, Director of Ford Childhood Enrichment Center; June 30, 2017-Resignation

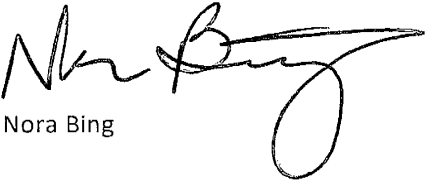
Nora Bing
5733 Garden Valley Rd.
Roseburg, OR 97471
March 27, 2017

Dear David Farrington:

It is with regret that I tender my resignation from the position of Director of the Ford Childhood Enrichment Center, effective June 30, 2017.

I am grateful for having had the opportunity to work with UCC student parents, children and staff.

Sincerely,



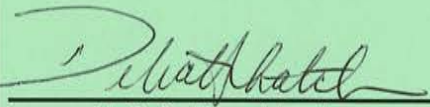
Nora Bing

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

X Information Item
 _____ Action Item

| | |
|------------------|----------------------|
| Subject: Reports | Date: April 12, 2017 |
|------------------|----------------------|

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|--------------------|--------------------|
| ASUCC Report | Ali Lape |
| ACEUCC Report | Katie Workman |
| UCCPTFA Report | Jeri Frank |
| UCCFA Report | John Blackwood |
| President's Report | Dr. Debra Thatcher |
| OCCA Board Report | Dir. Doris Lathrop |
| Recovery Report | Chair Becker |
| Board Goals | Chair Becker |

| | |
|--------------------|---|
| Recommendation by: | Approved for Consideration: |
| _____ |  _____ U.C.C. President |

**Instructional Board Report
April 2017
Jason Aase, Vice President of Instruction**

The UCC Board of Trustees Goals are being addressed in the following ways:

Accreditation, strategic planning, governance changes, and policy development:

- We are preparing for the Northwest Commission on Colleges and Universities (NWCCU) evaluator visit associated with our Spring, 2017 ad hoc report. They are especially interested in seeing that all areas are assessing performance outcomes, and that we are utilizing the collected data for improvement. Accreditation is a continual process, not an event, and it impacts the entire campus.

Recovery efforts:

- Actively working on the Snyder planning and building process
- Working with HR and Counseling in arranging Safe School training

Student success efforts:

- Please see many notable examples below.

Assessment; Debi Gresham

- The Exit Interview Taskforce has completed the process of developing questions. These interviews will provide us with important assessment data to help us improve our offerings.
- Assessment training will be held for PT faculty on May 18, and has also been scheduled for Curriculum Committee. This addresses a notable concern from our Year-Seven Evaluation Report.

Library and Success Center; Carol McGeehon

- Reference librarian attended an OER workshop on March 17, 2017.
- Success Center Initiatives Coordinator attended a supplemental instruction conference in Kansas City March 20-22, 2017

Viticulture and Enology; Andy Swan, Associate Director

- SOWI is completing winter 2017 term with a head count of 61 students in all V&E courses. This is up from a winter 2016 term head count of 46 students in all V&E courses.

Career & Technical Education; Jesse Morrow, Dean of CTE

- The annual Explore Event occurred on March 15th. This event continues to grow, drawing in many employers, community partners, and college departments.

Apprenticeship; Tracey Placido, Coordinator

- **Outreach:** Traveled to Coos Bay to follow-up with Georgia Pacific and their request to indenture Manufacturing Plant Electricians; met with Southport Lumber (a potential site);
- **Notable events:** Platt Electrical Supply recently donated 45 electrical equipment bags with electrical tools, folding knife, hat, and a \$10 gift card for our electrical apprentices.

Engineering; Clay Baumgartner, Department Chair

- A recent decision was made to move forward with development of a formal state-wide organization of community colleges/universities for lower division, engineering programs (both transfer and technical courses). This will help us ensure student success
- UCC Engineering hosted the Oregon GNSS User Group Spring Workshop on campus on March 15th. Eighty-five professionals from around the state attended.
- UCC Engineering hosted computer training in ESB15 on March 27, 28, 29, and 30th. Twenty-five employees from BLM and Forest Service attended.

Paralegal; Crystal Sullivan, Department Chair

- 80% of our students who will be graduating this June are already employed. 3 have been offered jobs where I have referred them out to in the last month.

College Transitions; Missy Olson, Director of College Transitions and eLearning

- Met with high school seniors at Oakland, Glide, South Umpqua and Umpqua Valley Christian to guide them in transitioning to UCC.

- Held the annual Dual Credit Articulation Meeting to align dual credit classes with college classes, ensure outcomes were met, and review student work samples.
- UCC attended the first of three Growth Mindset Institute sessions at Lane Community College on March 10. We will be implementing the first of the activities in classes in April.

Adult Basic Skills; Andre' Jacob, Department Chair

- Held the Community Partners Meeting on March 3. Around 30 community members attended.
- GED Wraparound Grant Update: students have started using tuition scholarships and GED testing vouchers, and the program has purchased 25 bus passes. Adrienne Ochs, Oregon state oversight coordinator of the GED Wraparound grant, spoke highly of the program's incorporation of portfolios, transition plans, and accelerated programs for motivated students.

UCC Online

- Began presenting at Department Chair meetings on new tech available through Canvas.
- Held Brown Bag sessions that included the presentations on clickers, Turn-it-in, badges, Canvas tips, and Ally/Accessibility.

Arts and Sciences

Humanities Department, Department Chair Amy Fair

- UCC hosted the Oregon Writing and English Advisory Committee meeting. College writing faculty from community colleges and universities throughout the state attended the meeting.

Fine and Performing Arts; Department Chair Susan Rochester

- Susan Rochester is traveling to Northern Cyprus in July as part of a Fulbright-Hays program. While there, she will study Turkish language, art, and culture.
- Art Department faculty are working with the recently formed Oregon Community College Art Association to develop statewide standards and articulation recommendations

Music:

- Jason Heald and the Concert Chorale toured Scotland for ten days over spring break.
- The Music Department is working to put the RICH program into place. This program will showcase faculty and serve as an outreach tool within the community.

Theater:

- A \$10,000 grant from ASUCC and \$10,100 raised from the Angel Donor Match went towards Curtains equipment, labor, and materials & supplies.
- A fourth annual One-Act is right around the corner. Two high schools have committed so far and a few others have expressed interest. The One-Acts will be April 29th.
- LEAR, the spring play, has been cast. This adaptation of Shakespeare will examine gender roles and sexual orientations.

Human Services; Sandra Angeli-Gade

- The Peer Support Specialist application is up for approval by the Oregon Health Authority. The approval will allow the new class HS 110 Peer Recovery Mentor to be a state approved class for students and community members interested in becoming Peer Recovery Mentors. This application process was instigated and supported by our community partners Adapt and Serenity Lane.

