

UMPQUA COMMUNITY COLLEGE

ROSEBURG, OREGON

BOARD OF DIRECTORS ♦ BUDGET HEARING

June 14, 2017 ♦ 3:00 PM ♦ HNSC 100

MEMBERS:

___ Vanessa Becker, Chair
___ Betty Tamm, Vice-Chair
___ Bob Bell
___ Doris Lathrop

___ Sharon Rice
___ Chris Rusch
___ Wendy Weikum

ADMINISTRATION:

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

AGENDA

- I Call to Order -- record attendance -- Pledge of Allegiance
- II HEARING OF INTERESTED PERSONS ON BUDGET
As Published on May 21, 2017
- III Close Hearing/Adjournment

Robynne Wilgus, Board Secretary, 541-440-4622 voice or 541-440-4646 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

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. LIX, No. 16 BOARD OF TRUSTEES MEETING JUNE 14, 2017; 3:00 P.M., HNSC 100
Work Session: Board Orientation, 2:30 P.M.

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 1-6 |

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.

- | | | |
|-----------|------------------------------|---------------------|
| 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.	FOCUS PRESENTATION		
	A. High School Connections	Missy Olson	p 7
VIII.	REPORTS		pp 8-17
	A. ASUCC Report	Ali Lape	
	B. ACEUCC Report	Brian Proctor	
	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. Memorial Committee Update	Chair Becker	p 18
	B. Second Reading of Policies	Various	pp 19-24
X.	NEW BUSINESS		
	A. First Reading of Policy	Missy Olson	pp 25-31
	B. Res. No. 18, Approval to Transfer Appropriation	Rebecca Redell	pp 32-33
	C. Res. No. 19, Adopting the Budget	Rebecca Redell	pp 34-35
	D. Res. No. 20, Establishing Clerk, Deputy Clerk, and Budget Officer	Rebecca Redell	p 36
XI.	BOARD COMMENTS	Chair Becker	
XII.	ADJOURNMENT	Chair Becker	

NEXT BOARD MEETING:

- Board Meeting, July 12, 2017, 3:00 pm, TBD

IMPORTANT DATES:

- Dental Pinning, June 14, 6:00 pm, Lang Center
- Adult Basic Skills Graduation, June 15, 7:00 pm, Swanson Amphitheatre
- Nurses Pinning, June 16, 10:00 am, Jacoby Auditorium
- Commencement, June 16, 6:00 pm, Swanson Amphitheatre

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: June 14, 2017
-------------------------	---------------------

Recommend approval of:

- Minutes of College Board Meeting of May 10, 2017 pp 1-4
- Minutes of College Board Meeting of June 1, 2017 p 5-6

Recommendation by: <hr/>	Approved for Consideration:  <hr/> U.C.C. President
---------------------------------	---

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
May 10, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, May 10, 2017, in Lang 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	Vera Westbrook	Leslie Bryant	Byronna Thomas	Kristapher Yates
Robynne Wilgus	Martha Joyce	Brian Proctor	Natalya Brown	Unknown
Jason Aase	Carol McGeehon	Debi Gresham	Micque Shoemaker	David Littlejohn
Rebecca Redell	Debbie Catterson	Jeri Frank	John Blackwood	Valerie Miltko
Steve Loosley	Donna McGeehon	Ali Lape	Cynthia Horkey	

Consent Agenda

- A. Minutes of College Board Meeting of April 12, 2017
- B. Minutes of College Board Meeting of April 26, 2017
- C. Minutes of College Budget Meeting of April 26, 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: A focus presentation will be added after the introductions.

Citizen Comments – there were none

Introductions and Focus Presentation

Instructors John Blakely and Ian Fisher introduced students who recently attended SkillsUSA. The students participated in automotive, welding, and engineering contests. Medals were won and they had a positive experience.

Martha Joyce, Interim Dean of Arts & Science, reviewed a PowerPoint presentation on Title III and Achieving the Dream (ATD). Highlights of Title III efforts were reviewed and included updates on AdvisorTrac, Degree Works, Learning Commons, and wireless investment. The Title III grant is in year four of five and ends September, 2018. The ATD-Walmart Retail Grant ended December, 2016; the benefits of the grant were highlighted. Current focus areas for ATD were reviewed along with conference takeaways. ATD coaches came to UCC in April; key takeaways and recommendations were reviewed. There was a discussion regarding the value, integration, and continued use of ATD.

REPORTS

- **ASUCC:** Ali Lape, ASUCC President, introduced Byronna Thomas. Ms. Thomas explained how she developed and created a Student Resource Guide; the assistance of many others was appreciated.

Ms. Lape reported on the new Activities Director Lisa Fields, efforts for upcoming elections, and the establishment of an annual ASUCC Faculty Member of the Year award. The Small Groups Communications group and Veterans Club are planning a Students Serve Back Banquet to honor faculty and staff who have continued serving UCC since October 1, 2015.

