

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. 15 BOARD OF TRUSTEES MEETING MAY 10, 2017; 3:00 P.M., Lang Center
Work Session: Tour of Paul Morgan Observatory, 2:00 P.M.**

REVISED AGENDA

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 1-11**

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: SkillsUSA Participants	Kevin Mathweg	
VIII.	REPORTS		pp 12-21
	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. Tuition Increase Proposal Second Reading	Rebecca Redell	p 22
X.	NEW BUSINESS		
	A. Sabbatical Leave Request	Martha Joyce	pp 23-26
	B. First Reading of Policies-Revised	Various	pp 27-45
XI.	BOARD COMMENTS	Chair Becker	
XII.	ADJOURNMENT	Chair Becker	

NEXT BOARD MEETING:

- Board Meeting, June 14, 2017, 3:00 pm, HNSC 100

IMPORTANT DATES:

- Police Reserve Academy Graduation, May 13, 10:00 am, Jacoby Auditorium
- Cow Creek Scholarship Awards Dinner, May 20, 4:00 pm, Seven Feathers Resort
- Open World Delegation visit, May 13-21
- Outstanding Student Awards, May 24, 3:00 pm, Jacoby Auditorium
- Dental Pinning Ceremony, June 14, 6:00 pm, Lang Center
- ABSD Graduation, June 15, 7:00 pm, Swanson Amphitheater
- Nurses Pinning Ceremony, June 16, 10:00 am, Jacoby Auditorium
- Commencement, June 16, 6:00 pm, Swanson Amphitheater

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

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: May 10, 2017

Recommend approval of:

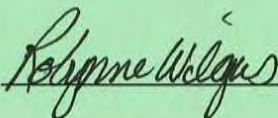
Minutes of College Board Meeting of April 12, 2017 pp 1-4

Minutes of College Board Meeting of April 26, 2017 p 5

Minutes of College Budget Meeting of April 26, 2017 pp 6-9

Personnel Actions pp 10-11

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 12, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, April 12, 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	Lynn Johnson	Cathy Chapman	Carol McGeehon	Natalya Brown
Robynne Wilgus	Kristapher Yates	Michelle Bergmann	Debbiel Hill	Vera Westbrook
Jason Aase	Guy Kennerly	Jeri Frank	Donna McGeehon	Tiffany Coleman
Rebecca Redell	Steve Loosley	Jantyne Bunce	Cindy Rejas	
David Farrington	Sanne Godfry	Brittany Eggers	Dan Yoder	

Consent Agenda

- A. Minutes of College Board meeting of March 8, 2017
- B. Minutes of College Board meeting of March 30, 2017
- C. Personnel Actions

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

Changes to the Agenda: Early Retirement Requests was added after Personnel Employment Agreements

Citizen Comments

Cindy Rejas read a comment to the Board regarding tuition increases and changes to the costs of courses. In light of the lack of student voice she recommended the Board to hold off their decisions on these matters. She was thanked for her comments.

Introduction

Marjan Coester, Director of Student Life, introduced Jantyne Bunce and Brittany Eggers. They have been chosen as the honorees for the All Oregon Academic Team and will attend a reception in Salem on April 17.

REPORTS

- **ASUCC:** Kris Yates shared a letter to the Board of Trustees from the Oregon Community College Student Association which provides an update on their efforts of restructuring; the letter has been attached to the permanent minutes. All positions on the ASUCC Leadership Team are now filled. Examples of how they provide support to the student body were shared. Upcoming activities include Spring Fling and a gratitude BBQ for faculty and staff. The food pantry is going well and receives support from the UCC Foundation and ASUCC budget.
- **ACEUCC:** there was no report.
- **UCCPTFA:** The association had a general meeting on March 8. Jeri Frank, UCCPTFA President, shared there has been increased participation and interest over the fall and winter terms. Their next general meeting is May 31. The association has initiated their intent to reopen the bargaining contract on the issue of compensation.

- **UCCFA:** Faculty are off to a good start for spring term and upcoming graduating students are already accepting jobs. John Blackwood, UCCFA President, said most of his students will be participating in the Start-Up Weekend event April 21-23. Highlights of the upcoming Faculty Lecture Series were shared. The association has requested to open negotiations on their contract.
- **President:** Dr. Thatcher shared updates on several topics.
 - Dr. Kacy Crabtree has been hired as the Provost. She will begin working at UCC in July.
 - Dir. Lathrop, Susan Taylor, and Dr. Thatcher attended the OCCA Legislative Summit in March.
 - An accreditation peer evaluator will be coming to campus on April 17 & 18.
 - A partnership with Pacific University and the Douglas ESD is being developed for teacher certification education.
 - Samples of a recently created recruitment brochure were shared.
 - Offices will be moved on campus in order to have most of Student Services located in Campus Center. The Board Room will be remodeled for the Provost Office. The goal is to have the moves remain for three years.
 - Explore Engineering was a recent campus event with over 350 attendees. It was an incredible showcase of many departments working together.
 - The bid for Snyder Hall reconstruction will go out the last week of the month. The completion date is expected to be spring of 2018.
- **OCCA:** The OCCA Board met in Salem on March 23 following the Legislative Summit. During their time in Salem, Dir. Lathrop, Susan Taylor, and Dr. Thatcher met with Representatives Hayden and Heard, and Senators Kruse and Prozanski. The main message to the legislators was to increase community college funding to \$634 million. OCCA dues will be increasing significantly in 2017-18. OCCA requested one “value word” from each Trustee regarding why they want to be on the Board; Dir. Lathrop will share the results with OCCA. On the federal level there are conversations based on risk-sharing student defaults.
- **Recovery:** Chair Becker reported the Memorial Committee is looking into recommending a memorial site. Dir. Weikum said the next UCC Strong meeting will be toward the end of May or first of June.
- **Board Goals:** Directors Lathrop and Bell continue to work on an orientation for Board members.

OLD BUSINESS

Dan Yoder, Director of Information Technology, presented Policy 705, Student Email Accounts, for a second reading. The accompanying procedure was presented as an informational item. Mr. Yoder indicated that if approved nearly 83,000 dormant student email accounts will be removed. Dir. Bell was pleased to have the policy and procedure presented at the same time.

Motion: **I move for approval of the second reading of Policy 705 Student E-Mail Accounts, as presented. Motion by Dir. Tamm, seconded by Dir. Rusch and carried unanimously.**

NEW BUSINESS

Jason Aase, Interim Vice President of Instruction, requested Board approval for a listing of fee changes; which are attached to the permanent minutes. The changes were made to adequately cover the current costs of supplies and classes; they also cover equipment maintenance and consumables. Clarifying questions were asked and the answers were discussed.

Motion: **I move for approval of the instructional fee adjustment request, as presented. Directors Weikum, Lathrop, Rusch, Tamm, Bell, and Chair Becker were in favor; Director Rice was opposed. The motion was approved.**

A request for Student Fees was presented for Board approval by David Farrington, Interim Vice President of Student Services. ASUCC Leadership Board is requesting a \$1 per credit increase; LIFE will receive \$.50 and SAFEE Student Activity Fee will receive \$.50. This increase will help supplement the payroll expenses of approximately \$92,000, which includes benefits, related to the Director of Student Life & Campus Engagement; it will also supplement and expand ASUCC services. These services include: student activities, backpacks, club requests, pantry, Safe Space training, Veteran's Center snack items, etc. The current fee is \$2.00 per credit; the proposed fee is \$3.00 per credit. The fee history and funds distribution were explained along with a discussion of what is covered. Dr. Thatcher noted students' strong desire to do their projects. The Board expressed caution about increasing the fee when the campus has been asked to reduce budgets.