Education; Gwen Soderberg-Chase

- Work is underway to create articulation agreements with Pacific University for a local effort to educate and train K-12 teachers in Douglas County. UCC will partner with Pacific University and Douglas ESD to create the articulations. On March 23, UCC and Pacific University staff presented to ~90 prospective students at Douglas ESD.

Student Services
April 2017
David Farrington, Interim Vice President & Registrar

The UCC Board of Trustees Goals are being addressed in the following ways:

- 1. Data Dashboard: Data on Student Success, Fiscal Trends, and other Relevant High Level Data Points that will be at least Quarterly:**
 - Received UCC's Fiscal Year 2014 Draft 3 Year Cohort Default Rate – 24.9%. We continue to move in the right direction.
 - 1,784 students have received Financial Aid award offers for the 16/17 academic year. An increase to date of 127 from the 15/16 academic year.
- 2. Accreditation, Strategic Planning, Governance Changes, and Policy Development:**
- 3. Recovery Efforts:**
 - Campus Mental Health, Recovery and Wellness has developed and implemented an intensive support plan called ON TRAC for students who continue to struggle with the impact of 10/1. Wrap around support services included: recovery advising, counseling, student self-assessment, identification of campus and community resources and services.
- 4. Student Success Efforts:**
 - First Year Experience (FYE): The new programs appear to be going well (small, in-person Student Orientations; Seminars; and Newsletters). We are in the process of assessing and revising each piece going into spring 2017.
 - NACADA Conference (Advising): The full time advisors attended a regional advising conference last week, the theme of which was “Raising Expectations, Nurturing Opportunities” with a focus on pushing programs towards excellence and engaging diversity. The team will be taking some time over the next couple of weeks to debrief, process takeaways, and identify opportunities for internal improvement initiatives.
 - Currently Enrollment Services have 1,287 people signed up for text reminders through the program, Remind. These included campus closures and dates a deadlines from the academic calendar.
 - Our new online LIVE chat program (Tawk.to) is set up on 4 admission web pages. It brings us about an average of 1-3 live chats a day. Not too many, but often times the people we do chat with come into the office or call us directly.

SSS / Transfer Opportunity Program – Caroline Hopkins, Director:

- Three TOP students completed interviews for the competitive Family and Human Services Program at University of Oregon. They will hear back by Monday, March 23 regarding acceptance.
- Three TOP students completed applications to the competitive Medical Imaging Technology program at Oregon Tech. They will be invited to interview in June.

Campus Mental Health, Recovery and Wellness, Mandie Pritchard, Director:

- The team attended the Disaster Behavioral Health 1st Annual Conference and had the opportunity to meet with Kaitlin Roig-DeBellis, Sandy Hook Teacher and Kristina Anderson, Virginia Tech Survivor. Kristina is the founder and executive director of Koshka Foundation for Safe School.
- Mandie Pritchard and Danielle Haskett have been invited by the Koshka Foundation to attend Virginia Tech's 10th Memorial Anniversary in April, 2017. The Koshka Foundation has graciously offered to cover air fare. A tentative plan has been developed to meet with several offices at Virginia Tech that include: Emergency Management, Threat Assessment Team, Office of Recovery & Support, Student Affairs and Virginia Tech Parents & Survivors. I am extremely grateful for the invitation from the Koshka Foundation and support from Kristina Anderson in her offer to provided assistance in our continued recovery from 10/1.

Ford Childhood Enrichment Center, Nora Bing, Director:

- Spring registration 90% full. 54 children enrolled, few spaces still available.
- Received clothing credit at “Kids Cents” store from ASUCC to use for children and families in need. The center is grateful for the support from our students.

FINANCIAL SERVICES BOARD REPORT
April 2017
Rebecca Redell, Vice President of Financial Services/CFO

The UCC Board of Trustees Goals are being addressed in the following ways:

1. Recovery efforts:
 - Recovery grants are reviewed bi-weekly for expenditure status. Finance office in coordination with Grants are preparing for status reporting to HECC.
2. Student success efforts:
 - The bookstore will be open extended hours the first two days of Spring Term.
 - The student watch survey has wrapped up and we should be receiving our report next month.

Purchasing; Jules DeGiulio, Purchasing Administrator:

- Financial Audit Services RFB- Bids received, evaluated and awarded to the financial firm of Moss Adams on 3/1.
- Quarterly Schedules RFB- Bids received, evaluated and awarded to Oregon Lithoprint on 3/27.
- Board Policy and Procedure- Procurement documents: BP601 and AP601 and AP601.1, have moved through the Policy Committee and are scheduled for first reading in College Council 4/11.
- Snyder Reconstruction- Design Documents are in final phase with the Architect. Construction Documents are in process. Expected to publish the construction Solicitation no later than early April.

Finance Office; Natalya Brown, Director of Accounting and Finance:

- Request for Proposal for Financial services was awarded to Moss Adams LLP. Preliminary work will begin in early April.
- Work with DocuWare, electronic document management system, continues.
- Review of petty cash, personal services contract procedures are in process.

Bookstore; Micque Shoemaker, Bookstore Manager:

- Pack the Gym night was a big success for the store. We had sales of over \$800 and enjoyed visiting with everyone who attended the games.
- The SNAP application has been submitted for the bookstore and we expect to be notified within 30 days regarding an on-site visit.

Special Events, Greg Smith, Food Services Director:

- River Rush College Catering served lunch to the judges and participated in “Greatest of the Grape” paired with Season Cellars and Freed Estate wineries. We received very positive feedback from patrons of the event.
- March update- we have had an excellent March with sales in excess of \$25,000. We served the First Citizens Banquet, Umpqua Watershed Fundraiser,
- We have served over 1,000 guests in the span of 8 days, which included the Explore Engineering event and the Pain Summit.

INFORMATION TECHNOLOGY BOARD REPORT
April 2017
Dan Yoder, Director of Information Technology

The UCC Board of Trustees Goals are being addressed in the following ways:

1. Data dashboard: data on student success, fiscal trends, and other relevant high level data points that will be at least quarterly:
 - In the process of licensing dash-board web viewer licenses to support dashboard deployment.
2. Accreditation, strategic planning, governance changes, and policy development:
 - Institutional Research is currently providing support for strategic plan, accreditation indicator revisions and development projects.
 - Program reviews scheduled for 2016-17 are in progress.
3. Recovery efforts:
 - Network switches to light up the new fiber providing a 10G network distribution layer are on site and scheduled for deployment over the next several weeks.
 - The Public Address system configuration is in progress.
 - Cell phone booster system is installed and operational in the HNS building.
4. Student success efforts:
 - Planning network identity management system implementation required to support a “Single Sign On” portal so students will log in one time and select from a menu of services and options reducing student frustration with college systems.