- **ACEUCC:** Brian Proctor is the new President of ACEUCC; Katie Workman is no longer a Classified employee. The Bargaining Team has notified the college of its readiness to begin the negotiation process. Elections for the 2017-19 President and Vice President are being held. The Outstanding Classified Employee selection is in process. An update on the Communications Team Retreat Planning Committee was provided.
- **UCCPTFA:** The association continues to see increased participation. A general meeting will be held on May 31. There are 116 part-time faculty teaching this term. Jeri Frank, UCCPTFA President, indicated they are waiting for a response to their request to reopen bargaining. Part-time faculty members have been participating as presenters in the Faculty Lecture Series and Brown Bag Lunch Series.
- **UCCFA:** The association had a meeting during the past week. Midterms have passed and students are now beginning job searches. John Blackwood, UCCFA President, has been involved in discussions regarding an applied baccalaureate degree. There is an opening for a leader of the Faculty Lecture Series. Efforts continue in working with others regarding the use of campus space.
- **President:** Dr. Thatcher reported on her recent trip to the Western Association of Food Chains convention. UCC is the only college approved to offer the Retail Management Certificate program in all of the states; other colleges are only approved to offer the program within their own state. Other highlights of her report included:
 - Testimony was provided to the Ways and Means Sub-Committee on Capital Construction on the need for the Industrial Technology Center at UCC.
 - The accreditation evaluator was on campus April 17 and 18 and met with many campus members. She was impressed with the work we have done and provided good feedback. The Commission meets in June to make a decision on our progress.
 - The Open World Delegation visit is May 13-22. The visiting medical and social work professionals are from Ukraine. The focus of their visit is PTSD and reintegration of medical practitioners and social workers.
 - Planning for office moves is nearing completion. The moves have two primary purposes: 1. To co-locate student services to improve student access and satisfaction, and 2. To co-locate those administrative offices that work most closely with the president.
 - The search for a Dean of Student Services is underway. About 35 applications have been received thus far.
 - Bids for the Snyder Hall Project may be submitted until May 22. It has been decided to not have a groundbreaking at the start of the project; however, a celebration will be held upon the completion of the building.
 - Possibilities for student housing are being investigated.
 - Plans are now being developed for the implementation of new payroll schedule next summer. A committee has been involved in the preparations for a payroll gap.
 - The countdown to commencement has begun. There are multiple end of the year events taking place on campus.
- **OCCA:** Dir. Lathrop said attention is being given to the state budget forecast that will be coming up soon. Last week's capital construction hearings were well received. The state legislature is working on a college transfer bill this session. At the federal level, the year-round Pell Grant has been

reinstated. OCCA will be sponsoring a New Board Member Orientation on July 25 & 26; Dir. Lathrop highly recommended the participation of the new Board members.

- **Recovery:** The Memorial Committee is looking at possible memorial sites both on and off campus. Chair Becker said she is hopeful of having specific recommendations over the summer.
- **Board Goals:**
 - *Board Orientation:* In addition to the OCCA Board training there will also be an internal orientation for new Board members. Dirs. Lathrop and Bell are working together on the local Board information.
 - *Support for accreditation:* Chair Becker and Dir. Bell met with the visiting accreditation evaluator; the meeting went well.

OLD BUSINESS

Rebecca Redell, Vice President/CFO, presented the second reading of a tuition increase proposal. 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. She explained the college went through a very lengthy budget process and looked at all areas of the college for opportunities to balance the budget; this included staffing cuts and expense decreases. For further understanding of the request many related topics were discussed such as a lower tuition increase and the impact to the Reserve, Legacy Fee funds for repayment of bonds and Maintenance, Contingency Fund, and the student perspective.

Motion: **I move to accept \$93 tuition per credit hour with \$1 of that increase to be directed as follows: \$50,000 towards Maintenance and \$15,000 to the Strategic Fund. Motion by Dir. Weikum, seconded by Dir. Bell and carried unanimously.**

NEW BUSINESS

Martha Joyce, Interim Dean of Arts & Sciences, presented a sabbatical leave request from Emery Smith for Fall 2017. Dr. Smith proposes to complete a set of readings on developmental and shock trauma and then will develop short online courses for: 1. Students: To help them understand how trauma affects their lives; 2. Faculty: To help them gain a better understanding of how to teach trauma victims; and 3. Veterans: To specifically address how trauma affects their educational attainment.

Motion: **I move for approval of the Emery Smith's sabbatical leave request, as presented. Motion by Dir. Lathrop, seconded by Dir. Rusch and carried unanimously.**

Ms. Redell presented the first reading of revised Policy 600.05 Fiscal Responsibility Asset Protection. In discussion, Ms. Redell explained the recommended best practice of a 10% minimum reserve.

Motion: **I move for approval for the first reading of Policy 600.05, Fiscal Responsibility Asset Protection, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

The first reading of Policy 601 Purchasing Policy was presented by Jules DeGiulio, Purchasing Manager. The associated administrative procedures were briefly reviewed.

Motion: I move for approval for the first reading of Policy 601, Purchasing Policy, as presented. Motion by Dir. Weikum, seconded by Dir. Bell and carried unanimously.

Ms. Redell presented the first reading of revised Policy 615 Bookstore Operations which was formerly identified as "Policy 730 Bookstore." Dr. Thatcher and Ms. Redell provided assurance of consulting the Bookstore Manager should there be consideration for the transfer of additional revenue to the General Fund.

Motion: I move for approval for the first reading of Policy 615, Bookstore Operations, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

The first readings of Policy 709.01 Academic Probation and Policy 709.02 Academic Suspension were presented by Debi Gresham, Assessment Coordinator.

Motion: I move for approval for the first reading of Policy 709.01, Academic Probation, as presented. Motion by Dir. Rusch, seconded by Dir. Bell and carried unanimously.

Motion: I move for approval for the first reading of Policy 709.02, Academic Suspension, as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

Board Comments

- Chair Becker explained last month's finalization of the President's Evaluation which was led by the efforts of Dir. Bell. Last year's "new tool" was used again and worked well. The Board met to discuss their findings and also have met with Dr. Thatcher. This has been a positive process. Dir. Bell was thanked for his efforts in leading the evaluation.

Meeting adjourned at 4:54 p.m.

Respectfully submitted,

Approved,

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

Vanessa Becker
 Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:
 Policies 600.05, 601, 615, 709.01, and 709.02

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 1, 2017**

The Umpqua Community College Board of Trustees met on Thursday, June 1, 2017, in the LaVerne Murphy Student Center Bistro at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the special board meeting to order at 10:00 am and the pledge of allegiance was given.