Motion: **I move for approval of the increase in Student Fees to \$3.00 per credit, as presented. Motion by Dir. Rusch, seconded by Dir. Bell and carried unanimously.**

The first reading of a proposal to increase tuition was presented by Rebecca Redell, Vice President/CFO. 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 summer term 2017. Ms. Redell explained the requested increase is \$3 along with the normal CPI increase of \$2. At a recent student forum this increase was shared with students. Board discussion topics included the comparison of tuition increases at other community colleges, the legacy fee automatic increase, the effect on the reserve and maintenance fund, the recent reduction in force and budgeting, and a possible state funding increase. An additional discussion topic was how funds would be directed should the state support community colleges above \$550 million. Dir. Bell made a motion which was seconded by Dir. Rusch. The motion was amended and then both were in agreement to withdraw the motion. After the next motion was seconded, the Board asked for the following information at the second reading of the proposal: a recap of the Legacy Fee, the impact of a \$4 tuition increase in relationship to the reserves, tuition and fees comparison with other community colleges, a graph showing the reserve balance over recent years, comparison of reserves with other community colleges, and the percentage of their budget in reserves.

Motion: **I move for approval of the first reading tuition increase proposal at \$92 per credit hour. Motion by Dir. Tamm, seconded by Dir. Rusch and carried unanimously.**

Natalya Brown, Director of Accounting and Finance, presented information on the financial reports for fiscal year 2016-17, ending March 1, 2017. The reports are attached to the permanent minutes. The entity-wide statements include the Statement of Net Position which summarizes the financial position of the College, the Statement of Revenues, Expenses, and Changes in Net Position which summarizes revenues earned and expenses incurred during the period, and the Schedule of Revenues, Expenditures and Changes in Fund Balance which are Budget and Actual reports providing information on operations of individual funds and compares expenditures with the authorized appropriations.

Lynn Johnson, Director of Human Resources, requested Board approval to award contracts for probationary and regular Administrator/Confidential Exempt employees and contracts for probationary and regular Faculty, for the 2017-18 fiscal year. The listing of contracts was reviewed and is attached to the permanent minutes.

Motion: **I move for approval of personnel employment agreements, as presented. Motion by Dir. Rusch, seconded by Dir. Rice and carried unanimously.**

Ms. Johnson presented two early retirement requests for approval from the Board. Jesse Morrow, Dean of Career and Technical Education, has served the College and community for 21 years; 11.5 of those years at UCC. While he does not meet the early retirement qualifications of 15 years of continuous full-time employment, he is requesting

an exception approving his retirement effective June 30, 2017. Mr. Morrow began his relationship with UCC as a Disabled American Veteran in the fall of 1995. He graduated in 1998 with two AAS degrees and an occupational skills training certificate in fire science. He was hired in 1999 as a part-time classified Fire Science Coordinator and has been an instructor. In discussion of the request, Dir. Bell suggested reviewing the policy since an exception is being requested; Dir. Tamm would like to know the financial impact of a revision. The Board requested further information: financial implications of the request, how many people are close to retirement, and how many exceptions to the policy have been approved. Chair Becker said a special meeting will held on April 26 to review Mr. Morrow's request.

Ms. Johnson stated that Debbie Hill, Academic Scheduler, has provided the College with over 17 years of service. Ms. Hill is requesting early retirement effective January 2, 2018, as per the ACEUCC Collective Bargaining Agreement, Article XV, Section F, Early Retirement. Originally hired as part-time in Registration, she has been working full-time for the past 12 years. Ms. Hill's total full-time equivalency at time of retirement will meet the 15 year early retirement requirement. She is requesting to continue working part-time indefinitely as per Board Policy 302.10 and PERS regulations. Dir. Lathrop wanted to be sure it was understood that Board approval of Ms. Hill's request does not ensure part-time employment.

Motion: I move for approval of Debbie Hill's early retirement request, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Board Comments:

- Chair Becker said the executive session (held prior to the Board meeting) regarding the President's evaluation went very well. Goals will be developed and a statement will be shared next month.
- Recently, there has been the loss of two past-Trustees. Sue Shaffer was the first woman chair of the UCC Board and Del Blanchard served the Board for 32 years. Both of their families are in our hearts.
- Dir. Lathrop will be attending All Oregon Academic Team in Salem on Monday.

Meeting adjourned at 5:43 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:

OCCSA Letter
 Policy 705
 Instructional Fee Changes
 Finance Reports
 Admin/Faculty Contract Listings
 Early Retirement Requests – J. Morrow, D. Hill

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 26, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, April 26, 2017, in the Lang Center at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the special board meeting to order at 5:15 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, Robynne Wilgus, Lynn Johnson

Changes to the Agenda – there were none

Lynn Johnson, Director of Human Resources, presented an early retirement request for Board approval. Jesse Morrow, Dean of Career and Technical Education, is requesting approval for early retirement. Mr. Morrow has served the College and community for 21 years; 11.5 of those years at UCC. While he does not meet the early retirement qualifications of 15 years of continuous full-time employment, he is requesting an exception approving his retirement effective June 30, 2017. Mr. Morrow began his relationship with UCC as a Disabled American Veteran in the fall of 1995. He graduated in 1998 with two AAS degrees, and an occupational skills training certificate in fire science. Mr. Morrow was hired in 1999 as a part-time classified Fire Science Coordinator, has been an instructor, and is currently the Dean of Career and Technical Education. Chair Becker referenced an email, sent out earlier in the day, which included background information. Dir. Tamm noted Mr. Morrow's part-time work in addition to his full-time service added up to more than 15 years of service to UCC. Dir. Bell suggested a policy revision for alignment with bargaining agreements.

Motion: **I move for approval of the early retirement request for Jesse Morrow as presented. Motion by Dir. Bell, seconded by Dir. Rice and carried unanimously.**

Board Comments – there were none

Meeting adjourned at 5:19 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: J. Morrow Request

**UMPQUA COMMUNITY COLLEGE
BUDGET COMMITTEE MINUTES**

On Wednesday, April 26, 2017, the Umpqua Community College Budget Committee met on campus at the Danny Lang Teaching, Learning, and Event Center in Roseburg, Oregon. The meeting was called to order at 6:00 p.m. by Sally Dunn, 2016 Chair, and the pledge of allegiance was given.

Budget Directors Present: Hop Jackson, Sally Dunn, Janet Morse, Rex Stevens, Diane Phillips, Chris Davidson, Betty Tamm, Sharon Rice, Bob Bell, Wendy Weikum, Doris Lathrop, Chris Rusch and Vanessa Becker.

Budget Director Excused: Sandy Henry

Others present:

Debra Thatcher	Rebecca Redell	Brian Proctor	Becky Kipperman	Marjan Coester
Robynne Wilgus	Katie Workman	Steve Loosley	Natalya Brown	Melinda Benton
Jason Aase	Vera Westbrook	Kasey Hovik	Michelle Bergmann	Tiffany Coleman

Organization for 2017-18

BC Jackson nominated Sally Dunn for Chair, BC Davidson seconded the nomination and a unanimous vote was cast.