COMMUNICATIONS AND MARKETING BOARD REPORT

April, 2017

Tiffany Coleman, Director of Communications and Marketing

Change and process refinement continue to take place in Communications and Marketing. Our primary, ongoing goal is to make sure we are working closely and directly with departments and programs to best market the College. Here are some of the projects we are working on with our internal partners:

Website Calendar

Working with the Special Events team to reinstate a functional, useable calendar onto the website's main page. When complete, the calendar will feature events related to the academic calendar (for students), upcoming community-interest events (performances, athletics, etc.), and campus-wide events and announcements. The consensus is there's a lot happening at UCC. We need to create a better way to let people know what's going on.

Startup Weekend

Working with the SBDC to promote Startup Weekend. Marketing includes a Facebook advertising campaign that features past, successful participants; a UCC instructor who successfully launched an invention, and a UCC alumnae who was able to grow her leadership skills by participating in the event.

Police Reserve Academy

Working with the criminal justice program to promote the upcoming PRA registration. This promotion will include features on local law enforcement departments that hire UCC graduates, as well as a UCC alumnae who was hired at the Sutherlin Police Department.

UCC Foundation

Working with the UCC Foundation on an overall marketing effort/plan. Our goals are to improve the Foundation website's functionality, highlight student and donor/community impact stories, create a YouTube playlist that houses scholarship recipient videos, develop targeted ads for the quarterly class schedule based on what coincides with the mailing dates (i.e., end-of-year tax break for donor consideration, scholarship application deadline for student appeal, etc.), and help with annual Employee Giving Campaign promotion.

Explore Event

Worked with Clay Baumgartner and his team to heavily promote the 10th Annual Explore Event. We produced several hard copy and online elements in a very short time span to ensure this event's success. More than 350 people participated and we were able to further promote the Engineering, Surveying, Forestry, Computing, and Computer Science programs.

Theatre Arts

Assisted with heavily marketing "Curtains the Musical." The show brought in more than \$10,000 in gross ticket sales.

Recruitment and Enrollment

Worked with campus recruiter to develop a recruitment brochure and corresponding web page. Hard copy samples of the brochure will be distributed at the Board meeting.

UCC FOUNDATION BOARD REPORT
April 2017
Susan Taylor, Executive Director

The UCC Board of Trustees Goals are being addressed in the following ways:

1. Data dashboard: data on student success, fiscal trends, and other relevant high level data points that will be at least quarterly:
 - Honey McNamara is working on processing 330 UCC Foundation scholarship applications. 25 volunteers are currently reviewing and scoring the applications. The UCC Foundation Scholarship Committee has been meeting, and will hold Decision Day on April 13th.

2. Accreditation, strategic planning, governance changes, and policy development:
 - Susan Taylor gave a presentation to staff with Rebecca Redell and Dan Yoder regarding the UCC Foundation's annual financial report.

3. Recovery efforts:
 - April Hamlin continues to work with Mandie Pritchard on completing the second round of funding from the U.S. Department of Education Project SERV grant.
 - Susan Taylor traveled to the state capitol with Dr. Thatcher and Doris Lathrop to attend the OCCA Legislative Summit and visit two state congressmen and two state senators. We continue to thank our legislators for their support for recovery funds, while also requesting additional funds for community colleges and the industrial technology matching funds.

4. Student success efforts:
 - We are working with various campus groups on funding projects for athletics, student housing, welding, and bringing in new scholarships for students.
 - We have been working with Big Wrench Media to produce several scholarship success story videos that will be posted on the UCC website soon. The Communications and Marketing Department has also been helping us frame a marketing strategy.

UCC Foundation, Susan Taylor, Executive Director

- Ellen Brown organized the first UCC Retiree Luncheon hosted by the UCC Foundation. Dr. Thatcher gave a group of about 40 UCC retirees a presentation about the status of UCC in several areas. Feedback from participants was excellent.
- The UCC Foundation Board will hold a task force meeting to review the mission, vision, and goals for the UCC Foundation on April 4th.
- Susan Taylor hosted two statewide meetings at UCC – the American Leadership Forum of Oregon Classes 31 and 32 met in the Lang Center to learn about issues facing UCC and Douglas County.

Grant Development, April Hamlin, Director

- April Hamlin has been working with Kem Todd in the Small Business Development Center on grant development for Startup Weekend, with Craig Jackson on grant funding for athletics, and strategic funding planning for industrial technology.

UCCPTFA Board Report

April 2017

Jeri Frank, President, UCCPTFA

We had our Winter Term General Meeting on March 8. I gave a “state of the union” update, and we discussed several business items. We are pleased that we have seen increased participation and interest from part-time faculty members during fall and winter terms. Our General Meeting for spring term is scheduled for May 31 as well as our regular Executive Committee meetings scheduled for the beginning of April and May.

We have initiated our intention to reopen our bargaining contract on the issue of compensation. Our contract is in effect through August of 2019 with the option of renegotiating compensation. We look forward to these discussions during spring term.

The part-time faculty continues to provide quality instruction for a significant portion of the course load offered at UCC. We hope to be of service during financial challenges to assist the college in providing the course offerings that benefit our student success.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

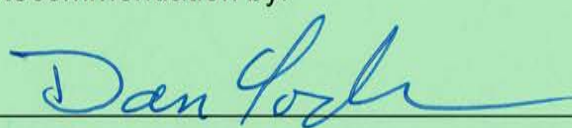

| | |
|---|----------------------|
| Subject: 2 nd Reading Proposed Policy | Date: April 12, 2017 |
|---|----------------------|

The following policy is coming to the Board for a second reading and presented in a final format:

| Pol. # | Title |
|--------|------------------------|
| 705 | Student Email Accounts |

Presented as an "Information Item" is the associated administrative procedure:

| AP # | Title |
|-------|-------------------------|
| 705AP | Student E-Mail Accounts |

| | |
|--|--|
| Recommendation by:  _____ | Approved for Consideration:  _____ U.C.C. President |
|--|--|



BOARD POLICY

BOARD POLICY SERIES NUMBER: 705

TITLE: STUDENT E-MAIL ACCOUNTS

Umpqua Community College provides an e-mail account to each student which serves as the official vehicle of communication from the College.

Umpqua Community College reserves the right to suspend student access to and/or permanently delete student e-mail accounts for violations of Board Policy 348 Information Technology Acceptable Use, or if an account is not accessed or used within a time period set by the College.