Directors present: Doris Lathrop, Sharon Rice, Chris Rusch, Betty Tamm, and Wendy Weikum

Directors present via phone: Vanessa Becker and Bob Bell

Others present:

Debra Thatcher	Jason Aase	Susan Taylor	Jules DeGiulio	Jess Miller
Robynne Wilgus	David Farrington	Katie Workman	Steve Loosley	Brian Proctor
Rebecca Redell	Eugene Doll	Jessica Richardson	Carol McGeehon	John Blakely

Changes to the Agenda – there were none

Rebecca Redell, Vice President-CFO, introduced Jules DeGiulio, Purchasing Manager, to present information on the Snyder Hall Building Contractor Award. Mr. DeGiulio reviewed and distributed a handout. An invitation to bid, ITB# 2017-SNY-01, was published on the Oregon Purchasing Information Network and a seven member team reviewed the bids. Two bidders submitted detailed bids deemed responsive and were fully vetted by team members. A third bidder submitted a bid that was ruled non-responsive and could not be considered for the work. Although the bid price is the primary data point which affords the greatest weight of consideration, secondary factors (such as business viability, portfolio, references, ability to bond, insurance, and etc.) were considered. Mr. DeGiulio said the team is proud to recommend DSL Builders for the Snyder Hall Project. Discussion included responses to reference inquiries and how the bid amount compared to the project budget; additionally, it was noted that the college has experience with many of the first tier subcontractors listed on the bid. The college has given strong encouragement to work with local subcontractors whenever possible. Value engineering is expected to hold the project costs within the budget.

Motion: **I move for approval of awarding the ITB# 2017-SNY-01 contract to DSL Builders, as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

Ms. Redell requested Board approval to pursue an agreement with the UCC Foundation regarding housing for students in the T-Ten program. Housing in Douglas County is very tight and the rotation of T-Ten students adds an additional challenge in obtaining this need. Should enough housing be secured it could also be used for out-of-district students and athletes. This would be a short-term solution while a college committee continues to pursue a permanent housing solution.

Discussion covered maintenance concerns and renting vs. purchasing. Susan Taylor, Executive Director of the UCC Foundation, indicated the Foundation Board's intent to have their priorities align with the college's priorities, especially regarding large purchases. Appreciation was expressed for the Foundation

Board bringing forward the option. Ultimately there will be a formal detailed agreement with the Foundation that will be brought to the Board for approval.

Motion: **I move for approval to support the Foundation's effort to acquire housing for the T-Ten program, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Board Comments

- Dir. Weikum thanked Dir. Tamm and the Snyder Hall Project Committee for their efforts.

Meeting adjourned at 10:32 a.m.

Respectfully submitted,

Approved,

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

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

FOCUS PRESENTATION:
High School Connections

Date: June 14, 2017

Missy Olson, Director of College Transitions and eLearning, will provide an update on UCC's high school connections.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: Reports Date: June 14, 2017

ASUCC Report

Ali Lape

ACEUCC Report

Brian Proctor

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
June 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:

- Our annual report to the Northwest Commission on Colleges and Universities was successfully completed. Our focus continues to be on our next ad hoc report, due on September 15. We anticipate the associated evaluation visit in early October.
- On May 13-22, UCC hosted our eleventh Ukrainian Open World Delegation, focusing on resources surrounding PTSD. Many connections were made, and we look forward to strengthening our Ukrainian ties, and even the possibility of sending a UCC delegation to Ukraine in the near future.
- Our ninth Leadership UCC class graduated on June 9. Congratulations to the graduates! We look forward to continuing and strengthening Leadership UCC in the future.

Viticulture & Enology; Andy Swan, Associate Director

- SOWI bottled the first commercial wine made from grapes grown in the SOWI vineyard on May 6, 2017. Release of this wine is expected in early July
- SOWI opened the tasting room for the season on May 13, 2017.
- The first seminar of the 2017 SOWI Seminar Series was held on May 19, 2017. Attendees came from as far away as Ashland and Salem to attend.
- SOWI is continuing to work with several other departments to sign up SNAP recipients.

Library and Success Center; Carol McGeehon, Director of Library and Success Center

- The library is hosting 15-minute workshops for students on relevant topics such as how to use our eBook collection to spotting fake news.
- We are also sponsoring a library book contest asking students to select a book they connect with, send us a photo and tell us why they connected with this title.
- Dental Assisting and the Library are the joint recipients of a \$9,000 grant from the Douglas Community Fund to update the Dental Assisting collection and house it within the library collection.
- We have ordered additional furniture for the Learning Common, including more charging stations. Students are and are working on another order and are adding seven additional charging stations to the building for student use.

Assessment; Debi Gresham, Coordinator

- An **Assessment Seminar** was held on Thursday, May 18 from 5:30 to 7:30 p.m. The event was attended by 18 adjunct faculty members. The meeting focused on discussing the assessment activities that have occurred this year, writing measurable outcomes, identifying key assessment measures, and looking forward to plans for next year.
- The eight-member **Assessment Review Team** reviewed the 56 Assessment Reports submitted by full- and part-time faculty members through the 2016-2017 academic year. Feedback from the review process will be shared with faculty in order to improve the overall process and implemented as part of the ongoing reporting and planning cycle.