BC Davidson nominated Hop Jackson for Vice Chair, BC Stevens seconded the nomination and a unanimous vote was cast.

Dir. Rice nominated Rex Stevens as Secretary, Dir. Tamm seconded the nomination and unanimous vote was cast.

BC Dunn said Robert's Rules of Order with a quorum to consist of eight is recognized for this meeting.

Motion: I move for an adjournment time of 8:00 p.m. Motion by BC Stevens, seconded by BC Morse and carried unanimously.

Change to the agenda: Citizen comments will be taken after thoroughly going over the budget but prior to a decision. A signup sheet is in the back of the room.

President's Message

Dr. Debra Thatcher shared there have been two significant challenges in preparing the budget. Oregon has a \$1.7 billion shortfall which will probably result in community colleges receiving the same funding as last year yet having increased expenses. The second challenge is UCC's \$1.4 million shortfall and having no wiggle room in the budget because of dwindling reserves. In seeking ways to live within our means, without compromising services to students, a serious conversation has begun regarding creating a sustainable budget. The college has expanded athletic programs, and the Retail Management Certificate program has seen significant growth. The campus was challenged with a 10% budget reduction wherever possible. There have been reductions in our number one resource, people, along with other efforts. Yet, there is still a need to request a tuition increase. A strategic fund

related to student success needs to be developed to provide resources for evidence-based initiatives. The budget presented tonight is balanced, but the College is still looking toward sustainability.

Rebecca Redell, Vice President/CFO, presented a review of the 2017-18 Budget. She began by outlining the issue presented at the February meeting: a gap of over \$1 million due to PERS increases, payroll step increases, and other factors. Budget highlights were reviewed: PERS rates increases, cost of living increase, payroll step increases, tuition increase, returning cafeteria operations to the college, and reduction in force. The budget review and planning was comprehensive with an emphasis on student success and cost cutting.

General Fund Highlights include resources budgeted at \$23.9 million, a decrease in the projected Beginning Fund Balance, a decrease of approximately \$500,000 in salaries, addition of new athletic teams, and an operating contingency budgeted at \$1.97 million. The contingency represents a 9% reserve; which is a 1% increase in the minimum reserve from 2016-17.

General Fund Adjustments totaling \$41,506 were added due to the inclusion of obstacle course racing and a position in the small business center.

General Fund Resources include a projected balance of about \$3.2 million; which continues a downward trend. Overall, resources are relatively flat. Tuition is based upon flat enrollment with an increase to \$93 per credit. A pie chart was reviewed. State support represents 45% of the resources.

General Fund Operating expenses show a \$500,000 decline in Personnel Services. Fringe Benefits has an increase because of PERS. The jump in tuition waivers is because of the additional athletic waivers and the increase of tuition. There was a discussion of the future impact of PERS; no change is expected for another 15 years. A pie chart shows the Salary & Fringe category represent 80% of operating expenses. Another pie chart showing General Fund Operating by Function indicates over 50% of the budget is instruction based. In a discussion regarding tuition waivers, Ms. Redell indicated UCC has the highest percentage of non-employee waivers compared to other community colleges. Line charts were reviewed showing the comparison of full-time employee equivalencies in the number of personnel and salaries by classification.

General Fund Transfers include the normal yearly transfers. When questioned if the early retirement benefit pays for itself, Ms. Redell indicated it depends upon which insurance plan is chosen and when the employee retires.

General Fund Total includes the operating contingency and reserve. Discussion included insurance budgeting and the possibility of increased state funding. Budgets will be very tight and many budget managers have expressed challenges in knowing how to function this year.

Actual Ending Fund Balance since FY 2010-11 was illustrated on a line chart. There is evidence more sustainable budgeting is needed. Two options were presented as a guideline: two months of payroll or 10% of operating budget. A comparison of reserves with other community colleges was provided. If additional funds are allocated from the State, the Senior Leadership Team recommends establishing a strategic fund that could be used for program growth, retention strategies, and recruiting. Clarification was provided regarding inconsistencies with athletic salaries. Ms. Redell explained the large drop under Campus Technology, the expected need of increase funding in a few more years, and current upgrades needed for Banner 9. A few other explanations were related to changes under Learning Skills Center, Teaching, Learning, & Assessment, and the budgeting for Provost and Dean of Student Services.

Grants & Contracts Fund Highlights show a \$6 million budget for currently known Federal, State and local grants and contracts. The fund is dependent upon grants and contracts awards received during the fiscal year; Federal sources represent 52% of the budget.

Grants & Contracts Adjustment was explained by Ms. Redell. The summary page is correct however there were a couple of missed queues in the resources detail. Ms. Redell explained an appropriation line item which is a place holder for new grants.

Special Revenue Fund Highlights include the proposed budget of about \$4.4 million. The Special Events program has been moved to the Enterprise Fund as the revenues received directly support the program.

Special Revenue Fund Adjustment is \$100,000 to be prepared for Retail Management Certificate program growth. Part of the tuition from the program will be moved into a self-sustaining fund with a caveat of leftover funds being returned to the general fund if money is made.

Financial Aid Fund Highlights indicate federal and state student aid programs provide the majority of revenue for the fund, 73% of students currently receive financial aid, and the estimate for the Oregon Promise grant is \$2 million.

Capital Projects Fund Highlights include the amount for Snyder building reconstruction, a budget for the Industrial Arts building design documents, and a considerable decrease in budget due to the Bonnie J. Ford Health, Nursing, and Science Center completion. There was a discussion regarding an increased funding need for deferred maintenance.

Debt Service Highlights show the primary source of revenue as a transfer of \$1,243,196 from the General Fund. The PERS Unfunded Actuarial Liability Reserve has now been fully established and will equalize PERS repayments through the year 2027-28.

Legacy Fee projected income was reviewed. Dir. Bell noted the fee is to be revisited in five years, 2019-20; if feasible, the fee could be reduced at that time.

Insurance Fund Highlights show the slightly reduced budget from FY 2017 is due mainly to the declining ending fund balance for retiree insurance. Operations are funded through the transfer of resources from the General Fund and any unspent ending fund balance from the previous year.

Enterprise Fund Highlights show the fund covers the operations of the Bookstore, Food Service, Catering, Incubator, and Special Events programs. It is estimated to generate about \$2.45 million, there will not be a transfer to the General Fund from the Bookstore, and Food Service will be returning to UCC. Ms. Redell explained the circumstances of the Bookstore just breaking even at this time. The Bookstore is seeing more traffic, and is doing well to make books as affordable as possible.

Internal Service Fund accounts for Motor Pool operations and Copier funds that generate revenue by providing services on a cost reimbursement basis to College operating funds.

Agency Fund is the account for student government (ASUCC) and student club activities. Its primary source of revenue consists of club revenue generated by students. The General Fund supports operations of this fund by providing a \$35,000 transfer for ASUCC administration, Phi Theta Kappa, and Skills USA travel.

Citizen Comments – there were none

As the hour approached the previously designated adjournment time, a motion was made.

Motion: I move for an adjournment time of 8:15 p.m. Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Budget Committee Comments:

- After a question, Ms. Redell indicated if tuition changes from what is in the budget, a second meeting may not be required. There is a certain percentage of change allowed after a budget is approved.