The Director of Information Technology is responsible for implementing this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: 705 AP

RELATED TO POLICY NO. 705

TITLE: STUDENT E-MAIL ACCOUNTS

The e-mail account is created but never accessed:

If an Umpqua Community College student e-mail account is not accessed or used within 12 months of the date the account was created, the e-mail account may be permanently deleted. No notification will be sent to the student or the e-mail account prior to deleting the account. Deleted account content is non-recoverable.

The e-mail account has been accessed or used by the student:

If an Umpqua Community College student e-mail account has not been accessed by the student for a period of 36 months, the account may be permanently deleted, without regard for any content that may be stored within the account. One (1) email notification, stating that Umpqua Community College intends to delete the account, will be sent to the e-mail account 30 to 45 days prior to the date the account is deleted. Deleted account content is non-recoverable.

The student violates any provision of Board Policy 348 Information Technology Acceptable use, its associated Administrative Procedure or provisions of the Student Code of Conduct:

Umpqua Community College may suspend access to and/or delete the student e-mail account.

Note:

Umpqua Community College does not maintain backups of student e-mail account content and is not responsible for any content lost when student e-mail accounts are deleted.

The Director of Information Technology is responsible for implementing and updating this procedure.

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

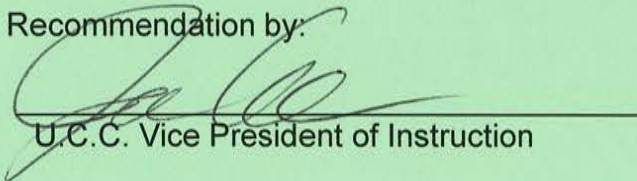
Subject: Instructional Fee Adjustment Request

Date: April 12, 2017

Jason Aase, Interim Vice-President of Instruction will be presenting the following fee changes for Board approval.

| Course | Current Fee | Proposed Fee |
|---|---------------------|------------------------|
| Automotive | | |
| AUT100 | \$25.00 per course | \$10.50 per credit |
| AUT101 | \$25.00 per course | \$10.50 per credit |
| AUT102 | \$25.00 per course | \$10.50 per credit |
| AUT103 | \$25.00 per course | \$10.50 per credit |
| AUT151 | \$25.00 per course | \$10.50 per credit |
| AUT155 | \$25.00 per course | \$10.50 per credit |
| AUT161 | \$25.00 per course | \$10.50 per credit |
| AUT168 | \$25.00 per course | \$10.50 per credit |
| AUT169 | \$25.00 per course | \$10.50 per credit |
| AUT170 | \$25.00 per course | \$10.50 per credit |
| AUT250 | \$25.00 per course | \$10.50 per credit |
| AUT259 | \$25.00 per course | \$10.50 per credit |
| AUT260 | \$25.00 per course | \$10.50 per credit |
| AUT263 | \$25.00 per course | \$10.50 per credit |
| AUT286 | \$25.00 per course | \$10.50 per credit |
| AUT289 | \$25.00 per course | \$10.50 per credit |
| | | |
| TTEN100 | \$25.00 per course | \$10.50 per credit |
| TTEN150 | \$25.00 per course | \$10.50 per credit |
| TTEN151 | \$25.00 per course | \$10.50 per credit |
| TTEN155 | \$25.00 per course | \$10.50 per credit |
| TTEN168 | \$25.00 per course | \$10.50 per credit |
| TTEN169 | \$25.00 per course | \$10.50 per credit |
| TTEN259 | \$25.00 per course | \$10.50 per credit |
| TTEN260 | \$25.00 per course | \$10.50 per credit |
| TTEN261 | \$25.00 per course | \$10.50 per credit |
| TTEN263 | \$25.00 per course | \$10.50 per credit |
| TTEN286 | \$25.00 per course | \$10.50 per credit |
| Wildland Fire & Fire Science | | |
| FRP121A | \$0 | \$250.00 per course |
| FRP121B | \$0 | \$250.00 per course |
| FRP123 | \$0 | \$ 50.00 per course |
| S130 | \$100.00 per course | \$200.00 per course |
| S190 | \$100.00 per course | \$200.00 per course |
| L180 | \$100.00 per course | \$200.00 per course |
| RT130 | \$ 50.00 per course | \$ 75.00 per course |
| Science | | |
| BII01A | \$1190 | \$750-\$900 per course |
| BOT204 | \$299 per course | \$325-\$375 per course |
| Outdoor Recreation | | |
| PE284 | \$250 | \$295 per course |
| PE253 | \$5 | \$15 per course |

Recommendation by:


U.C.C. Vice President of Instruction

Approved for Consideration:


U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Student Fee Request

Date: April 12, 2017

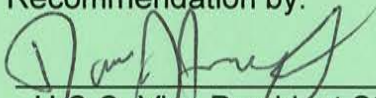
David Farrington, Interim Vice President will present the following fee requests for Student Services:

Student Fee:

ASUCC Leadership Board (Student Government) is requesting an increase of \$1 per credit, of which \$.50 to LIFE and \$.50 to SAFEE Student Activity Fee. This increase will help supplement the payroll expenses of approx. \$92,000, which includes benefits, related to the Director of Student Life & Campus Engagement and supplement and expand ASUCC services. These services include the following: Student Activities, backpacks, Club requests, pantry, safe space training, veteran's center snack items, etc.

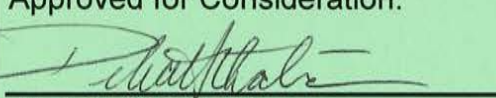
The current fee is \$2.00. The proposed is \$3.00.

Recommendation by:



 U.C.C. Vice President Student Services

Approved for Consideration:



 U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

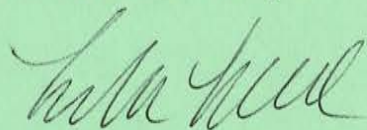
Action Item

Subject: Tuition Increase Proposal

Date: April 12, 2017

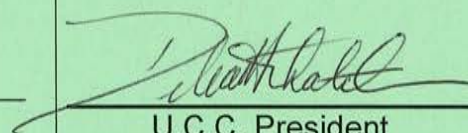
Whereas the expected state level funding for community colleges will be well below the current service level and other measures have been taken to significantly reduce costs therefore, approval is requested to increase tuition to \$93 per credit hour. The increase will be effective at the beginning of the academic year commencing in the summer term 2017.