Arts & Sciences; Martha Joyce, Interim Dean of Arts & Sciences

Fine & Performing Arts; Department Chair Susan Rochester

- 3 High Schools competed at the Oregon One-Acts, a high school drama competition held at Centerstage. Two Oregon One-Act merit awards/tuition waivers were given out to incoming UCC students. Participating schools: Sutherlin, Riddle, South Umpqua
- 28 current UCC students, high school volunteers and community members presented a Shakespearean tragedy, LEAR, in Centerstage.
- Several UCC students are cast and involved with Shrek, the summer musical in Jacoby.
- The annual student art showcase is on exhibit in the gallery. It is an exciting culmination of all that has been going on in our studio spaces this year.

Humans Services; Sandra Angeli-Gade, Department Chair

- 12 AAS in Human Service degrees, 4 Addiction Studies Certificates, 3 Addiction Treatment Certificates and 7 Case Aide Certificates will be awarded at the 2017 UCC Commencement ceremonies.

College Transitions and eLearning; Missy Olson, Director

- Concluded the Growth Mindset Institute with Marie Gambill, Alan Aylor, and Karen Carroll. The team will be working to share the idea with the campus community in the fall.

Adult Basic Skills

- Submitted the state grant to receive Title II dollars through the Workforce Innovation and Opportunity Act. This is the first year the grant was competitive, and if awarded, we will be working toward new standards of postsecondary and employment placement for GED students.
- Mid-term progress report accepted for GED Wraparound grant. Highlights include:
 - Increase in 12% of students in week one from winter to spring.
 - 41% of students took at least one test.
 - 17% of GED students completed the entire GED series.
 - Developed marketing campaign utilizing Facebook posts, a web video, movie theater marketing and radio ads.
- 28 students were honored at the National Adult Education Honor Society on May 17 for their outstanding work ethic, attendance, and participation.

UCC Online

- Began presenting at Department Chair meetings on new technology available through Canvas.
- Seven Brown Bag sessions by faculty members with a focus on teaching and learning have been offered during spring term. 50 people have attended which includes 24 unique attendees. Sessions have been recorded and shared for those that could not attend.

Community and Workforce Training; Robin VanWinkle, Director Community Education

- A&M Transport, located in Glendale, is donating two tractor trucks to UCC via the Foundation.
- The department offered a second course in Aluminum Welding with a full class of nine students. The training is funded by UT&E and North River Jet Boats.
- Registration for summer youth camps begins May 15. A lot of effort and staff time were devoted to designing user-friendly online registration for these sessions for parents and grandparents.

Automotive; John E Blakely, Department Chair

- A UCC automotive student was invited and accepted to compete at the SKILLS USA National competition in Kentucky June 19th thru the 23rd.
- T-TEN student recruitment and enrollment for the 17 -18 school year is almost complete with 18 screened, accepted students.
- CAP-Local dealers partnering with UCC for training technicians have an increasing need for certified technicians. Recruiting efforts are underway to help with the shortage of certified technicians.

Engineering and Computer Science; Clay Baumgartner, Department Chair

- Engineering Club members is very active, with recent events including:
 - The STEAM Extravaganza event on Saturday, May 6th.
 - Visits to four local elementary schools (on May 16th, 19th, 23rd, and 26th) in which the club members provided a wind turbine model event for students to design/build turbine propellers and measure power output.
 - Both a rocket and drone competition will be held during the Spring Fling for UCC students.
- All engineering technology graduates this year already have job offers and all engineering program students that wanted summer work have paid internships for the summer. I have had a dozen contacts in the last two weeks by employers looking for graduates.

Student Services**June 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:**
- 2. Accreditation, Strategic Planning, Governance Changes, and Policy Development:**
- 3. Recovery Efforts:**
- 4. Student Success Efforts:**

Financial Aid – Michelle Bergmann, Director:

On May 16th UCC was contacted by the Department of Education informing us that there would be an on-sit program review beginning June 12, 2017. This review will assess UCC's administration of the programs authorized under Title IV of the Higher Education Act of 1965, in which it participates.

Educational Talent Search / Upward Bound , Matthew Droscher, Director:

Umpqua Community College received notification that the U.S. Department of Education has approved UCC's TRIO Upward Bound Proposal, which was submitted in November 2016. UCC's Upward Bound program serves 65 high school students from Roseburg High School, Douglas High School, and South Umpqua High School who are first generation, low income, and/or at high risk of academic failure by providing services and activities intended to increase high school completion with successful transition to and completion of a post-secondary education. Congratulations to all of the Upward Bound staff and their community partners who have contributed to the success of UCC's Upward Bound program and this latest grant proposal!

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

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

1. Policy development:
 - Fiscal documents: BP600.05 and AP 600.05, Procurement documents: BP601, and AP601, AP601.1, Bookstore documents: BP 615; and AP 615.01, AP 615.02, AP 615.03, AP 615.04, are scheduled for Board of Trustees 2nd reading. In addition, BP 400 and associated procedures have gone to the policy committee for review.
2. Recovery efforts:
 - The Snyder Committee met and recommended that DSL Builders be awarded the contract for Snyder Hall. The board approved the recommendation on 6/1/17.

Financial Services; Rebecca Redell, CFO:

- The Docuware project is continuing to move forward. This will streamline processes for HR, Finance, and Financial Aid. Implementation should be completed by the end of June.
- I attended the Exploring Diversity event that was hosted by HR. The speaker gave some great information and helped raise awareness of diversity issues on campus.
- Our third and final budget forum of the year was held on 6/1/17 in conjunction with updates from the President. We had a packed room and good participation.

Purchasing; Jules DeGiulio, Purchasing Manager:

- Request for Proposals (RFP) was issued on 5/15/17 to upgrade the Center Stage Theater lighting. Proposals are due 6/6/17 and the project is scheduled for completion during Summer Term.