Motion: I move for approval of the general operating fund for 2017-2018 as presented to include the College permanent tax rate of \$.4551/\$1000 of ad valorem property taxes to be certified for collection. Motion by BC Morse, seconded by BC Stevens and carried unanimously.

Motion: I move for approval of the proposed Special Revenue Funds, as presented. Motion by BC Stevens, seconded by BC Jackson and carried unanimously.

Meeting adjourned at 8:03 p.m.

Respectfully submitted,

Approved,

Rex Stevens
Secretary

Sally Dunn
Chair

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: May 10, 2017

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

N/A

Faculty Contract:

N/A

Resignation/Separations:

William D. Armstrong, Business Instructor – Retirement effective December 2017



Serving Douglas County Since 1964

April 14, 2017

William Armstrong
Umpqua Community College
Business Department

Mr. Morrow:

I am writing this letter to provide you with official notification that I plan to retire in December 2017. I plan to work through Fall Term and retire at the end of December. The exact date will depend on Payroll and PERS requirements for retirement by the end of the month.

Sincerely,

A handwritten signature in black ink, appearing to read "W.D. Armstrong", is written over a faint, larger version of the same signature.

William D. Armstrong
Business Instructor


Cc: Lynn Johnson
Toni Clough

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports Date: May 10, 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:
<hr/>	 <hr/> U.C.C. President

**Instructional Board Report
May 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 visit with the peer evaluator sent by the Northwest Commission on Colleges and Universities was very positive. She was impressed with the excellent work that has been done and appreciated the openness and honesty of all involved. There were a couple of areas which we knew were still in progress, such as the governance model, in which she noted the need for documented follow through. We anticipate the Commission will review the full report in their June quarterly meeting. We are continuing the work on the next ad hoc report, which is due this fall along with another site visit.
- An upcoming focus of accreditation will be outcomes assessment in non-instructional areas of the college, beginning with advising. We look forward to working with all areas of the college in developing meaningful outcomes and indicators of achievement.
- Charters are being developed for Instructional Council, Curriculum Committee, and the Accreditation Oversight Committee.

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

- Success Center open house was well attended on April 11th including 37 students, staff and board member as well as two classes from the Woolley Center. Since our open house our building traffic has increased.

Debi Gresham, Assessment Coordinator

- As part of our ongoing assessment efforts, and in response to Recommendation 7 of the Year Seven Evaluation Report, faculty were asked to submit an assessment report this year that assessed at least one course outcome and the related universal and/or program area outcomes for a selected course. As of today, 95% of the requested FT faculty have submitted those reports. We currently have 61 FT faculty, 18 of whom were excluded from the request for various reasons. Of the 43 remaining FT faculty, 41 submitted assessment reports during the Fall and Winter quarters. Assessment reports are now in the hands of the Assessment Review Taskforce for the Peer Review process.

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

Humanities Department; Department Chair Amy Fair

- Working with the syllabus task force to develop and finalize a “scaffolding” for syllabuses across campus that will ensure the necessary information (updated outcomes, accommodations statement, etc.) are present on all syllabuses at UCC.
- Writing instructors will be meeting in May to create a Canvas-based OER reader for our WR115, WR121, and WR122 students, with the help of the library staff and the UCCOnline office. Our reader has skyrocketed in price, and we have decided that a web-based, free reader (populated with the personal choices of UCC instructors) keeps cost at a minimum for students as well as giving instructors more freedom to choose the readings covered in their writing classes.

Fine and Performing; Arts; Susan Rochester, Department Chair

Art:

- The student art show is in the planning stages and will open on Thursday, May 11, with a reception at 12:30 pm.
- Three UCC students just returned from a tour of Scotland with the Roseburg Concert Chorale (MUS 297). The tour was very successful and included performances at Rosslyn Chapel, St. Giles Cathedral (Edinburg), and St. Andrew's Cathedral (Inverness). It was a life-changing experience for the students, and the trip truly provided them with new global and cultural perspectives.

Music:

- The Umpqua Singers recently completed a short recruitment tour on the southern Oregon coast. A second recruitment tour was completed April 25-27 with performances at Western Oregon University, Chemeketa Community College, and high schools in Albany, Bend, Redmond, and Prineville.
- The Umpqua Singers also received an invitation to perform at the Summer Solstice Music Festival in Seldovia, Alaska. The Alaskan tour will be June 18-26.
- The UCC Music Program is also presenting a joint concert with Roseburg's Sister City, Arranda de Duero on June 9. We will broadcast a noon concert in Centerstage Theatre to be viewed in Arranda de Duero, as they simultaneously perform and broadcast an evening concert that will be shown in our theatre. This will be a great opportunity to strengthen ties with our Sister City and will serve as a great prelude for an Umpqua Singers tour of Spain next year.

Human Services; Sandra Angeli-Gade

- An HS student, Byronna Thomas, with financial help from ASUCC has designed, researched and implemented a Student Resource Guide. Byronna worked tirelessly over a year to produce these amazing guide books. These guides list on and off campus resources and contain information about community discounts for UCC Students. These guides were handed out at the counseling center, HELP Desk, student center and Financial Aide. At this time all 250 have been dispersed and an additional 100 have been order. Additionally, there are plans to link the Student Resource Guide to the UCC website.

SBDC and UBC; Debbie Caterson, Director

- Latino Outreach Program: Portable Grant Funds Received \$15,000 to be used to hire a person to head up the outreach program for Douglas County. The person hired took another position in Albany. We are searching for another Latino project manager. SBDC may shift the funds towards a SBM for Native Americans. Meeting with Kathleen Flanagan from TFFF will take place May 1, 2017 as we design the program.
- Start-Up Weekend April 21-23 was a huge success.

Community and Workforce Training; Robin VanWinkle, Director Community Education

- The department is delivering short term trainings in the areas of Log Scaling, Aluminum Welding and Phlebotomy with full enrollment. Additionally, CWT recently offered successful continuing education classes for Wastewater Operators to prep them for their certification exams and to those seeking pesticide application certifications.
- Umpqua Community College will host the statewide forum for Community and Continuing Education professionals at the Lang Event Center May 2 & 3, 2017. The focus of the forum will be to learn proven methods from visiting staff from Kirkwood Community College (Cedar Rapids Iowa). Their Continuing Education and Training Services division (CETS) is one of the leading lifelong learning/workforce training units in North America.

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

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

1. Recovery Efforts:

- Campus Mental Health, Recovery and Wellness, Student Life, Foundation, Bookstore and Human Resources is kicking off the student **Safe College's Campaign**. When a student completes Campus SaVe Act, Intimate Partner Violence and/or Active Shooter preparedness training, they qualify to receive a \$5 UCC Bookstore gift card (while supplies last). If all three are completed by June 1, 2017, they will be entered in to a drawing for a \$50 UCC Bookstore gift card. Additional trainings are available on a variety of topics.
- UCC Job Placement, is holding a Career After College Fair on April 26th from 11-2 to assist our upcoming graduates to network and learn about job opportunities with local employers.