Recommendation by:



Rebecca Redell, CFO

Approved for Consideration:



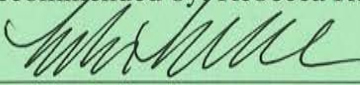
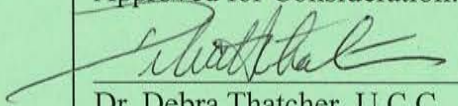
U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

| | |
|--|---------------|
| Subject: Financial Reports for FY 2016-17 | Date: 4/12/17 |
|--|---------------|

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2016-17, ending March 31, 2017.

| | |
|---|---|
| Recommended by: Rebecca Redell, CFO  _____ | Approved for Consideration:  _____ Dr. Debra Thatcher, U.C.C. President |
|---|---|

UMPQUA COMMUNITY COLLEGE

ROSEBURG, OREGON

Statement of Net Position - Budget Basis

Assets

| | March 31, 2017 | March 31, 2016 | % change |
|---|-------------------|-------------------|--------------|
| Current assets: | | | |
| Cash and investments | \$ 11,445,451 | \$ 10,916,591 | 4.84% |
| Receivables, net of allowance for uncollectibles: | | | |
| Property Taxes | 354,462 | 351,659 | 0.80% |
| Accounts/grants | 2,672,003 | 2,609,481 | 2.40% |
| Accounts Receivable - Due from Foundation | 5,248,810 | 5,342,391 | -1.75% |
| Inventories | 212,112 | 384,326 | -44.81% |
| Prepaid expenses | 310,345 | 301,922 | 2.79% |
| Total current assets | <u>20,243,182</u> | <u>19,906,370</u> | <u>1.69%</u> |

Liabilities

| | | | |
|--------------------------------------|------------------|------------------|----------------|
| Current liabilities | | | |
| Accounts payable | 51,785 | 438,654 | -88.19% |
| Accounts payable - Due To Foundation | - | 41 | -100.00% |
| Payroll liabilities | 1,699,366 | 1,669,429 | 1.79% |
| Unearned revenue | 709,881 | 719,035 | -1.27% |
| Total current liabilities | <u>2,461,032</u> | <u>2,827,159</u> | <u>-12.95%</u> |

Net Position

| | | | |
|--|----------------------|-------------------|--------------|
| Net Position by Fund Groups | | | |
| General Fund | 6,485,419 | 6,555,772 | -1.07% |
| Capital Project Fund | 1,953,359 | 859,867 | 127.17% |
| Debt Service Fund | 8,184,365 | 7,962,286 | 2.79% |
| Financial Aid Fund | 92,493 | 362,875 | -74.51% |
| Grants & Contracts | (286,310) | (200,444) | 42.84% |
| Administratively Restricted Funds | 1,223,973 | 1,002,232 | 22.12% |
| Insurance Fund | 78,978 | 166,136 | -52.46% |
| Agency Funds | 20,475 | 31,248 | -34.48% |
| Internal Service Funds | (12,208) | (17,574) | -30.53% |
| Enterprise Funds (Bookstore, Catering, Cafeteria) | 41,606 | 356,814 | -88.34% |
| Total net position | <u>17,782,151</u> | <u>17,079,212</u> | <u>4.12%</u> |
| Total current liabilities and net position | <u>\$ 20,243,182</u> | <u>19,906,370</u> | <u>1.69%</u> |

UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON

Statement of Revenues, Expenses, and Changes in Net Position
Budget Basis

| | March 31, 2017 | March 31, 2016 | % change |
|---|----------------------|----------------------|----------------|
| Operating revenues: | | | |
| Tuition and fees | \$ 7,956,954 | \$ 7,909,444 | 0.60% |
| Federal student financial aid | 4,571,070 | 4,964,875 | -7.93% |
| Federal grants and contracts | 1,163,222 | 842,835 | 38.01% |
| State grants and contracts | 2,824,533 | 1,379,849 | 104.70% |
| Nongovernmental grants and contracts | 1,446,272 | 1,330,685 | 8.69% |
| Bookstore & food service sales | 1,105,393 | 1,159,482 | -4.66% |
| Other operating revenue | 583,934 | 597,570 | -2.28% |
| Total operating revenue | <u>19,651,379</u> | <u>18,184,739</u> | <u>8.07%</u> |
| Operating expenses: | | | |
| Instruction | 6,866,514 | 6,720,456 | 2.17% |
| Instructional support | 2,030,633 | 1,837,688 | 10.50% |
| Student services | 4,326,161 | 4,377,386 | -1.17% |
| College support services | 5,300,426 | 4,090,819 | 29.57% |
| Community service | 114,258 | 101,182 | 12.92% |
| Student financial aid | 6,698,688 | 6,637,892 | 0.92% |
| Debt Service | 523,238 | 535,219 | -2.24% |
| Plant and operations | 1,488,252 | 1,532,846 | -2.91% |
| Facilities acquisition / construction | 2,931,537 | 7,068,368 | -58.53% |
| Total operating expenses | <u>30,279,707</u> | <u>32,901,857</u> | <u>-7.97%</u> |
| Operating gain / (loss) | <u>(10,628,329)</u> | <u>(14,717,118)</u> | <u>27.78%</u> |
| Non-operating Revenues-(expenses) | | | |
| State community college support | 7,882,956 | 7,789,030 | 1.21% |
| Property taxes | 3,381,216 | 3,299,348 | 2.48% |
| Investment Income | 75,576 | 43,316 | 74.48% |
| Total non-operating revenues-(expenses) | <u>11,339,748</u> | <u>11,131,694</u> | <u>1.87%</u> |
| Capital State Grant | 4,455,591 | - | |
| Change in net assets | 5,167,011 | (3,585,423) | -244.11% |
| Net Position - beginning of year | <u>12,615,139</u> | <u>20,664,635</u> | <u>-38.95%</u> |
| Net Position - end of period | <u>\$ 17,782,151</u> | <u>\$ 17,079,212</u> | <u>4.12%</u> |