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

- Finance office is in the process of collecting and providing information to external auditors due by June 5th, 2017. Auditors will be concentrating their efforts in testing internal controls in multiple areas of the College including Finance, Financial aid, Information Technology, Bookstore, etc.
- Finance is preparing for financial aid program review visit scheduled during the week of June 12, 2017.

Bookstore; Mique Shoemaker, Bookstore Manager:

- The USDA, Food & Nutrition Service has approved the UCC Bookstore as an approved retailer and has been granted approval to accept and redeem SNAP benefits on behalf of the USDA Food and Nutrition Service.
- Information for the upcoming Program Review has been completed and forwarded to Michelle Bergmann in Financial Aid.

Special Events, Greg Smith, Food Services Director:

- The cafeteria is up and running under College supervision again. Daily specials have been routinely selling out. Soon the cafeteria will be closed and will reopen after the summer break for fall term.

Budget Office, Katie Workman, Budget Assistant:

- The budget for 2017-18 was approved by the External Budget Committee on April 26th. It is now pending adoption at the June board meeting.

COMMUNICATIONS AND MARKETING BOARD REPORT

June, 2017

Tiffany Coleman, Director of Communications and Marketing

We and our internal partners continue to see incredible results from our digital marketing efforts.

Projects and Promotions:

We recently started our Summer Registration push. We chose to profile students who have taken summer courses before. We took their pictures and posted their quotes on the UCC Facebook page to explain the advantages of choosing the five-week summer term options to get ahead.

We have been working to promote the upcoming Police Reserve Academy start. We created a three-part social media marketing campaign. Right now, we are wrapping up the second part. Our primary marketing avenue for the first two parts was Facebook. Both were very successful in garnering organic and paid reach. For the third part, we will add LinkedIn marketing to our campaign.

We have been investing the time to promote a number of our new athletics programs. In addition to creating a feature story on our Obstacle Course Racing coach and team, we have been sharing a number of signings that have been coming out of the Athletics Department news vault. The goal is to make sure our staff, students, and community supporters see the attention these new campus endeavors are receiving, and help build excitement for our athletics programs in the upcoming year.

Commencement and multiple campus graduation and year-end events have consumed a great deal of our department's time. We have been busy creating programs and materials for several events.

The Summer Quarterly Class Schedule was sent to 53,017 homes in Douglas County. It started arriving in mailboxes on May 12. Our program spotlight for this edition was our new Cybersecurity program. In addition to creating a story, we included Oregon wage and employment information along with it.

We are moving forward with our intranet site creation. Members of the initial Intranet Task Force have been identified. The next step is to meet to determine the site's content.

Upcoming projects and promotions:

- UCC Intranet
- Paralegal program videos/success stories
- Race Night sponsorship at the Douglas County Speedway on July 1

FACILITIES AND SECURITY BOARD REPORT
June, 2017
Jess Miller – Director of Facilities and Security

Maintenance

- Remodel of boardroom to accommodate office space for Provost
- Successful installation of Chiller and Cooling Tower complete
- Coordination of Summer moving plan/schedule with team from campus community

Security

- Implementation of training for Emergency Responders and campus community.
- Installation and development of emergency response posters for all classrooms on campus.

Construction

- Completion of Science roof on South side.
- Worked closely with Jules DeJulio to make recommendation to the Board of Trustees and award General Contractor DSL for Snyder Hall Project.

HUMAN RESOURCES/PAYROLL BOARD REPORT
June, 2017
Lynn M. Johnson, Director of Human Resources

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

1. The Team has been working diligently on the payroll lag project. We are hopeful Dr. Thatcher will accept the proposal, and we will be able to move it forward by the end of Spring Term, June 16, 2017, for roll out, July 2018. Preliminary plans are being made to have Reliant Behavioral Health on campus to provide training on what happens when your payday changes. Additionally, community bank and credit union partners have expressed interest of coming to campus to open accounts so employees may begin their savings plans via payroll deduction.
2. Bargaining with the Classified, and Full Time Faculty Associations is underway. Both sessions are progressing with constructive conversation, and collaboration.
3. New Hire Orientation has been progressing, but the last couple sessions we notice we are struggling with attendance. The Team is working on creative strategies to engage new hires, and alleviate the problem.

UCC FOUNDATION BOARD REPORT
June 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: N/A
2. Accreditation, strategic planning, governance changes, and policy development:
 - **Departmental change** – In an effort to be more accurate with language, the Foundation office name will change to the **Advancement Office** beginning in July. The Advancement Office encompasses the UCC Foundation, grants, scholarships, and government relations.
3. Recovery efforts:
 - The Grant Development Office is working with the recovery spending committee to ensure all funds from the legislature (awarded in 2016) are spent before the end of the fiscal year of June 30th.
4. Student success efforts:
 - **Events** –
 - o The UCC Foundation held its first **Scholarship & Donor Reception** on May 24th to bring scholarship recipients and donors together for a fun social gathering. More than 150 donors and students participated in the event. Feedback was very positive; this event will continue in the future.
 - o Save the date for the next **Legacy Ball**: Friday, November 10th, 2017 at Seven Feathers Casino Resort.
 - **Student Housing** – The Foundation board will begin pursuit of housing for Toyota T-Ten students for fall 2017.
 - **Grants** –
 - o UCC received a grant from the US Department of Education to fund UCC's **TRIO Upward Bound** program for **\$270,375 per year for five years**. The UB program currently serves 65 students at Roseburg, Douglas, and South Umpqua High Schools who are first generation, low income, and/or at high risk of academic failure. UB students participate in activities and other services aimed at increasing high school completion with successful transition to and completion of a post-secondary education. Congratulations to ETS/UB Director Matt Droscher and the Upward Bound staff who contributed to this successful grant proposal.
 - o UCC received a grant from The **Douglas Community Fund** of the Oregon Community Foundation for **\$9,000** to establish a collection of dental assisting reference materials. This collection will be available for UCC's dental assisting and students from other healthcare related programs to access easily. Congratulations to Carol McGeehon and Tamara Loosli for their work on this grant.