2. Student Success Efforts:

- Currently we have 77 UCC Scholars for Cohort 4 –This number will usually drop a little before fall term begins. Cohort 4 will be the first group to have all scholarships applied first prior to the application of the tuition waiver. 66 of the cohort are entering with having completed dual credit in high school. The UCC Scholars Reception is May 11.
- Advising is preparing for the July 1 loss of the Manager and 2 grant-funded FTE by: (1) reviewing advisor program assignments and (2) student advisee loads, as well as (3) developing a Canvas Advisor training module with procedures, key documents, and program specific tips/notes to facilitate advising accuracy and as much continuity of information through the transition as possible.

FINANCIAL SERVICES BOARD REPORT
May 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 review.

Financial Services; Rebecca Redell, CFO:

- Work continues to improve college efficiencies with the DocuWare installation. Up next for upgrades are the HR onboarding process, Financial Aid process, and Accounts Payable process.
- The Proposed Budget was approved at the April 26th External Budget Committee meeting.

Purchasing; Jules DeGiulio, Purchasing Manager:

- Invitation to Bid for Snyder Hall published to Oregon Contractors 4/24/17. Bid Closing scheduled for 5/22/17.
- Final Furniture and Equipment purchases in process for HNSB. All materials to be received by 6/30/17.

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

- External audit field trip is scheduled for the week of 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.
- We are conducting preliminary grant reviews with grant administrators in preparation for the year-end close-out.
- Additional efficiencies are being built in DocuWare, electronic document management system.
- The office is working with OCCA in providing fiscal impact statements in response to various legislative bills.

Bookstore; Micque Shoemaker, Bookstore Manager:

- The USDA, Food & Nutrition Service has acknowledged receipt of all the documents necessary to evaluate our SNAP application to be an approved SNAP retailer. Our application is currently being reviewed. If we meet all of the eligibility requirements they will be conducting an on-site store visit within six weeks to determine a final decision.

Special Events, Greg Smith, Food Services Director:

- Operation of the cafeteria will begin on May 1, 2017.

COMMUNICATIONS AND MARKETING BOARD REPORT

April, 2017

Tiffany Coleman, Director of Communications and Marketing

We continue to work closely and directly with departments and programs to best market the College. We and our partners are seeing some incredible results from our highly creative efforts.

Digital Marketing

We have been shifting our focus from some of our more traditional marketing avenues to include more digital marketing opportunities. We are continually challenging ourselves to look for unique opportunities to send and share content with our internal and external audiences. Our recent results with social media have been astounding. Through creative storytelling and imagery, we have successfully marketed and promoted campus jobs, the UCC Library, Adult Basic Skills, the UCC Foundation, all three of our new athletics programs, and the upcoming Police Reserve Academy (PRA) class. Five days into our Phase I efforts with the PRA campaign, we actually broke a record on our campus Facebook page. We created and shared a story on a graduate that reached 10,701 people (and counting). Interestingly, the page has approximately 7,400 likes/followers. This means our reach with this story potentially hit every single follower, and nearly 50% more people. 👍 To see what we are up to, "like" our page: <https://www.facebook.com/umpquacc>.

We are also investing effort into some of our non-traditional ways to educate Douglas County. We worked closely with the SBDC to digitally promote Startup Weekend. This event, and the widely-attended Explore Event, reaches people we wouldn't normally touch through traditional classroom education. We invest in promoting these events because they leave a lasting impression on those who visit and learn through UCC.

Digital marketing is measurable. It allows us to create reports and share the outcomes with our partners. Not only do we use this approach for our social media efforts, we also use it to measure engagement on the UCC website. As we move forward, we will begin to create and share any notable web activity reports.

Building an Intranet

We are investing time and effort into creating an intranet site. When complete, this site will be the source for all internal communications and employee information. All of UCC's internal committee information, employee forms, news and resources, and other UCC-specific items will be removed from the main website and transitioned into this secured sign-on area. A completion date for this project will be set once a committee or task force determines its final content, and campus-wide needs and feedback are taken into consideration.

Upcoming projects/promotions:

- New program promotion/rollout: Cybersecurity
- Paralegal program videos/success stories
- Police Reserve Academy, Phase II and III
- Summer Registration
- SOWI Tasting Room reopening

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

Maintenance

- Full installation of new Chiller and Cooling Tower replacement.

Security

- Consultant chosen and contract signed for new Emergency Response Plan to put UCC in full Federal and State compliance.

Construction

- Working on Science roof to eliminate dry rot, repair drainage capacity, install new flat roof on damaged portion and develop and install new gutter system.
- Invitation to bid went out on the 24th for Snyder Hall. We are expecting bids to be returned on the 24th of May with Construction to begin the week after graduation.

UCC FOUNDATION BOARD REPORT
May 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:
 - **Scholarship awards** - The UCC Foundation held Scholarship Decision Day on April 13th. 127 students were offered \$300,000 in scholarships for the 2017-2018 academic year – students are in the process of accepting offers at this time.

2. Accreditation, strategic planning, governance changes, and policy development:
 - **Mission** – A task force of the UCC Foundation board met on April 4th to rewrite the mission statement of the UCC Foundation to align with UCC's new mission. The new mission will go to a vote in June.

3. Recovery efforts:
 - **Project SERV** – The Grant Development Office is working with Campus Mental Health Recovery and Wellness staff to submit a grant application to the U.S. Department of Education for Project SERV 2 – for Immediate Services in the amount of \$352,349.

4. Student success efforts:
 - **New scholarship** – The Sabala Memorial Scholarship Endowment has been established to assist student athletes.
 - **Events** – The first Scholarship and Donor Reception will be held for new scholarship recipients and donors on May 24th.
 - **Grants** – Missy Olson is working with the staff of Adult Basic Skills on a new request for proposals to fund Adult Education and Literacy activities for the Workforce Innovation & Opportunity Act.

UCC RECOVERY GRANT UPDATE

As provided in a recent quarterly report to the Oregon state legislature

1. The UCC Information Technology (IT) department is in the process of upgrading network fiber systems in order to provide the capacity to support all security, information systems, door locks, and notification systems additions and expansions.
2. The Public Address (PA) system is currently being piloted in the Educational Skills Building and is undergoing testing for various scenarios. As soon as the IT and Facilities departments resolve any issues, they will proceed to set up the PA system for all other buildings on campus, as well as off campus locations that are on the UCC network.
3. The construction of Snyder Hall will begin in mid-June 2017 and take approximately 15 months to complete. Contracting bids on the project will be collected by the end of May 2017. A selection on the contractor will be made by May 31st. Mobilization will start in June 2017.
4. UCC is working with West Coast Consulting Group on the creation of a comprehensive emergency protocol plan, which will also include an online platform and professional development training.
5. UCC will install Blue Light Emergency Phone Stations at 6 locations around the UCC campus.
6. We continue to work toward normalizing the learning environment with continued trainings in trauma and grief recovery, response to emergency situations, behavioral intervention, and mental health and wellness support topics.

UCCPTFA Board Report

May 2017

Jeri Frank, President, UCCPTFA

Part-time faculty member Marguerite Garrison presented a faculty lecture in the 2016-17 series on April 19. Her topic was family stories and their importance to our lives. She has been writing about her own family stories for years. It was a wonderful contribution to this valuable lecture series.