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
GENERAL FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|--|------------------|-----------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Property taxes | \$ 3,478,792 | \$ 3,478,792 | \$ 3,381,216 | \$ (97,576) |
| Tuition and fees | 6,079,039 | 6,079,039 | 5,760,273 | (318,766) |
| State Appropriation | 10,468,821 | 10,468,821 | 7,882,956 | (2,585,865) |
| Intergovernmental grants - state and federal | 2,700 | 2,700 | 59,245 | 56,545 |
| Interest income | 30,000 | 30,000 | 71,859 | 41,859 |
| Other | 200,000 | 200,000 | 71,802 | (128,198) |
| | | | | |
| Total revenues | 20,259,352 | 20,259,352 | 17,227,351 | (3,032,001) |
| Expenditures: | | | | |
| Instruction | 8,894,544 | 8,894,544 (1) | 5,607,234 | 3,287,309 |
| Instruction Support | 1,586,796 | 1,586,796 (1) | 1,137,742 | 449,053 |
| Student Services | 1,824,603 | 1,824,603 (1) | 1,249,300 | 575,303 |
| College Support Services | 7,002,659 | 7,002,659 (1) | 4,781,364 | 2,221,294 |
| Financial Aid | 750,000 | 750,000 (1) | 473,036 | 276,964 |
| Contingency | 1,775,042 | 1,775,042 (1) | - | 1,775,042 |
| | | | | |
| Total expenditures | 21,833,642 | 21,833,642 | 13,248,677 | 8,584,965 |
| Revenues over-(under) expenditures | (1,574,290) | (1,574,290) | 3,978,674 | 5,552,964 |
| Other financing sources-(uses) | | | | |
| Transfers in | 350,000 | 233,200 | - | (233,200) |
| Transfer out | (2,129,418) | (2,129,418) (1) | (1,103,277) | 1,026,141 |
| | | | | |
| Total other financing sources-(uses) | (1,779,418) | (1,896,218) | (1,103,277) | 792,941 |
| Net change in fund balance | (3,353,708) | (3,470,508) | 2,875,397 | 6,345,905 |
| Fund balance - July 1, 2016 | 3,353,708 | 3,470,508 | 3,610,022 | 139,514 |
| Fund Balance - March 31, 2017 | \$ - | \$ - | \$ 6,485,419 | \$ 6,485,419 |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
GENERAL FUND EXPENDITURE COMPARISON
For period ending March 31

| | Actual Amounts As of March 31, 2017 | Actual Amounts As of March 31, 2016 | Percentage Change |
|--|---|---|----------------------|
| Revenue: | | | |
| Property taxes | \$ 3,381,216 | \$ 3,299,348 | 2.48% |
| Tuition and fees | 5,760,273 | 5,766,223 | -0.10% |
| State Appropriation | 7,882,956 | 7,789,030 | 1.21% |
| Intergovernmental grants - state and federal | 59,245 | 40,925 | 44.77% |
| Interest income | 71,859 | 17,540 | 309.69% |
| Other | 71,802 | 57,907 | 23.99% |
| Total revenues | 17,227,351 | 16,970,973 | 1.51% |
| Expenditures: | | | |
| Instruction | 5,607,234 | 5,556,823 | 0.91% |
| Instruction Support | 1,137,742 | 1,112,255 | 2.29% |
| Student Services | 1,249,300 | 1,418,773 | -11.95% |
| College Support Services | 4,781,364 | 4,716,107 | 1.38% |
| Financial Aid | 473,036 | 554,724 | -14.73% |
| Total expenditures | 13,248,677 | 13,358,682 | -0.82% |
| Revenues over-(under) expenditures | 3,978,674 | 3,612,291 | 10.14% |
| Other financing sources-(uses) | | | |
| Transfers in | - | 125,000 | -100.00% |
| Transfer out | (1,103,277) | (974,098) | 13.26% |
| Total other financing sources-(uses) | (1,103,277) | (849,098) | 29.94% |
| Net change in fund balance | 2,875,397 | 2,763,193 | 4.06% |
| Fund balance - July 1 | 3,610,022 | 3,792,580 | -4.81% |
| Fund Balance - March 31 | \$ 6,485,419 | \$ 6,555,772 | -1.07% |