UCCPTFA Board Report

June 2017

Jeri Frank, President, UCCPTFA

An Assessment Seminar took place on May 18 for part-time faculty. Debi Gresham organized an informative session, and we were very appreciative to have this opportunity.

Our bargaining re-opener on the subject of compensation will take place this summer, the results of which will be in place at the start of fall term.

Our spring term General Meeting took place on May 31, and we have initiated planning for fall in-service and first Executive Committee meeting in fall term. We are pleased to have successfully become more of a presence on campus with our faculty colleagues and administration throughout this school year.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item

 Action Item

Subject: Memorial Committee Update

Date: June 14, 2017

Chair Becker will share recommendations and anticipated direction for the 10/1/15 memorial committee.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Second Reading Proposed Policies

Date: June 14, 2017

The following policies are coming to the Board for a second reading:

Pol. #	Title	Presenter
600.05	Fiscal Responsibility Asset Protection	Rebecca Redell
601	Purchasing Policy	Jules DeGiulio
615	Bookstore Operations	Rebecca Redell
709.01	Academic Probation	Debi Gresham
709.02	Academic Suspension	Debi Gresham

Recommendation by:

Approved for Consideration:



U.C.C. President



BOARD POLICY

TITLE: Fiscal Responsibility Asset Protection

BOARD POLICY # 600.05

Policy:

The College must plan, expend, and budget in a manner that is fiscally responsible allowing the College to meet obligations to its patrons, students, creditors and vendors.

The College shall conservatively plan the expenditures in any fiscal year so as not to exceed the resources available.

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Purchasing Policy

BOARD POLICY # 601

Umpqua Community College is governed by the Oregon Revised Statutes (ORS279a, b, & c), Oregon Administrative Rules (OAR), and the Attorney General's Model Rules for Public Contracting. UCC's Board of Trustees has adopted the Community College Rules of Procurement (CCRP) which are a targeted subset of these Rules specifically designed for community colleges in Oregon.

Purchases shall be made in the best interest of UCC and within the role as stewards entrusted with public funds.

It is the responsibility of the Purchasing Manager to insure that UCC is in compliance with these Procurement related regulations.

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Bookstore Operations

BOARD POLICY # 615

Policy:

The Bookstore is a self-sustaining, institutionally owned store, operated as a service to its academic and local community.

The Bookstore shall support student success by making available adopted course materials and supplies for classes offered each term. Revenue will be used to cover the cost of bookstore operations and staff. Each year, any additional revenue will be distributed as determined by the college's Senior Leadership Team.

The bookstore is responsible for establishing prices.

RESPONSIBILITY:

The Bookstore Manager is responsible for implementing this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedures.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Academic Probation

BOARD POLICY # 709.01

Introduction / Definition:

Academic Probation is a warning status that students are not making satisfactory academic progress.

Policy:

Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation.

RESPONSIBILITY:

The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Academic Suspension

BOARD POLICY # 709.02

Introduction / Definition:

Academic Suspension is a status that limits students' enrollment options.

Policy:

Academic Suspension will be applied in the following two (2) situations:

1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Full- and part-time students who have attempted 36 credits and have a 1.75 cumulative GPA or lower will be placed on academic suspension.

RESPONSIBILITY:

The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: First Reading Proposed Policy	Date: June 14, 2017
--	---------------------

The following policy is coming to the Board for a first reading:

Pol. #	Title	Presenter
702	Alternative Methods of Earning Credit	Missy Olson
709.03	Academic Forgiveness	Debi Gresham

The associated administrative procedure is presented as an "Information Item":

AP #	Title
702	Alternative Methods of Earning Credit
709.03	Academic Forgiveness

Recommendation by: <hr/>	Approved for Consideration:  <hr/> U.C.C. President
---------------------------------	---

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy 702

Number:

Administrative

Procedure

Number:

Title ALTERNATIVE METHODS OF EARNING CREDIT

e:

Revision 5/12/2017

Date:

Current Policy / Procedure	Proposed Policy / Procedure
<p>Umpqua Community College recognizes six alternative processes through which a student may acquire college credit:</p> <ul style="list-style-type: none"> • Dual Credit (high school) • Advanced Placement (AP) Program • Challenge Procedure • College Level Examination Program (CLEP) • Credit for Prior Learning (CPL) • Credit for Professional Certification (CPC) <p>Procedures detailing these processes can be found at the Advising and Career Center, in the college catalog, and on the college website.</p>	<p>Introduction / Definition: Alternative forms of earning credit, also known as credit for prior learning, are granted for up to 25% of the credits needed for a degree or certificate.</p> <p>Policy: Alternative credit may be earned by the following means:</p> <ul style="list-style-type: none"> • College Level Examination Program (CLEP) • Advanced Placement (AP) • International Baccalaureate (IB) • Military credit • Industry or professional certifications • Institutional challenge exams <p>RESPONSIBILITY: The Registrar is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:

Administrative Procedure Number: 702 (revised)