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

Our spring term General Meeting will take place on May 31. We have welcomed our colleagues' interest and participation in our union throughout fall, winter, and spring terms.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Tuition Increase Proposal
 Second Reading

Date: May 10, 2017

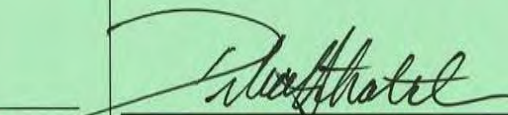
Whereas the expected state level funding for community colleges will be well below the current service level and other measures have been taken to significantly reduce costs therefore, approval is requested to increase tuition to \$93 per credit hour. The increase will be effective at the beginning of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

Information Item

Action Item

Subject: Sabbatical Leave Request

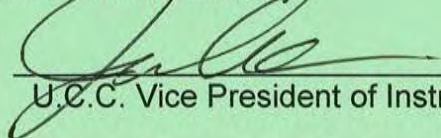
Date: May 10, 2017

Martha Joyce, Interim Dean of Arts and Sciences, will be presenting the following sabbatical leave for Emery Smith for Fall 2017.

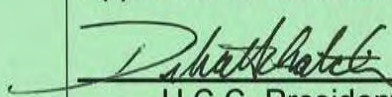
Dr. Smith proposes to complete a set of readings on developmental and shock trauma and then will develop short online courses for

- Students: To help them understand how trauma affects their lives.
- Faculty: To help them gain a better understanding of how to teach trauma victims.
- Veterans: To specifically address how trauma affects their educational attainment.

Recommendation by:


 U.C.C. Vice President of Instruction

Approved for Consideration:


 U.C.C. President

Faculty Sabbatical Leave Application

Name of Applicant: Emery Smith

I hereby apply for a sabbatical leave as provided in Board Policy 318.09 and Article XXII, Section C of the *UCCFA Contract, Sabbatical Leave*.

"Sabbatical/leave has been developed to broaden the educational background of the faculty member and above all, increase his/her usefulness to the College. "

I request a sabbatical for the following terms and year(s): Fall, 2017

I have served, continuously, the equivalent of six or more full time academic years at UCC without being granted a sabbatical leave. Yes No Date of full time hire: September 2007

I have taken previous sabbaticals as follows (list term and year):

none

Signature of Applicant: Emery Smith

Date: 3/21/2017

Signature of Chair/Supervisor: [Signature]

Date: 3-21-2017

Signature of Dean/Director: [Signature]

Date: 3-22-17

Signature of FPD Chair: [Signature]

Date: 4-17-17

Signature of Vice President: [Signature]

Date: 3/31/17

1. What do you plan to accomplish with your sabbatical? (criteria to be considered in the selection of a sabbatical leave candidate: admission to a recognized college, university, technical school or on-the-job training; personal study, research writing; travel to better the applicant in his/her own instruction field; other considerations that are determined to be relevant to the candidate's assignment or to met the instructional and College strategic priorities)

I intend to complete a set of readings on developmental and shock trauma from the attached reading list. In consultation with Cara DiMarco, PhD, who teaches trauma recovery as part of the Women in Transition program at Lane Community College.

2. How do you anticipate that your sabbatical plan will make you a better instructor/employee? How will your sabbatical plan improve your teaching and student learning? How does your sabbatical plan help you meet your professional development plan goals?

As a victim of both developmental and shock trauma I have already experienced significant growth personally and professionally from understanding and dealing with trauma. The product of my studies will be at least two online short courses for students (to help them understand how trauma affects their lives); faculty (to help them gain a better understanding of how to teach trauma victims; and veterans (to specifically address how trauma affects their educational attainment).

3. What activities will help you meet the anticipated accomplishments of your sabbatical plan?

See attached reading list. In addition to reading the books on the list I will regularly consult with Dr. DiMarco and our Accessibility Coordinator to tailor the course to our specific population. There are multiple works from various journals just becoming available, which I will add to the list. I will also work with UCC Online to ensure quality online coursework for our students and faculty.

4. What is your anticipated timetable for accomplishing the activities of your plan?

I will complete the reading by mid fall term 2017. I will complete rough course designs by the end of that term and complete the course designs during Winter 2018. At least two short courses will be offered Spring 2018.

5. What documentation will you provide for your activities and the completion of your sabbatical plan when you write your sabbatical report?

I will provide an outline and access to the courses to the board and administration before launching them Spring 2018. In a follow up report I will document that I have launched at least two courses: one for faculty to help them identify behaviors common to trauma victims and to provide strategies to teach those students; one for students to help them determine if they suffer trauma and, if so, what to do to overcome trauma related obstacles and help ensure their academic success; and possibly another to help veterans understand how developmental trauma may be affecting their education.

6. Is there any additional information that you believe would be helpful for the readers to understand your proposal?

It has been 12 years since I took a break from teaching and I fear I am getting a bit stale. This will allow me to refresh and recharge which, in addition to offering trauma short courses at UCC, will provide me with a new perspective on the courses I currently teach and new skills to ensure I am reaching students who suffer from trauma of both kinds. In addition I hope to leave a collection of books and articles on trauma informed learning with our library and keep the most current research available for the UCC and local learning communities in that collection.

This sabbatical plan, which I will complete, will be of mutual benefit to the college and to me. I understand that any significant change must also be approved by the VPI. I further understand that I will submit a written report to the college documenting how I have accomplished this plan upon my return.

Signature of Applicant: Emery Smith (electronic signature)

Reading list for Trauma Informed Learning sabbatical research.

- Heller, L. (2012). *Healing Developmental Trauma*. Berkeley: North Atlantic Books.
- Hooks, B. (1994). *Teaching to Transgress: Education as the Practice of Freedom*. New York: Routledge.
- Levine, P. (1997). *Waking the Tiger: Healing Trauma*. Berkeley: North Atlantic Books.
- Pally, R. (2000). *The Mind-Brain Relationship*. New York: Karnac Books.
- Porges, S. (2011). *The Polyvagal Theory*. New York: W.W. Norton.
- Schore, A. (2003). *Affect Dysregulation and Disorders of the Self*. New York: W.W. Norton.
- Schore, A. (2003). *Affect Regulation and the Repair of Self*. New York: W.W. Norton.
- Siegel, D. (2003). *Parenting From the Inside Out*. New York: Putman.
- Zandina, J. (2014). *Multiple Pathways to the Student Brain: Energizing and Enhancing Instruction*. San Fransisco: Jossey-Bass.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

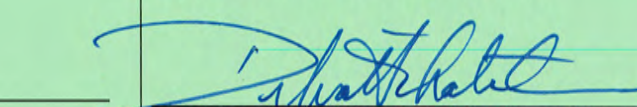
Subject: 1st Reading Proposed Policies - Revised Date: May 10, 2017

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

<u>Pol. #</u>	<u>Title</u>	<u>Presenter</u>
600.05	Fiscal Responsibility Asset Protection	Rebecca Redell
601	Purchasing Policy	Jules DeGiulio
615 (was730)	Bookstore Operations	Micque Shoemaker
709.03	Academic Forgiveness	David Farrington
Add:		
709.01	Academic Probation	David Farrington
709.02	Academic Suspension	David Farrington

The associated administrative procedures are presented as an "Information Item":