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
CAPITAL PROJECTS FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|---------------------------------------|------------------|------------------|---------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Interest income | \$ 37,609 | \$ 37,609 | \$ 694 | \$ (36,915) |
| State Grant | 9,412,391 | 9,412,391 | 4,455,591 | (4,956,800) |
| Nongovernmental Grants & Contracts | - | - | 67,187 | 67,187 |
| Total revenues | <u>9,450,000</u> | <u>9,450,000</u> | <u>4,523,473</u> | <u>(4,926,527)</u> |
| Expenditures: | | | | |
| Facilities acquisition / construction | <u>9,960,000</u> | <u>9,960,000</u> | (1) 2,931,537 | <u>7,028,463</u> |
| Total expenditures | 9,960,000 | 9,960,000 | 2,931,537 | 7,028,463 |
| Revenues over-(under) expenditures | <u>(510,000)</u> | <u>(510,000)</u> | <u>1,591,936</u> | <u>2,101,936</u> |
| Other financing sources-(uses) | | | | |
| Transfers in | <u>250,000</u> | <u>250,000</u> | <u>125,000</u> | <u>(125,000)</u> |
| Total other financing sources-(uses) | <u>250,000</u> | <u>250,000</u> | <u>125,000</u> | <u>(125,000)</u> |
| Net change in fund balance | (260,000) | (260,000) | 1,716,936 | 1,976,936 |
| Fund balance - July 1, 2016 | <u>260,000</u> | <u>260,000</u> | <u>236,422</u> | <u>(23,578)</u> |
| Fund Balance - March 31, 2017 | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,953,359</u> | <u>\$ 1,953,359</u> |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
DEBT SERVICE FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|-------------------------------------|---------------------|---------------------|---------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Tuition and Fees | 452,531 | 452,531 | 442,311 | (10,220) |
| Intergovernmental-state and federal | 77,068 | 77,068 | 38,853 | (38,215) |
| Interest income | 10,000 | 10,000 | 3,023 | (6,977) |
| | <u>539,599</u> | <u>539,599</u> | <u>484,186</u> | <u>(55,413)</u> |
| Expenditures: | | | | |
| Debt service: | | | | |
| Principal | 575,000 | 575,000 (1) | - | 575,000 |
| Interest | 1,061,605 | 1,061,605 (1) | 523,238 | 538,367 |
| | <u>1,636,605</u> | <u>1,636,605</u> | <u>523,238</u> | <u>1,113,367</u> |
| Total expenditures | 1,636,605 | 1,636,605 | 523,238 | 1,113,367 |
| Revenues over-(under) expenditures | <u>(1,097,006)</u> | <u>(1,097,006)</u> | <u>(39,052)</u> | <u>1,057,954</u> |
| Other financing sources-(uses) | | | | |
| Transfers in | <u>1,243,196</u> | <u>1,243,196</u> | <u>621,598</u> | <u>(621,598)</u> |
| Net change in fund balance | 146,190 | 146,190 | 582,546 | 436,356 |
| Fund balance - July 1, 2016 | <u>7,577,501</u> | <u>7,577,501</u> | <u>7,601,818</u> | <u>24,317</u> |
| Fund Balance - March 31, 2017 | <u>\$ 7,723,691</u> | <u>\$ 7,723,691</u> | <u>\$ 8,184,365</u> | <u>\$ 460,674</u> |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
FINANCIAL AID FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|----------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Intergovernmental - federal | \$ 17,185,233 | \$ 17,185,233 | \$ 4,571,070 | \$ (12,614,163) |
| Intergovernmental - state | 3,410,000 | 3,410,000 | 1,047,313 | (2,362,687) |
| Local & Private Grants | 2,035,985 | 2,035,985 | 699,762 | (1,336,223) |
| Total revenues | 22,631,218 | 22,631,218 | 6,318,145 | (16,313,073) |
| Expenditures: | | | | |
| Student Loans and Financial Aid | 22,631,218 | 22,631,218 (1) | 6,225,652 | 16,405,566 |
| Revenues over-(under) expenditures | - | - | 92,493 | 92,493 |
| Other financing sources-(uses) | | | | |
| Transfers in | - | - | - | - |
| Net change in fund balance | - | - | 92,493 | 92,493 |
| Fund balance - July 1, 2016 | - | - | - | - |
| Fund Balance - March 31, 2017 | \$ - | \$ - | 92,493 | \$ 92,493 |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|--------------------------------------|------------------|---------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Intergovernmental- federal | \$ 2,612,211 | \$ 2,811,516 | \$ 1,065,125 | \$ (1,746,391) |
| Intergovernmental-state | 2,517,482 | 3,552,237 | 1,776,062 | (1,776,175) |
| Nongovernmental grants and contracts | 898,394 | 1,045,022 | 626,631 | (418,391) |
| Other | - | - | - | - |
| Total revenues | 6,028,087 | 7,408,775 | 3,467,818 | (3,940,957) |
| Expenditures: | | | | |
| Instruction | 1,084,969 | 1,112,969 (1) | 451,385 | 661,584 |
| Instruction Support | 1,140,933 | 1,242,442 (1) | 497,399 | 745,043 |
| Student Services | 2,958,520 | 3,260,327 (1) | 1,460,215 | 1,800,112 |
| College Support Services | 960,337 | 1,909,710 (1) | 1,369,684 | 540,026 |
| Total expenditures | 6,144,760 | 7,525,448 | 3,778,684 | 3,746,764 |
| Revenues over-(under) expenditures | (116,673.00) | (116,673) | (310,866) | (194,193) |
| Fund balance - July 1, 2016 | 116,673 | 116,673 | 24,556 | (92,117) |
| Fund Balance - March 31, 2017 | \$ - | \$ - | \$ (286,310) | \$ (286,310) |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ADMINISTRATIVELY RESTRICTED FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|---|--------------------|--------------------|---------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Tuition and fees | \$ 2,062,215 | \$ 2,062,215 | \$ 1,754,272 | \$ (307,943) |
| Intergovernmental - state and federal | 1,800 | 1,800 | 1,158 | (642) |
| Local/Private Grants & Contracts | 109,188 | 109,188 | 52,692 | (56,496) |
| Other | 1,099,085 | 1,090,994 | 410,327 | (680,667) |
| Total revenues | 3,272,288 | 3,264,197 | 2,218,450 | (1,045,747) |
| Expenditures: | | | | |
| Instruction | 2,058,784 | 2,058,784 (1) | 807,895 | 1,250,889 |
| Instruction Support | 807,552 | 807,552 (1) | 395,492 | 412,061 |
| Student Services | 1,150,278 | 1,150,278 (1) | 409,928 | 740,350 |
| College Support Services | 300,315 | 300,315 (1) | 232,098 | 68,217 |
| Community Services | 81,669 | 81,669 (1) | 114,258 | (32,589) |
| Contingency | 20,000 | 20,000 (1) | - | 20,000 |
| Total expenditures | 4,418,598 | 4,418,598 | 1,959,669 | 2,458,929 |
| Revenues over-(under) expenditures | (1,146,310) | (1,154,401) | 258,780 | 1,413,181 |
| Other financing sources-(uses) | | | | |
| Transfers in | 245,888 | 245,888 | 167,012 | (78,876) |
| Transfers Out | (6,500) | (6,500) (1) | - | 6,500 |
| Total other financing sources-(uses) | 239,388 | 239,388 | 167,012 | (72,376) |
| Net change in fund balance | (906,922) | (915,013) | 425,792 | 1,340,805 |
| Fund balance - July 1, 2016 | 906,922 | 915,013 | 798,181 | (116,832) |
| Fund Balance - March 31, 2017 | \$ - | \$ - | \$ 1,223,973 | \$ 1,223,973 |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INSURANCE FUND
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|-------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Interest | \$ - | \$ - | \$ - | \$ - |
| Expenditures: | | | | |
| College Support Services | 560,000 | 560,000 (1) | 290,068 | 269,932 |
| Contingency | - | - (1) | - | - |
| Total expenditures | 560,000 | 560,000 | 290,068 | 269,932 |
| Revenues over-(under) expenditures | (560,000) | (560,000) | (290,068) | 269,932 |
| Other financing sources-(uses) | | | | |
| Transfers in | 355,334 | 355,334 | 177,667 | (177,667) |
| Net change in fund balance | (204,666) | (204,666) | (112,401) | 92,265 |
| Fund balance - July 1, 2016 | 204,666 | 204,666 | 191,379 | (13,287) |
| Fund Balance - March 31, 2017 | \$ - | \$ - | \$ 78,978 | \$ 78,978 |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|-------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Other | \$ 24,850 | \$ 24,850 | \$ 7,039 | \$ (17,811) |
| Expenditures: | | | | |
| Student Services | 95,779 | 95,779 (1) | 23,139 | 72,640 |
| Total expenditures | 95,779 | 95,779 | 23,139 | 72,640 |
| Revenues over-(under) expenditures | (70,929) | (70,929) | (16,101) | 54,828 |
| Other financing sources-(uses) | | | | |
| Transfers in | 41,500 | 41,500 | 12,000 | (29,500) |
| Net change in fund balance | (29,429) | (29,429) | (4,101) | 25,328 |
| Fund balance - July 1, 2016 | 29,429 | 29,429 | 24,576 | (4,853) |
| Fund Balance - March 31, 2017 | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 20,475</u> | <u>\$ 20,475</u> |