Title: Old: MAXIMUM NON-TRADITIONAL CREDIT NEW: ALTERNATIVE METHODS OF EARNING CREDIT

Revision Date: 5/18/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>Umpqua Community College grants a maximum of 45 credits toward a degree, and 24 credits toward a certificate program for credits earned by means of the following: CLEP examination, ACT Subject Matter Examinations, Advanced Placement tests (score of 3, 4 or 5 required), by military schooling (ACE Guide approved), or by UCC departmental waiver based on knowledge obtained through non-traditional and/or non-accredited training. Credit may be granted only after the student has completed 12 or more credit hours of regular course work at the College. Students granted non-traditional credits must also complete required courses and residency requirements in order to qualify for a degree or certificate. (This applies to all but short-term and module classes.)</p>	<p>In order to earn a UCC degree or certificate that includes alternative credit, students must complete no less than 25% of the required coursework through the College.</p> <p><u>Credit by Exam</u> Credit by Exam allows students to use the following exam scores to receive credit in electives or specific subject areas.</p> <ul style="list-style-type: none"> • College Level Examination Program (CLEP): Follows the American Council on Education (ACE) score recommendations • Advanced Placement (AP): Score of 3, 4 or 5 required • International Baccalaureate (IB): 5 or above <p>Students submit an official exam score transcript to the Office of the Registrar for analysis. The Registrar recommends appropriate course equivalent based on exam type and records the credit on the college transcript.</p> <p><u>Military Credit</u> Students submit a Joint Services Transcript to the Office of the Registrar. The credit is awarded based on the ACE recommendations. The Registrar recommends appropriate course equivalent based on exam type and records credit on the college transcript.</p> <p><u>Industry or Professional Certifications</u> Departments may award college credit based on industry or professional certifications by directly correlating the applicants' training, years of experience, special assignments, training, and conferences. Students fill out the department's application and pay a non-refundable fee of \$50 for the initial evaluation, plus an additional \$10 per credit once approved. The department chair determines appropriate course equivalent and submits documentation to Registrar for recording credits on the college transcript.</p>

Policy & Procedure must be submitted together.

Institutional Challenge Exams

Departments may allow students to challenge courses for credit if justification exists. Proficiency must be shown through midterm and final examinations and/or skill proficiency demonstration. In addition to tuition and fees, a \$10 fee will be charged for each course challenged.

Financial aid funds may not be used to pay for course challenges. Challenges do not count in credit hours used to determine financial aid or veteran benefits, nor are they considered a portion of the residency requirements for degrees or certificates.

Students may not challenge a course if they have already received a grade in the same course or if the course is a lower level than a course previously completed. A course may not be challenged more than once. Following an unsuccessful challenge, students must enroll in the course to obtain credit.

Institutional Challenge Exam Procedure:

1. Consult the appropriate instructor to determine if a course challenge is possible.
2. Complete the [Course Challenge Application](#) and obtain the appropriate instructor and department chair's signatures.
3. Present Course Challenge Application to the Office of the Registrar with instructor and department chair approvals to challenge the course and pay the appropriate fee.
4. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and instructor. If the challenge is successful, students are responsible for returning the completed Course Challenge Application to the Office of the Registrar in addition to paying the course tuition and fees within one week.
5. The course grade will be reported on the college transcript at the close of the term.

RESPONSIBILITY:

The Registrar is responsible for implementing and updating this procedure.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

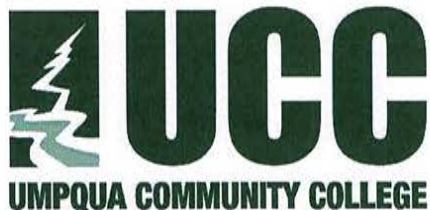
Policy Number: 709.03

Administrative Procedure Number:

Title: Forgiveness of Past Academic Records; New Title:

Revision Date: [Click here to enter a date.](#)

Current Policy / Procedure	Proposed Policy / Procedure
<p>Students whose past academic records at Umpqua Community College are detrimental to future academic or occupational pursuits may, after a period of five years following last attendance, petition the Academic Standards Committee for forgiveness of past performance one time only. Once a student graduates from UCC he/she may no longer be granted forgiveness. Students must appear in person before the committee and provide a description of why a problem happened in the past, and what the student's intended future goals are. Forgiveness of past performance will eliminate past credits, grades and GPA from consideration in current or future academic standing at UCC. However, the past record will remain as part of the student's permanent record at UCC and will be provided to another college or university if the student wishes to transfer credits and that college's policy will then apply. Courses satisfactorily completed during the requested forgiveness period ("C" or better) that meet institutional requirements may be waived toward degree requirements. However, such credits will not be counted toward the total credits required for graduation. DATE OF ADOPTION:DATE(S) OF REVISION(S): 07/2004 by Board DATE OF LAST REVIEW:</p>	<p>Academic Forgiveness is a one-time process by which credits and grades from forgiven terms will not be used in determining GPA or academic standing.</p> <p>Students whose past academic records at Umpqua Community College are detrimental to future academic or occupational pursuits may pursue one of three options to be eligible to petition the Academic Standards Committee for Academic Forgiveness of past performance:</p> <ol style="list-style-type: none"> 1) After a leave period of at least two (2) years and upon return, the successful completion ("C" or better) of 12 credits for an Associates or 25% of the required coursework for a Certificate. 2) A change of major and the successful completion ("C" or better) of 12 credits for an Associates or 25% of the required Certificate course work in the new program. 3) After a period of at least five (5) years between the quarter for which the petition is sought and the date of the appeal. <p>Once students graduate from Umpqua Community College they may no longer be granted Academic Forgiveness for terms prior to their most recent graduation date.</p> <p>The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>



ADMINISTRATIVE PROCEDURE

TITLE: Academic Forgiveness

ADMINISTRATIVE PROCEDURE # 709.03

RELATED TO POLICY # 709.03

Academic Forgiveness will be applied based on the criteria stated in Board Policy 709.03. The following will apply:

1. Students requesting Academic Forgiveness are required to appear before the Academic Standards Committee in order to provide a detailed explanation of previous academic barriers, how those barriers have been addressed, and any detrimental impact the student would experience in their future academic or occupational goals if Academic Forgiveness were not granted.
2. Forgiveness of past performance will eliminate past credits and grades from consideration in students' cumulative GPA and current or future academic standing at Umpqua Community College.
3. Forgiveness of past performance will not eliminate credits from the PACE progression calculation used for Financial Aid. Refer to the Financial Aid Satisfactory Academic Policy for further information.
(http://www.umpqua.edu/images/resources-services/academic/student-forms/downloads/SAP_Policy.pdf)
4. The forgiven grades will remain a part of students' academic record at Umpqua Community College and will be provided to other colleges or universities as appropriate. Once records are transferred, the receiving institutions' policies will apply.
5. In special situations, courses satisfactorily completed during the requested forgiveness period with a "C" or better that meet institutional requirements may be waived toward degree requirements. Such credits will not be counted toward the total credit required for graduation. Requests for special consideration should be presented to the Registrar.

RESPONSIBILITY

The Academic Standards Committee is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION:
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution # 18
 Approval to Transfer Appropriation

Date: June 14, 2017

This is a resolution to transfer appropriations in the Special Revenue Fund from Student Services to Community Services due to an error in program allocation for Special Events.

Recommendation by:



Rebecca Redell, CFO

Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 18 - FY 16-17
Transfer between categories

WHEREAS, The provisions of ORS 294.463 (1) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees at Umpqua Community College hereby adopts this resolution to transfer appropriations from Student Services to Community Services in the amount of \$94,757.

Special Revenue Fund - Administratively Restricted

	16-17 Budget Through Resolution 17	Adjustment	16-17 Budget Through Resolution 18
REVENUES:	\$ 4,425,098	\$ -	\$ 4,425,098
EXPENDITURES:			
Instruction	\$ 2,058,784	\$ -	\$ 2,058,784
Instruction Support	807,552	-	807,552
Community Services	81,669	94,757	176,426
Student Services	1,150,278	(94,757)	1,055,521
College Support Services	300,315	-	300,315
Auxiliary Enterprises	-	-	-
Transfers	6,500	-	6,500
Contingencies	20,000	-	20,000
TOTAL	<u>\$ 4,425,098</u>	<u>\$ -</u>	<u>\$ 4,425,098</u>

ADOPTED: June 14, 2017

Clerk of the Board

UCC Board Chair

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution # 19
Adopting the Budget

Date: June 14, 2017

The Board is requested to adopt the budget and make appropriations for the 2017-2018 year as presented.

Recommendation by:



Rebecca Redell, CFO

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
RESOLUTION NO. 19
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts the budget for the fiscal year 2017-2018 in the total of \$75,296,338 now on file in the Administration Building of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated:

SUMMARY OF THE PROPOSED BUDGET 2017-2018			
GENERAL FUND		CAPITAL PROJECTS FUND	
Instruction	8,629,021	Facilities Acquisition/ Construction	5,570,000
Instruction Support	1,571,984	Transfers	-
Student Services	1,809,122	Total	5,570,000
College Support Services	6,879,423		
Financial Aid	864,998	DEBT SERVICE FUND	
Transfers	2,227,214	Debt Service	1,788,578
Contingencies	1,907,508	Contingencies	-
Unappropriated End. Fund Balance	-	Unappropriated End. Fund Balance	7,819,327
Total	23,889,270	Total	9,607,905
Special Revenue Fund		INSURANCE FUND	
GRANTS & CONTRACTS		College Support Services	504,916
Instruction	872,139	Contingencies	12,806
Instruction Support	1,146,627	Total	517,722
Community Services	-		
Student Services	3,249,257	ENTERPRISE FUND	
College Support Services	683,698	Community Services	688,037
Total	5,951,721	Student Services	1,708,085
		College Support Services	-
Special Revenue Fund		Transfers	-
ADMINISTRATIVELY RESTRICTED		Contingencies	50,000
Instruction	2,062,203	Unappropriated End. Fund Balance	-
Instruction Support	858,145	Total	2,446,122
Community Services	65,000		
Student Services	1,028,598	INTERNAL SERVICE FUND	
College Support Services	333,405	College Support Services	-
Transfers	64,055	Transfers	190,000
Contingencies	20,000	Contingencies	-
Total	4,431,406	Unappropriated End. Fund Balance	-
		Total	190,000
FINANCIAL AID FUND		AGENCY FUND	
Student Loans and Financial Aid	22,594,323	Student Services	97,869
Total	22,594,323	Contingencies	-
		Unappropriated End. Fund Balance	-
		Total	97,869
TOTAL ALL FUNDS		67,477,011	
Unappropriated End. Fund Balance		7,819,327	
TOTAL PROPOSED BUDGET		\$ 75,296,338	

Imposing the Tax

BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4551 / \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property within the district as follows:

Categorizing the Tax

Education Limitation	Categorizing the Tax	Excluded from Limitation
General Fund:	\$0.4551 / \$1,000	-0-

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED BY THE BOARD OF DIRECTORS OF UMPQUA COMMUNITY COLLEGE, DOUGLAS COUNTY, OREGON THIS 14TH DAY OF JUNE 2017.

UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

By: _____
Clerk of the Board

By: _____
UCC Board Chair

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution # 20, Establishing Clerk,
 Deputy Clerk, and Budget Officer

Date: June 14, 2017

Board approval is requested to designate Dr. Debra Thatcher as the Clerk of the Board and Rebecca Redell as the Deputy Clerk and Budget Officer for the 2017-2018 fiscal year.

Recommendation by:



Rebecca Redell, CFO

Approved for Consideration:



U.C.C. President