<u>AP #</u>	<u>Title</u>
600.05	Fiscal Responsibility Asset Protection
601	Purchasing Procedures
601.1	Credit Card Procedures
615.01	Textbooks & Course Materials Selection and Order Schedule
615.02	Complimentary Desk Copies
615.03	Textbook Buyback
615.04	Textbook Pricing
Add:	
709.01	Academic Probation
709.02	Academic Suspension

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

POLICY REVISION

Policy Number: 600.05

Title: Fiscal Responsibility Asset Protection

Revision Date: 5/10/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>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.</p>	<p>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.</p>
<p>The College shall conservatively plan the expenditures in any fiscal year so as not exceed the resourced available.</p>	<p>The College shall conservatively plan the expenditures in any fiscal year so as not to exceed the resources available.</p>
<p>The College shall not reduce the current assets at any time to less than twice current liabilities or shall not allow cash to drop below a safety reserve of less than \$500,000 at any time.</p>	<p>The Chief Financial Officer is responsible for implementing this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
<p>The College shall maintain a working capital reserve at the end of any fiscal period of not less than 8% of the year's budgeted operating expenditures.</p>	



ADMINISTRATIVE PROCEDURE

TITLE: Fiscal Responsibility Asset Protection

ADMINISTRATIVE PROCEDURE # 600.05

RELATED TO POLICY # 600.05 Fiscal Responsibility Asset Protection

The College shall not reduce the current assets at any time to less than twice current liabilities and shall not allow cash to drop below a safety reserve of less than \$1,000,000 at any time.

The College shall maintain an ending fund balance at the end of any fiscal period of not less than 10% of the year's General Fund budgeted operating expenditures. The targeted Ending Fund Balance includes budgeted contingencies and Unappropriated Ending Fund Balance. When the Ending Fund Balance falls to 9% or less, the College shall adopt a plan to replenish the Ending Fund Balance to 10% within two years.

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 4/25/2017 by College Council

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:



ADMINISTRATIVE PROCEDURE

TITLE: Purchasing Procedures

ADMINISTRATIVE PROCEDURE # 601

RELATED TO POLICY # 601 Purchasing Policy

In all procurements, the purchaser shall act in the best interest of UCC to determine best value and promote a fair and competitive process among vendors. Purchase decisions may be made on lowest price, but factors such as warranties, shipping and handling fees, delivery schedule, and quality should also be considered.

Public employees may not benefit directly from their position, or as a result of any transaction involving public funds. Employees authorized to purchase on behalf of the College may not solicit or accept any gratuity from a vendor. **ORS 244.040.**

There are three main thresholds governed by statute.

1. **Small Procurements** are those that are <\$10,000.00.
2. **Intermediate Procurements** are \geq \$10,000.00 but <\$150,000.00.
3. **Large Procurements** are \geq \$150,000.00.

Small Procurements:

UCC has decentralized purchasing authority for Small Procurements. Purchases of <\$10,000.00 generated at the department level may be completed if sufficient budget and signature authority exists. These approval levels are established by the Finance Department and set in Banner. It is encouraged, but not required, to generate a Purchase Order at the Small Procurement level. Purchasers are charged with seeking lowest price and/or best value for all procurements.

Purchase Orders or more detailed and formal Contracts are required for Intermediate and Large Procurements.

Intermediate Procurements:

The Purchasing Manager must be involved to insure compliance with applicable policies and statutes. A Purchase Order is required, which may be generated in the originating department. A required minimum three (3) Quotes from different vendors insures market competition and keeps vendors active and engaged. Communicating equally with each vendor is critical so no vendor has a competitive advantage.

Quotes may be accepted by any method, but the purchaser soliciting them must document all contacts and forward the information to the Purchasing Manager for the official files. The official signed Purchase Order, complete with Terms & Conditions, is printed in the Purchasing Office. Full system (Banner) authorization is required prior to sending the Purchase Order or communicating the Award.

If a formal contract is drawn up for this level purchase, it may only be signed and executed by the College President, the College Chief Financial Officer, or an authorized designee.

Large Procurements:

The Purchasing Manager has overall responsibility for the Solicitation, Evaluation, Contract and Award and must be involved to insure compliance with applicable policies and statutes. A Purchase Order *and* Formal Contract are required. The appropriate Solicitation type (e.g., RFI, RFB, RFP) and Contract type (e.g., PSC, PKS, CM/GC) will be selected based on what's being purchased. The formal Solicitation shall be made in writing and be advertised on the Oregon Purchasing Information Network (ORPIN) and other avenues to insure market coverage and fair market competition. Formal written responses will be accepted by the Purchasing Manager or designee. Responsive Bids or Proposals will be evaluated by UCC staff and facilitated by the Purchasing Manager. Contract Documents are submitted for legal review when necessary. Full system (Banner) approval is required prior to Order placement, Award, or Contract execution. The official signed Purchase Order with Terms & Conditions is included with the Contract documents.

All related documentation and correspondence are kept in Purchasing Department files in accordance with **BP 600.04**, Records, Retention, and Destruction.

Contracts at this level may only be signed and executed by the College President, Chief Financial Officer, or authorized designee.

Fragmenting a Purchase:

Under no circumstances will UCC staff attempt to artificially divide or fragment a purchase in order to avoid Oregon Statutes as outlined above. **(ORS279B.065 and ORS279B.070)**

OTHER PURCHASE TYPES:

Credit Card Purchases:

See AP 601.1

Standing Purchase Orders:

Purchases that generate multiple invoices for an extended time period may be generated as Standing Purchase Orders. The Purchasing Manager generates these in Banner with

assistance from the originating departments during the first month of each fiscal year. All Oregon Statutes at all purchase levels apply.

Order to Direct Pay:

When a Purchase Order is not required and expediency is best practice, authorized staff may place an order (usually by phone or on-line) and accept an invoice. After confirming receipt of goods or services, authorized staff shall approve the invoice in writing and send it to Accounts Payable to process. Approval requires writing "ok to pay" on the invoice, adding the proper Budget and Account Codes, the approver's initials, and date or by emailing the same information to Accounts Payable. The approver's Banner authority must equal or surpass the invoice total. Direct Pay may **only** be applied to Small Procurements at the department level.

RELATED:

Proforma Invoice Payments.

Pay-in-Advance or Partial Deposit for goods and services is allowed only under exceptional circumstances and is evaluated by the Purchasing Manager and Finance Department Staff on a case-by-case basis. The Purchasing Manager must be contacted *prior to* placing the order whenever a vendor requests this. This applies to *all* level of purchases.

Payment Terms:

UCC pays invoices with standard Net30 day terms. The College will accept discounted terms when negotiated by the purchaser and properly communicated to Accounts Payable in Finance.

Book Store Purchases:

The College's Bookstore staff handles their own procurement activity. Goods and services purchased for departmental use remain governed by Oregon Statute and Community College Rules. Items purchased for resale are exempt from standard competitive bidding requirements per **CCR.228**. Items such as textbooks, which may include Intellectual Property or Copyrights, are exempt from that process per **ORS 279a(2)(h)** and **CCR.212**.

RESPONSIBILITY

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/25/2017 by College Council

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Credit Card Procedure

ADMINISTRATIVE PROCEDURE # 601.1

RELATED TO POLICY # 601 Purchasing Policy

Credit Card use, as a method of purchase, is fully governed by all, and may not be used to circumvent any, approved Purchasing Policy or Procedure. Purchases with a card may **only** be used for *Small Procurements* at the departmental level. (AP 601) Cards are issued with approval of the Chief Financial Officer (CFO). The UCC Credit Card Usage Agreement form must be read and signed by the card user.