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INTERNAL SERVICE FUND
For period ending March 31, 2017

| | <u>Budgeted Amounts</u> | | <u>Actual</u> <u>Amounts</u> | <u>Variance With</u> <u>Final Budget</u> <u>Positive</u> <u>(Negative)</u> |
|------------------------------------|-------------------------|--------------|---------------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Revenue: | | | | |
| Tuition and Fees | \$ - | \$ - | \$ 97 | \$ 97 |
| Other | 165,000 | 165,000 | 94,767 | (70,233) |
| Total revenues | 165,000 | 165,000 | 94,864 | (70,136) |
| Expenditures: | | | | |
| College Support Services | 190,000 | 190,000 (1) | 115,464 | 74,536 |
| Total expenditures | 190,000 | 190,000 | 115,464 | 74,536 |
| Revenues over-(under expenditures) | (25,000) | (25,000) | (20,600) | 4,400 |
| Net change in fund balance | (25,000) | (25,000) | (20,600) | 4,400 |
| Fund balance - July 1, 2016 | 25,000 | 25,000 | 8,392 | (16,608) |
| Fund Balance - March 31, 2017 | <u>\$ -</u> | <u>\$ -</u> | <u>\$ (12,208)</u> | <u>\$ (12,208)</u> |

(1) Appropriation level

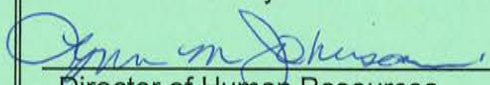
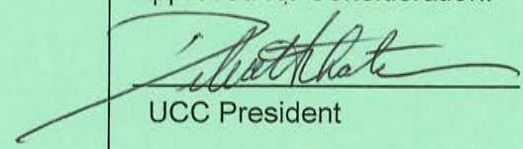
UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ENTERPRISE FUNDS
For period ending March 31, 2017

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|--------------------------------------|---------------------|---------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Sales | \$ 2,259,003 | \$ 2,296,003 | 1,105,393 | \$ (1,190,610) |
| Interest income | - | - | - | - |
| Total revenues | 2,259,003 | 2,296,003 | 1,105,393 | (1,190,610) |
| Expenditures: | | | | |
| Student Services | 2,505,303 | 2,507,303 (1) | 1,183,580 | 1,323,723 |
| Contingency | 100,000 | 100,000 (1) | - | 100,000 |
| Total expenditures | 2,605,303 | 2,607,303 | 1,183,580 | 1,423,723 |
| Revenues over-(under) expenditures | (346,300) | (311,300) | (78,187) | 233,113 |
| Other financing sources-(uses) | | | | |
| Transfer out | (350,000) | (233,200) (1) | - | 233,200 |
| Total other financing sources-(uses) | (350,000) | (233,200) | - | 233,200 |
| Net change in fund balance | (696,300) | (544,500) | (78,187) | 466,313 |
| Fund balance - July 1, 2016 | 544,500 | 544,500 | 119,793 | (424,707) |
| Fund Balance - March 31, 2017 | <u>\$ (151,800)</u> | <u>\$ -</u> | <u>\$ 41,606</u> | <u>\$ 41,606</u> |

(1) Appropriation level

| |
|--|
| BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON |
|--|

| |
|--|
| <input type="checkbox"/> Informational Item <input checked="" type="checkbox"/> Action Item |
|--|

| | |
|--|--|
| Subject: Personnel Employment Agreements | Date: April 12, 2017 |
| <p>Board approval is requested to award contracts for Administrator/Confidential Exempt employees and contracts for probationary and regular Faculty, for the 2017-2018 fiscal year.</p> | |
| Recommended by:  Director of Human Resources | Approved for Consideration:  UCC President |

Salary Recommendations - Full-Time Faculty Fiscal Year 2017-2018

Compensation for 2017-18 is not yet determined.

Renew Regular Faculty Status:

| | |
|---------------------|------------------|
| William Armstrong | Kevin Mathweg |
| R. Clay Baumgartner | Michael Matteo |
| Melinda Benton | Jillanne Michell |
| John Blackwood | April Myler |
| John Blakely | Stephanie Newman |
| Sean Breslin | Joanne Richards |
| Kenneth Carloni | Susan Rochester |
| Karen Carroll | Emery Smith |
| Toni Clough | Gregg Smith |
| Patrice Coate | Rod Snook |
| L. Mick Davis | Mary Stinnett |
| Amy Fair | David Stricklin |
| Ian Fisher | Crystal Sullivan |
| Marie Gambill | Nicholas Tratz |
| Deborah Gresham | Paula Usrey |
| Danielle Haskett | Georgann Willis |
| Jason Heald | R. Dee Winn |
| Andre' Jacob | David Wolf |
| Martha Joyce-Test | Janet Woodcock |
| Roger Kennedy | Vincent Yip |
| | Charles Young |

Renew Probationary Contract Status - Soft Money/Grants, Contracts & Other:

(Contingent upon funding from outside sources)

Kindall Baker
Clare Leeper
John Spiering

Award Regular Faculty Status:

| | |
|------------------|---------------|
| Jennifer Lantrip | Tamara Loosli |
| Daniel Leeworthy | Joseph Villa |

Renew Probationary Contract Status:

| | |
|-----------------|-----------------|
| Alan Aylor | Brent Lewis |
| Mitchell Cugley | Shauna McNulty |
| Gary Gray | Tafea Polamalu |
| Patrick Harris | Cynthia Steele |
| Craig Jackson | Duane Thompson |
| Stuart Kramer | Lesa Beth Titus |

**Contract Renewals
Administrators and Confidential/Exempt Staff
Fiscal Year 2017-2018**

Administrators/Confidential-Exempt - Award One-Year Contract:

| | |
|-------------------|------------------------|
| Jason Aase | Missy Olson |
| Michelle Bergmann | Rebecca Redell |
| Natalya Brown | Jessica Richardson |
| Debra Catterson | Kelly Rigsby |
| Sue Cooper | Xiana Santos-Smithhart |
| Stephen Cripe | Micque Shoemaker |
| Jules DeGiulio | Gregory Smith |
| David Farrington | Andrew Swan |
| April Hamlin | Susan Taylor |
| Lynn Johnson | Robin VanWinkle |
| Carol McGeehon | Robynne Wilgus |
| Jess Miller | |

Administrators/Confidential-Exempt - Continuation of Probationary Contract:

Tiffany Coleman (7/1/17-1/16/18)

**Administrator & Confidential/Exempt - Award One-Year Contract
Funding Sources Other Than General Funds:**

Marjan Coester

**Administrator & Confidential/Exempt - Award One-Year Contract
Contingent Upon Funding From Outside Sources:**

| | |
|----------------|------------------|
| Ellen Brown | Mandie Pritchard |
| Sara Carson | Caroline Randall |
| Cynthia Horkey | |

**Administrator & Confidential/Exempt - Continuation of Probationary Contract
Contingent Upon Funding From Outside Sources:**

Matt Droscher (7/1/17-9/11/17)