Card purchases by authorized staff are to be transacted only as a supplement to regular procurement methods and when appropriate - e.g.: hotels and travel, rental cars, on-line vendors, registrations, subscriptions, or time-sensitive situations.

Documentation for, and reconciliation of, these purchase types are the responsibility of the originating department.

Card holders shall agree to the following statements:

1. To abide by all approved policy and procedures for Credit Card use.
2. To use the issued card for UCC business only.
3. To not exceed budget authority or the card's remaining balance.
4. This card will not be used for personal use.
5. This card will not be used to withdraw cash.
6. No tobacco products or controlled substances of any kind will be purchased with this card.
7. Alcohol for consumption is *only* permitted for instructional use within SOWI's program charter.
8. Industrial grade alcohol purchased for instructional use, must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager.
9. The card will be reconciled no later than the 5th of the month immediately following receipt of the statement. Any delay to this schedule will be communicated to Accounts Payable staff.

Card holders are ultimately responsible for the cards and all charges incurred. Lost or stolen cards or associated data should be reported to the Chief Financial Officer as soon as possible. Misuse or abuse of the card may result in disciplinary action ranging from loss of privilege and/or restitution to possible termination. Cards must be returned immediately to the CFO's office upon termination of employment.

In case of Fraud

In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer.

Use of Purchasing Department Credit Card

In a situation where the local department's credit card limit will be exceeded, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/25/2017 by College Council

DATE(S) OF PRIOR REVIEW:

POLICY REVISION

Policy Number: 615 (was 730)

Title: Bookstore Operations

Revision Date: 5/10/2017

Current Policy	Proposed Policy
<p>BOARD POLICY SERIES NUMBER: 730</p> <p>TITLE: BOOKSTORE</p> <p>The College bookstore is a non-profit, institutionally owned stores, operated as a service to its academic and local community. The necessary textbooks and supplies for classes shall be made available.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISIONS(S): 12/10/08 by Board DATE OF LAST REVIEW:</p>	<p>BOARD POLICY SERIES NUMBER: 615</p> <p>TITLE: BOOKSTORE OPERATIONS</p> <p>The bookstore is a self-sustaining, institutionally owned store, operated as a service to its academic and local community.</p> <p>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.</p> <p>The bookstore is responsible for establishing prices.</p> <p>The Bookstore Manager is responsible for implementing this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedures.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISIONS(S): DATE OF LAST REVIEW:</p>



ADMINISTRATIVE PROCEDURE

TITLE: Textbooks & Course Materials Selection and Order Schedule

ADMINISTRATIVE PROCEDURE # 615.01

RELATED TO POLICY # 615 Bookstore Operations

In order to support student success and help reduce academic expenses for students, this procedure provides requirements of on-time submission of course materials.

Prior to each term faculty members must submit their adoptions for required and/or recommended textbooks, course materials & supplies and expected length of use to the bookstore by a predetermined date to meet federal and state guidelines. Each faculty member is responsible for selecting bias-free materials that provide exceptional value to students.

In order to provide as many used books as possible by taking advantage of the buy-back cycle, and to meet the needs of HB 2871, the following deadlines are in place:

Order for Term	In Preceding Term
Summer	Spring
Fall	Spring
Winter	Fall
Spring	Winter

In compliance with the Higher Education Opportunity Act of 2010 required textbooks and materials shall be posted on the bookstore website at <https://bookstore.umpqua.edu/college> by the first day of registration.

In compliance with Oregon House Bill 2871, Section 4 requires that the college shall prominently designate courses with course materials that exclusively consist of open or free textbooks or other low-cost or no-cost course materials. The course designation required by this section must appear in the published course descriptions that are on the internet or are otherwise provided to students at the time of course registration, including on the campus bookstore course materials list that is provided for the course.

RESPONSIBILITY:

The Bookstore Manager is responsible for carrying out this procedure as it pertains to the bookstore and its associated responsibilities. The Academic Deans are responsible for carrying out this procedure as it pertains to responsibilities associated with faculty members.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/25/2017 by College Council

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Complimentary Desk Copies

ADMINISTRATIVE PROCEDURE # 615.02

RELATED TO POLICY # 615 Bookstore Operations

Publishing companies do not provide complimentary copies to bookstores. Instructors who need a complimentary textbook for their classes will contact publishers for their texts. The bookstore can provide instructors with information to contact publishers.

RESPONSIBILITY:

The Bookstore Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/25/2017 by College Council

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Textbook Buyback

ADMINISTRATIVE PROCEDURE # 615.03

RELATED TO POLICY # 615 Bookstore Operations

In order to support student success and textbook affordability for students, the bookstore will purchase books from students.

The bookstore will purchase books during buyback dates based on faculty adoptions for the upcoming term.

RESPONSIBILITY:

The Bookstore Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/25/2017 by College Council

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Textbook Pricing

ADMINISTRATIVE PROCEDURE # 615.04

RELATED TO POLICY # 615 Bookstore Operations

When setting prices for textbooks and course materials the bookstore will consider the following factors:

- The cost of the materials.
- Associated freight costs.
- A review of prices available at national retailers.
- Discounts that are made available at the time of purchase.

The bookstore maintains a mark-up on course materials that covers the above factors, bookstore personnel, operations, and other indirect expenses.

Prices of textbooks sold at the bookstore will be consistent with the prices of other institutionally owned bookstores.

RESPONSIBILITY:

The Bookstore Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/25/2017 by College Council

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:



ADMINISTRATIVE PROCEDURE

TITLE: Academic Probation

ADMINISTRATIVE PROCEDURE # 709.01

RELATED TO POLICY # 709.01 Academic Probation

Academic Probation will be applied based on the criteria stated in Board Policy 709.01.

Students placed on Academic Probation will be notified in writing by the Registrar's Office within one (1) week of the date the Registrar releases grades.

After two (2) consecutive quarters of probation, students will be automatically suspended per Board Policy 709.02.

Students receiving financial and/or veteran aid through the college will be required to meet the Satisfactory Academic Progress requirements outlined in the financial aid and/or veteran literature.

Students who feel an error has occurred in their academic record will have 90 days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Registrar's Office.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 04/26/2017 by College Council

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:



ADMINISTRATIVE PROCEDURE

TITLE: Academic Suspension

ADMINISTRATIVE PROCEDURE # 709.02

RELATED TO POLICY # 709.02 Academic Suspension

Academic Suspension will be applied based on the criteria stated in Board Policy 709.02.

Students placed on Academic Suspension will be notified in writing by the Registrar's Office within one (1) week of the date the Registrar releases grades.

Once students are placed on suspended status any courses the students have pre-registered for will be dropped from their schedule. Students will be required to meet with the Manager of Advising, Testing, & Accessibility Services prior to registering for courses.

The Manager of Advising, Testing, & Accessibility Services will work with students to determine the appropriate actions and credit limitations necessary to help ensure future academic success.

Students placed on Academic Suspension must bring their cumulative GPA to a 2.00 or better to have the suspended status removed.

Students who feel an error has occurred in their academic record will have 90 days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Registrar's Office.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/26/17 by College Council

DATE(S) OF PRIOR REVIEW: