

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. LI, No. 5 BOARD OF TRUSTEES MEETING OCT. 12, 2016; 3:00 P.M., Board Room

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 1-5 |
| <p>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.</p> | | | |
| V. | CHANGES TO THE AGENDA | Chair Becker | |
| VI. | INTRODUCTION AND FOCUS PRESENTATION | | |
| | A. Introduction of Volleyball Team | Craig Jackson | |
| | B. Focus Presentation: Counseling Update | Mandie Pritchard | p 6 |
| VII. | ASUCC REPORT | Ali Lape | |
| VIII. | ACEUCC REPORT | Katie Workman | |
| IX. | UCCPTFA REPORT | Jeri Frank | |

X.	UCCFA REPORT	John Blackwood	
XI.	PRESIDENT'S REPORT	Dr. Thatcher	pp 7-17
XII.	OCCA REP. REPORT	Dir. Lathrop	
XIII.	RECOVERY REPORT	Chair	p 18
XIV.	OLD BUSINESS		
	A. UCC/UCC Foundation Agreement	Susan Taylor	pp 19-21
XV.	NEW BUSINESS		
	A. Faculty Contract Renewal	Lynn Johnson	pp 22-23
	B. First Reading Proposed Policies	J. Aase/J. Miller	pp 24-27
	C. Res. No. 8, Approval to Spend Funds	Rebecca Redell	pp 28-29
	D. Financial Reports for FY 2016-17	Natalya Brown	pp 30-42
XVI.	BOARD COMMENTS	Chair Becker	
XVII.	ADJOURNMENT	Chair Becker	

NEXT BOARD MEETING:

- Board Meeting, November 9, 2016, 3:00 pm, Board Room

IMPORTANT DATES:

- OSBA Regional Meeting, UCC; Tuesday, Oct. 18, 6:00 pm
- OCCA Annual Conference, Sunriver; November 2-4

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

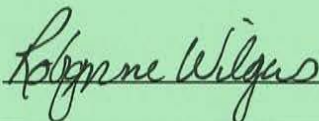
Date: October 12, 2016

Recommend approval of:

Minutes of College Board Meeting of Sept. 14, 2016 pp 1-4

Personnel Actions p 5

Recommendation by:



Approved for Consideration:


U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
September 14, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, September 14, 2016, 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	Jesse Morrow	Dan Yoder	Beth Jessel	Lisa Fields
Robynne Wilgus	Brian Proctor	Donna McGeehon	Cathy Chapman	Susan Taylor
Jason Aase	Katie Workman	Martha Joyce	Craig Jackson	Debbie Caterson
Natalya Brown	Charles Van Sickle	David Farrington	Brian Tiemeier	Anne Marie Levis
David Farrington	Leigh Van Sickle	Ali Lape	Leslie Bryant	

Consent Agenda

- A. Minutes of College Board Meeting of July 7, 2016
- B. Minutes of College Board Meeting of July 13, 2016
- C. Minutes of College Board Meeting of July 20, 2016
- D. Personnel Actions

Dir. Weikum commented the day of the July 7 meeting should reflect Thursday instead of Wednesday. She also provided the spelling correction to one of the attendees, Rhiannon Kruse.

Motion: I move for approval of the consent agenda as mailed out with the noted corrections. Motion by Dir. Lathrop, seconded by Dir. Rice and carried unanimously.

ASUCC Report

Ali Lape, ASUCC President, said they have a full team and reviewed the officers. ASUCC has attended a training, is working on the budget, and planning for various upcoming activities.

ACEUCC Report

Katie Workman, ACEUCC President, is working with her team for the upcoming Classified "Stay-Treat" which will focus on communication. She gave a special thanks to those involved with the recent building moves. The Board was welcomed back and she is looking forward to working with them.

UCCFA Report – there was no report

President's Report

Dr. Thatcher shared the major college goals: student success, accreditation requirements, relationships with high schools, identifying efficiencies, and creating a culture of responsibility and accountability. There has been a cascade of filling positions with the resignation of the Vice President of Instruction. The internal fillings are providing stability with capable people. Marketing has reviewed the social media advertising targeted towards potential UCC students. It has been very impressive on a small budget with valuable returns. IT is working on finishing a dashboard for providing data. Administrators, Classified,

and Faculty are all planning retreats for Friday and Inservice trainings during the following week. People are excited about the Inservice theme of New Beginnings. Dr. Thatcher has met with school district superintendents and will be attending their monthly meetings. She has also met with The Ford Family Foundation. Student housing is being investigated and everyone's efforts in the matter are appreciated.

OCCA Report

Dir. Lathrop stated that the United States House of Representatives passed a six-year reauthorization of the Carl Perkins grant; the existing structure is maintained along with modifications for relevant updates. In Oregon, IP 28 is now measure 97 and IP 65 is now measure 98. The OCCA Annual Conference is Nov. 2-5 at Sunriver; information will be distributed as it becomes available. The next OCCA Board meeting is Nov. 18.

Recovery Report

Remembrance Committee: Dir. Lathrop said there has been a great committee to work with for the Sept. 30 Remembrance. There will be a very solemn, respectful, and short ceremony which is mainly bagpipes playing and a moment of silence. Information will be sent to the Board. The event is for the UCC family and not open to the public.

UCC Strong: Dir. Weikum provided an update on the home renovation for one of the victims. A balance has been left in the bank account just in case there are future needs.

Snyder Hall: The committee was comprised of faculty, staff, students, community members, and chaired by Dir. Tamm. They have been meeting over the course of six-eight months and are now finished. The preliminary design, which was first turned into the state for funds procurement, has now been refined. Internal meetings will continue with the contractor, architect, and staff.

Memorial Committee: Chair Becker mentioned that a Memorial Committee will be convened after October 1, 2016. Board members were requested to let Robynne know if they are interested in chairing the committee. Dir. Weikum would like to serve on the committee.

CHART & TLC: Both of the community groups continue to meet. The large Department of Justice grant for the community is still on hold.

UCC: Dr. Thatcher said ALICE training will be provided at Inservice. Outdoor campus lighting has been updated.

OLD BUSINESS – there was none

NEW BUSINESS

The Board had a work session in August and developed goals to support faculty and staff. The goals, listed on page 19 of the board packet, should read they are for the 2016-17 year. After discussion, there were grammatical changes to the goals; they are not listed in prioritized order.

- 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.

Motion: **I move to accept the UCC Board of Trustees Goals for 2016-17 as amended. Motion by Dir. Bell, seconded by Dir. Lathrop and carried unanimously.**

Dr. Thatcher recognized David Farrington, Interim Vice President of Student Services, for the introduction of new employees: Brian Tiemeier, Manager of Advising, Testing & Accessibility Services; Craig Jackson, Director of Athletics; and Matt Droscher, Director of Educational Talent Search & Upward Bound (Mr. Droscher was not present).

Susan Taylor, Executive Director of the UCC Foundation, presented the first reading of a Memo of Understanding (MOU) between Umpqua Community College and the Umpqua Community College Foundation. The MOU has been reviewed by the UCC Foundation Board and this is the first presentation to the UCC Board. It should be agreed upon by both boards. Throughout the development of the MOU there has been input from Interim Presidents Cavin and Nolte and President Thatcher; it is based upon best practices in the industry and higher education advancement. The UCC Foundation Board reviewed the document last week and offered three changes which are provided in the updated handout and is attached to the permanent minutes. The major changes include the removal of specific job titles and dollar amounts, an extension from one year to three years, and a clear outline of expectations by both parties. Chair Becker thanked Ms. Taylor for the context and Dir. Lathrop liked the new format. Dr. Thatcher said Ms. Taylor referenced the three presidents, however Ms. Taylor was the person who did the work and research on the agreement.

Motion: **I move to accept the first reading of the MOU between Umpqua Community College and Umpqua Community College Foundation as presented with the revisions. Motion by Dir. Weikum, seconded by Dir. Lathrop and carried unanimously.**

Resolution No. 4 – Approval to Spend Funds

Natalya Brown, Interim Vice President/CFO, requested approval from the Board to increase appropriation in the Special Revenue Fund – Grants and Contracts. UCC was awarded \$30,000 from the State of Oregon and the Higher Education Coordinating Commission to reimburse the Oregon Community College Association for costs incurred from the event of October 1, 2015.

Motion: **I move to approve Resolution No. 4, Approval to Spend Funds, as presented. Motion by Dir. Lathrop, seconded by Dir. Weikum and carried unanimously.**

Resolution No. 5 – Supplemental Budget

Board approval for Resolution No. 5 was requested by Ms. Brown. This is to adopt and appropriate funds for the Supplemental Budget ending on June 30, 2017, to adjust the Enterprise Fund ending fund balance.

Motion: **I move to approve Resolution No. 5, Supplemental Budget, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**
Resolution No. 6 – Approval to Spend Funds

Ms. Brown requested the Board's approval for Resolution No. 6 to increase appropriation in the Special Revenue Fund – Grants and Contracts. UCC was awarded \$23,750 from The Ford Family Foundation through Lane Community College OBDC Network Center to further develop the Small Business Management Program.

Motion: **I move to approve Resolution No. 6, Approval to Spend Funds, as presented. Motion by Dir. Bell, seconded by Dir. Rice and carried unanimously.**

Resolution No. 7 – Approval to Transfer Appropriation

Ms. Brown explained the resolution is to transfer appropriations in the Special Revenue Fund between Instruction Support and Instruction and between Student Services and College Support Services.

Motion: **I move to approve Resolution No. 7, Approval to Transfer Appropriation, as presented. Motion by Dir. Bell, seconded by Dir. Rusch and carried unanimously.**

Board Comments

- There were lots of positive expressions and appreciation for the grand opening of the Bonnie J. Ford Health, Nursing, and Science Center.
- Directors Bell and Lathrop shared appreciation from UCC neighbors for Dr. Thatcher's professional and quick response to their concerns.

Meeting adjourned at 3:51 pm

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:
 MOU for UCC/UCC Foundation
 Res. Nos. 4, 5, 6, & 7



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: October 12, 2016

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

Administrative/Confidential-Exempt Contracts:

Joel Mann, Associate Director, Viticulture & Enology – 09/09/2016
(formerly was on probationary administrative contract)

Faculty Contracts:

n/a

Separations:

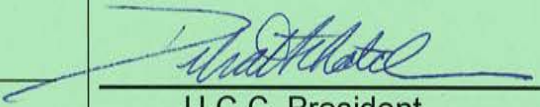
n/a

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: FOCUS PRESENTATION: Counseling Update	Date: October 12, 2016
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Mandie Pritchard, Director of Campus Mental Health Recovery and Wellness, will provide on update on Counseling provided at UCC.

Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President
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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: Reports	Date: October 12, 2016
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- | | |
|--------------------|--------------------|
| ASUCC Report | Ali Lape |
| ACEUCC Report | Katie Workman |
| UCCFA Report | John Blackwood |
| UCCPTFA Report | Jeri Frank |
| President's Report | Dr. Debra Thatcher |
| OCCA Board Report | Dir. Doris Lathrop |

Recommendation by:

Approved for Consideration:



U.C.C. President

INSTRUCTIONAL BOARD REPORT
October 2016
Jason Aase, Interim Vice President

- This year's Open World program was a rousing success. The delegates from Ukraine participated in a variety of meaningful activities over their nine days at UCC with some of the highlights including a trip to the coast, a meeting with Dr. Thatcher, and a tour of the courthouse with a guided excursion of the Douglas County Jail by Sheriff Hanlin.
- In-service Planning Committee put together a great in-service schedule for all staff and faculty. It is good to have everyone on campus again.

Career & Technical Education, Morrow, Jesse

- Representatives from the OSU College of Forestry were on campus Monday, September 26th, to sign transfer agreements for the new UCC Forestry Degrees. The degrees were developed in partnership with Forestry and Natural Resources, a committee comprised of members from the local forestry industry and representatives from UCC.
- Across the three Apprenticeship Programs, there has been 31 new students indentured and 9 program completions.
- The Dental Assisting staff is happy to share that the Commission on Dental Accreditation has changed their status from accreditation with reporting requirements to accreditation without reporting requirements.

Arts and Sciences, Joyce, Martha

- The Math Department and Humanities Department have revised their placement procedures allowing students to use an assortment of placement tools, including high school transcripts for those just out of high school. This was a great collaborative effort between the Faculty, Advising, Student Services, IT, and Title III.
- Human Services reports that students who completed CWE experiences at local agencies have been hired into paid positions at those agencies.
- Viticulture and Enology harvested their first crop from the campus vineyards and are currently in the process of winemaking.

College Transitions and eLearning, Olson, Missy

- The Educational Partnerships office has been visiting a number of dual credit classrooms to talk about what it means to be a college student in high school and to help with admissions and registration for fall term. There are 31 classes being offered in the high schools for the fall term.
- UCC Online: During 2015-2016, 58.4% of students were enrolled in a fully online course, up from 53.87% in 2014-2015. Of the 15-16 numbers, 19.45% were fully online only students.
- The Adult Basic Skills theme this year is #StepBackIn, and we would encourage anyone with a social media to hashtag us. Adult Basic Skills did a Literacy and recruitment event at Roseburg Cinema, and fall enrollment is steady.

Assessment, Gresham, Deborah

- Two training sessions were conducted with faculty on 9/15. The training focused on ways to record and report data, discussion of measurable outcomes, and linking outcomes across course, program, and institution.
- Conducted meetings with representatives from Advising, TOPS, counseling, UCCOnline, Library Services, JOBS Program, Community Education, Umpqua Business Center, and Accessibility Services to discuss departmental and institutional outcomes in relationship to the services offered.
- Scheduling meetings with program representatives to discuss specific plans for assessing relevant outcomes.

STUDENT SERVICES BOARD REPORT

October 2016

David Farrington, Interim Vice President & Registrar

Student & Enrollment Services- David Farrington, Interim Vice President & Registrar of Student Services:

- Enrollment Services received 2200 application for fall term. This is a 7% increase from last year.
- Accessibility Services is now located in the Educational Skills Building with the Campus Mental Health, Recover & Wellness
- A review of our 2015 Civil Rights Audit took place on Tuesday, September 20. There were a few unfinished items. We are working on completing the report in the near future.

Student Life Office - Marjan Coester, Director:

- ASUCC student leadership offices are temporarily relocated to Bistro for two weeks due to water main break in their area. Commendations to students for their team work, flexibility and general good humor as this occurred a week prior to start of term. Thanks to Maintenance, who had to step out of the In-Service lunch line to undertake a massive water clean-up. Thanks to IT for helping troubleshoot internet connectivity in the Bistro.
- ASUCC is hosting Welcome Back events first week of term including Monday pizza, coffee and hot chocolate all week, giveaways, voter registration and much more.
- ASUCC will be collaborating with other programs on Student Appreciation Week (third week of term) and will hold Club Fair focused activities during this time.
- Peer Mentors are hired for the academic year: KC Perley returns (after a year away) as lead Mentor, Jantyne Bunce (former Student Ambassador) moves to a mentor role and new mentors Christian Sifford and Roy Fenn round out the team.
- Peer Mentors are tabling week one and part of week two, showing students how to access Banner, Canvas, email, update emergency alert information and introduce them to AdvisorTrac. The tabling also includes campus trivia with giveaways.
- Student Ambassadors organized the two days of Welcome Greeters and are working on the Dental Van visit in three weeks, the end of October Blood Drive, and Volunteer Opportunity Fair.
- Veterans Student Center is already busy and being utilized by veteran students.
- Umpqua Scholars year three cohort is underway. Three Bootcamps were completed. The cohort is comprised of 62 students; fun fact: participating is a set of triplets (fraternal) and a set of twins (also fraternal). For year two cohort, 45 students are returning. We have one student remaining from cohort one who will be completing this fall (student had a military commitment one term, which we honored).

SSS / Transfer Opportunity Program – Caroline Hopkins, Director:

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

- Federal SSS programs have received a 3% increase in funding for the 2016/17 academic year. UCC's TRiO SSS program will increase direct services to students as a result of this increase.
- TOP is funded to serve 160 students a year. We had a large graduating class last year, with over 70 students graduating and transferring. So far this year we have been steadily taking in new students and we are up to 100 new students fully enrolled with 30 more in the process of enrollment.
- 9 TOP members volunteered to facilitate a rest stop for Cycle Oregon, earning the program \$1,000 to put toward campus visits and textbooks for the lending library.

- So far fall term TOP has lent out 71 textbooks, smart pens and graphing calculators with an estimated value of \$8,000 we are saving students this term. It is expected that more will be lent out as the term continues.

Financial Aid – Michelle Bergmann, Director:

- 2013 Final Cohort Default Rate reported by the Department of Ed came in at 25.4%, down from 38.5% in 2010!!
- Lots of action in the Financial Aid Office many student turning in late documents, we currently have 162 students waiting to be processed. My staff is working diligently to keep up.
- To date we have 3,209 FAFSA applications with 1,318 students packaged to date. (187 ahead of last year at this time)
- We are strongly promoting the October 1st FAFSA application date for 2017/18. Many appointments have already been made to assist students with this process.
- In addition to preparing for Fall term we have done 6 high school financial aid presentations this month

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

Educational Talent Search

- We have successfully obtained the grant for another 5 year cycle, ETS is currently in Year 1 of the grant.
- With the hiring of a new Director, Matt Droscher, the program is currently recruiting for spaces left by graduating seniors, 226 at the start of the recruiting phase.
- Active recruiting is in progress and spaces are filling up quickly, with a tentative remainder of approximately 125 to fill.
- ETS is also initiating the implementation of school clubs to develop skills building and mentorship.
- Visits are taking place to the ETS school sites to observe and learn more about the services being provided by staff, to better support and advocate for activities being offered.

Upward Bound

- Wrapping up its final year in its grant cycle, and busily writing up for the next application, anticipating a due date of early December 2016.
- Informal feedback is being received by UB team members and write up being coordinated by Matt Droscher, Director and April Hamlin, Grant Writer.
- Scheduling for the busy year ahead has already begun, along with planning for trainings and conferences.
- The Annual Progress Report, due by late October, is being initiated and data collection in progress.
- Visits are taking place at school sites to observe and learn more about the services being provided, to later advocate through the UB grant application.

Manager of Advising, Testing & Accessibility Services, Brian Tiemeier:

- Advising: Currently reviewing: process flow, training protocols, & workload distribution – looking specifically for opportunities to improve consistency of advisor accuracy and student experience.
- Testing: Implementing a change to Testing Center walk-in hours to allow for expanded services, and improve tester experience.
- Accessibility Services: Renewing push towards 100% completion of Accessibility Training for all UCC personnel.
- FYE: Currently reviewing best practices and building a project plan towards developing an on-campus orientation, and communication/assessments plans for Oregon Promise students.

Campus Mental Health Recovery & Wellness Board Report, Mandie Pritchard:

- Faculty Retreat: Kindall Baker, Tony Dicenzo, Lindsay Murphy and Mandie Pritchard present to faculty on September 16th. Information shared included Campus Mental Health, Recover and Wellness services, location, and staff introductions.
- In-Service Presentation: Information was provide on the Campus Threat Assessment Team, Behavioral Intervention Team, Campus Security – Incident Reports, Accident Reports, Title IX Reporting and Student Conduct Violation Reporting.
- Resiliency Room: An open house was held during in-service in the NEW Resiliency Room located in ESB9. The room is intended to provide a quiet and comfortable environment for students, staff and faculty to get away from the daily grind. If individuals are needing additional support, drop-in counseling is available in ESB10 or by calling 541-440-7900 for an appointment.

FISCAL SERVICES BOARD REPORT

October 2016

Rebecca Redell, V.P./CFO

Finance, Natalya Brown

- Pauly, Rogers and Co PC completed an external audit for fiscal year 2015-16. The fiscal year has been closed and Comprehensive Annual Financial report is being finalized.
- Finance office is working with Community Ed to assist in the implementation of the registration/payment system.
- Student Accounts are processing third party contracts, payments, selling student bus passes and preparing for the financial aid refunds processing that starts during the second week of the term.

Bookstore, Micque Shoemaker

- Book sales began on 9/5/16 and we have been very busy with both online and in store sales. Counter service is going well and students are commenting that they like the one on one help to assist with their purchases and to answer their questions.
- We had an auditor on site to observe our physical count of inventory and provided the information he requested after the observation.
- The Bookstore's new online store went live on August 1 and we have already processed more orders in 2 months than all of last year.

Food Services and Events, Greg Smith

- Completion of HNS 25 live scheduling assignments for new conference rooms.
- Completing set-up of new ESB conference room which will allow space for up to 68 people with media and food service tables.
- Casa De Belen Palette Challenge was a huge success pairing local wineries and breweries with our Umpqua catering employee's (ex-student's) appetizers.
- United Way Breakfast in the campus center was also a great success with the United Way raising over \$10,000 from auctions.

Budget, Beth Jessel

- Budget 101 training was completed for Instruction during their In-Service
- Draft Budget Timeline has been completed and is ready for internal budget committee review for FY2017-18
- Budget 101 Training has been scheduled for all new staff or those new to their position and needing an introduction to budget. Basic budgeting information and instructions will be provided. This will give individuals a background for those new to the budgeting process and will allow a greater understanding when attending the detailed budget training in January 2017 in preparation for creating new budgets for FY2018. Place of Event: Room 201 in HSNB on 10/18/16 at 8:30 a.m. and 3:30 p.m.

Purchasing, Jules DeGiulio

- HNSB Furnishings, Fixtures & Equipment, (FF&E): Original Furniture allotment @ 100% delivered, accounted for, and installed. Hallway Benches on order. Wire Shelving and a few Odds & Ends under review. Final estimate will show ~\$10K under full FF&E budget.
- Snyder Remodel: a). Attorney approved contract for architectural work submitted to Mahlum. Engineering Scope approved by UCC. Further discussions illustrate a couple of areas of concern holding draft contract at late WIP stage. Target to complete is 9/30/16. b). Preliminary Budget Proposal submitted to Snyder Team for review. c). Construction Contract in early Draft Stage.

HUMAN RESOURCES BOARD REPORT

October 2016

Lynn M. Johnson, Director of Human Resources

Human Resources, Lynn M. Johnson, Director of Human Resources

- Sue Cooper and Kelley Plueard are finalizing last phase of New Hire Orientation to be launched this month. Purpose of new hire orientation is to ensure employees are on boarded to the College properly, have taken the required trainings such as FERPA, Title IX, Sexual Harassment, and Internet Usage, to name a few. It is also an opportunity to meet key members of the campus community.
- Evaluation Tools – First review of the proposed employee evaluation tools will begin this month. This retooling was necessary as the old forms were outdated and not as comprehensive as they needed to be. The proposed tools are designed to make the evaluation process comprehensive and easier for managers/supervisors to complete.
- Requisition for New Employees was re-designed over the summer and has officially launched. Training was provided during In Service in September.
- As part of the Accreditation work, all job descriptions are now found on the Human Resources page of the UCC website. Thank you Kelley Plueard for your hard work.

Payroll, Lynn M. Johnson, Director of Human Resources; Yvonne Hernandez-Buchko, Payroll Manager

- Web Time Entry has been launched completely. Faculty was trained during In Service. Reporting of exception time only for employee group. This concludes a successful rollout of the Banner web time entry process to all employee groups.
- Succession planning for the Payroll Manager position is underway and going extremely well. Payroll process is a critical role at the college. We want to ensure we are prepared in the event of an emergency, vacation or absence of the payroll manager. The individual currently in this role, Lisa Cram, is doing an outstanding job and has caught on quickly with Yvonne's excellent coaching.

INFORMATION TECHNOLOGY BOARD REPORT

September 2016

Dan Yoder, Director of Information Technology Department

Network Support Team

- Completed network installations in the HNS building
- Moved all college phone services to Douglas Fast Net
- Completed network infrastructure modifications for staff moves, Book Store changes, and Woolley Center thin client computer lab

Desktop Support and Media Services Team

- Completed IT related staff moves to the HNS building
- Completed IT related staff moves in WCH and Science buildings
- Media Services conducted AV staff training for Nursing and Science instructors for the HNS building

Instructional Lab Support and Team

- Completed software installation for the Nursing and Dental Assisting labs
- Received technical training related to the use of all AV and IT related class room and lab equipment
- Installed a 24 station thin client lab in the Woolley Center
- Completed software set up for 48 lap top computers for the HNS science labs
- Completed software set up for 24 lap top computers for student use in the Library

Information Systems Support Team

- Handed off the AlertSense Emergency Messaging System control to the Security Department
- Updated the Academic Works upload process in support of Foundation Scholarships to a higher level of transport layer security
- Implemented required Banner system point releases, updates, and software patches

Institutional Research, Xiana Smithheart

- Submitted the annual Federal Campus Safety and Security Report
- IPEDS Completions and 12 month enrollment report for 2015-16 completed
- Accelerated Learning Scores and TSAS data submitted to the HEC
- Completed Annual State FTE Audit

FACILITIES AND SECURITY BOARD REPORT

September, 2016

Jess Miller, Director

Maintenance

- Beginning preventative maintenance on all HVAC systems. (filters, oil, belts, grease, calibration, etc.)
- Preparation of all instructional spaces.
- Working cohesively with CMGC for Bonnie Ford Center startup.
- Working with vendor for new electronic programmable door lock system.
- Completing installation of Soffit LED retrofit and Security Pole lights.
- Work requests include 151 requests with 131 complete and 20 pending.

Custodial

- Finalizing floor finishes for the beginning of classes.
- Rotation of job duties and areas of responsibility.

Grounds

- Working cohesively with CMGC and Sub contractor on irrigation and landscape at Bonnie Ford Center.
- Final grooming of the grounds for beginning of classes.
- Installing new directional signage throughout campus.
- Pruning some of the larger trees have begun.

Security

- Training of all staff and faculty in ALICE emergency response training.
- Training of all staff in individual buildings of procedures for emergency, evacuation, safe rooms and general information.
- Preparing for September 30th event and October 1st.
- Coordination of added personnel to include off site visits to UCC out buildings.

Construction

- Final punch list items by Sept. 30.
- Landscape near completion awaiting contractor's return.
- Plans for Snyder Hall deconstruction underway, estimated start date October 17.
- Site survey completed

UCC FOUNDATION BOARD REPORT

October 2016

Susan Taylor, Executive Director

Foundation

- The Umpqua Strong 5K/9K raised **\$60,000** on Saturday, October 1st for the scholarships in the names of each of the Umpqua Nine and one on behalf of the survivors.
- Communications and marketing – We have launched two new monthly eNewsletters: one for Foundation board members and one for donors/supporters. Also, Kent Rochester of Big Wrench Media has created a series of videos of UCC student scholarship recipients. These will be used during the Legacy Ball and over the school year to promote UCC and the Foundation.
- Events and presentations – Susan Taylor presented at Roseburg Morning Rotary in September about the Foundation, Legacy Ball, and giving. She also worked with Robynne and Anne Marie to plan and implement the Grand Opening of the Bonnie J. Ford Health, Nursing, and Science Center.

Grants

- The UCC Foundation was awarded a \$10,000 grant from the Erath Family Foundation to fund scholarships for viticulture and enology students.
- The grants office is preparing for the Upward Bound grant with the ETS/UB Director, Matt Droscher.
- April Hamlin presented at the administrative retreat with Jason Aase on the Ladder of Inference; and at the classified retreat on the Six Thinking Hats.

Scholarships

- The Foundation Scholarship Committee awarded 64 students a total of \$124,407 in scholarships on September 29th.
- Honey McNamara presented on scholarships at several high schools in September, in cooperation with the financial aid department. These were earlier than normal this year in preparation for the new FAFSA deadline of October 1st.

UCCPTFA**October 2016 Board Report****Jeri Frank, President, UCCPTFA**

The part-time faculty are looking forward to working with the new administration and to achieving an increased sense of inclusion throughout the college.

We are currently in the process of bargaining our contract and hope to have it on the agenda for ratification at the November Board meeting.

We are looking forward to the opportunity to participate in ALICE training, as we feel that it is extremely important for all instructors to have this training. Part-time instructors teach many of the classes at UCC, and we all want to be able to have the best chance of keeping our students and ourselves as safe as we can.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

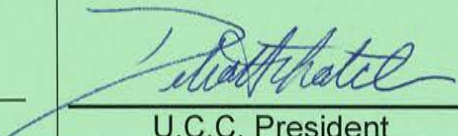
Subject: Recovery Report

Date: October 12, 2016

Information will be provided regarding UCC's recovery efforts.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: UCC / UCC Foundation Agreement

Date: October 3rd, 2016

The attached agreement between Umpqua Community College and the Umpqua Community College Foundation is submitted to the Board for a second reading.

Recommendation by:

Susan DC Jaylor

Approved for Consideration:

Matt Hatt

U.C.C. President

Memorandum of Understanding
Umpqua Community College
And
The Umpqua Community College Foundation
July 1, 2016 – June 30, 2019

The Umpqua Community College Foundation (“the Foundation”) and Umpqua Community College (“the College”) agree that this Memorandum of Understanding outlines the nature of the relationship between the organizations and it is intended to clarify roles. The roots of the Foundation extend to 1970 when the Umpqua College Foundation was organized. The Foundation is an independent, tax-exempt nonprofit corporation operated to receive and administer property for the benefit of the College and to make contributions, grants, gifts, and transfers of property to the College.

For the life of this Memorandum of Understanding, the Foundation agrees to:

1. Fundraise for the college to meet specific and mutually agreed upon goals that advance the College’s priorities;
2. Lead, plan, organize, and direct fundraising efforts for College services and programs;
3. Promote and support the College’s Strategic Intent, Promises, and service to students;
4. Raise funds for scholarship, capital projects, equipment, educational programs, lectures, seminars, and other activities for the benefit of the College, its students, employees, and the general public;
5. Hold fiscal responsibility to receive, invest and administer philanthropic funds for the sole benefit of the College;
6. Except for revenue retained by the Foundation for expenses or investments, all funds will be held or transferred exclusively to the College, with board approval.
7. In consultation with the College President, develop performance measures for its Executive Director.

For the life of this Memorandum of Understanding, the College agrees to:

1. Provide the funds reasonably needed for staffing the Foundation subject to state appropriation.
2. Provide reasonable office space to the Foundation for the purpose of carrying out its obligation and for general operations on behalf of the College;
3. Provide the necessary office equipment and supplies reasonably needed by the Foundation;
4. Provide the utilities, telephone, accounting, and record keeping services reasonably needed by the Foundation, except for audit services. The auditor reports directly to the Foundation Board and the Foundation will hire and pay for the annual audit;
5. Permit the reasonable use of college services, personnel, and equipment to coordinate the activities of the Foundation;
6. Inform and involve the Foundation in the long-range plans of the College;
7. Consider the perspective of the Foundation when developing the marketing and branding of the College.

Additionally, both parties understand that:

1. The Foundation will insure that it operates for a charitable/public purpose and will not operate for private benefit. Proper stewardship requires that the Foundation's assets be held "in trust", to be applied to the College's charitable mission.
2. The Foundation will abide by the general fiduciary duties of due care, loyalty and obedience, as defined by Oregon's Office of the Attorney General.
3. The Foundation board is not expected to manage the day-to-day operations of the Foundation. The College President, or designee, and the Foundation Executive Director will direct Foundation programs and efforts.
4. The Executive Director of the Foundation is an employee of the College and will report to the College President, who shall have the authority to make employment decisions related to the Executive Director with consultation of the Foundation Board Officers, and hold the Executive Director accountable for meeting performance measures jointly developed by the Foundation Board and the College President.

This Memorandum of Understanding expires on June 30, 2019 and may be reviewed, revised and renewed annually.

Date

Chair, Umpqua Community College Board of Trustees

President, Umpqua Community College

President, Umpqua Community College Foundation Board

Executive Director, Umpqua Community College Foundation

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

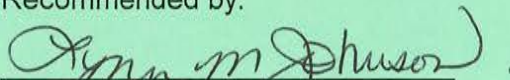
Informational Item
 Action Item

Subject: Umpqua Community College
Faculty Contract Renewal

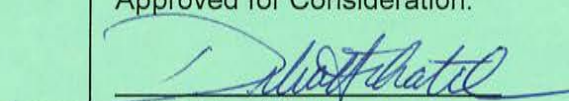
Date: October 12, 2016

Board approval is requested to ratify the Salary and Employee Benefits portion of the Faculty Association Collective Bargaining Agreement effective from July 1, 2016 to June 30, 2017.

Recommended by:


Director of Human Resources

Approved for Consideration:


UCC President



Serving Douglas County Since 1964

Faculty Association Negotiated Changes - Seeking Board Approval:

Article XVIII Salary

A 1% increase to all steps from the 2015-16 salary schedule effective July 1, 2016. The 2016-17 salary schedule is set forth as Appendix A. Budgeted state support for the General Fund is \$10,468,821. Should the College receive \$500,000 or more in additional state support (a total of \$10,968,821 or more) during FY2016-17 an additional 1% increase to all steps on the 2016-17 salary schedule effective January 1, 2017 will be added. All eligible bargaining unit members shall receive a step increase effective July 1, 2016.

Article XIX – Employee Benefits

A. Insurance Benefits Available

For each eligible full-time (1.0 FTE) faculty member who has elected to participate, the College shall make available beginning October 1, 2016 through September 30, 2017 a maximum of **\$1,230** per month toward the purchase of the following insurance benefits:

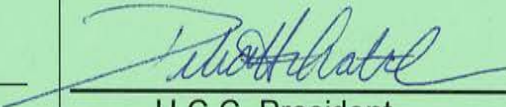
1. Full Family Medical
2. Full Family Vision
3. Full Family Dental

Bargaining unit members who are less than 1.0 FTE shall receive a pro-rated share of the College's contribution based on the percent of their regular workload.

The College will also pay the premium for employee AD&D/Group Life - \$30,000

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

<p>Subject: 1st Reading Proposed Policies</p>	<p>Date: October 12, 2016</p>								
<p>The following policies are coming to the Board for a first reading:</p> <table border="1"> <thead> <tr> <th data-bbox="300 701 373 730">Pol. #</th> <th data-bbox="493 701 548 730">Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 764 349 793">344</td> <td data-bbox="493 764 722 793">Academic Freedom</td> </tr> <tr> <td data-bbox="300 827 349 856">407</td> <td data-bbox="493 827 812 856">Hazardous Waste Disposal</td> </tr> <tr> <td data-bbox="300 890 389 919">407 AP</td> <td data-bbox="493 890 1437 919">Hazardous Waste Disposal Administrative Procedure (for Board information only)</td> </tr> </tbody> </table>		Pol. #	Title	344	Academic Freedom	407	Hazardous Waste Disposal	407 AP	Hazardous Waste Disposal Administrative Procedure (for Board information only)
Pol. #	Title								
344	Academic Freedom								
407	Hazardous Waste Disposal								
407 AP	Hazardous Waste Disposal Administrative Procedure (for Board information only)								
<p>Recommendation by:</p> <p>_____</p>	<p>Approved for Consideration:</p> <p></p> <p>_____</p> <p>U.C.C. President</p>								



BOARD POLICY

BOARD POLICY SERIES NUMBER: 344

TITLE: ACADEMIC FREEDOM

Umpqua Community College is committed to the principle that institutions of higher learning benefit from academic freedom. Umpqua Community College defines academic freedom as the faculty's right to engage in intellectual debate, research, speech, writing, artistic expression, and all other forms of communication, both on and off campus, without fear of censorship or reprisal.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BOARD POLICY SERIES NUMBER: 407

TITLE: HAZARDOUS WASTE DISPOSAL

Umpqua Community College is responsible for the proper disposal of all hazardous materials generated by any college department. In accordance with local, state, and federal regulations, the college works with licensed vendors to 1) appropriately and responsibly recycle (when possible), or 2) safely and legally dispose of hazardous materials.

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



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 407

RELATED TO POLICY NO. 407

TITLE: Hazardous Waste Disposal

Umpqua Community College follows the practices and procedures outlined in the *Hazardous Materials and Waste Plan* developed and updated by the Facilities Department. Hazardous waste will be disposed of according to manufacturer's recommendations and/or Material Safety Data Sheets (MSDS). The plan will be accessible on the G Drive (<G:\SHARED\UCCINFO\Facilities\Hazardous Waste Procedure\HAZARDOUS MATERIALS AND WASTE PLAN.docx>) or from the Facilities Department. The practices included in the plan will be updated as new materials are acquired with manufacturer's or MSDS product recommendations.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

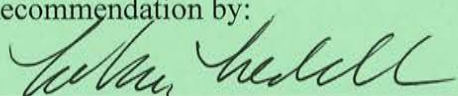
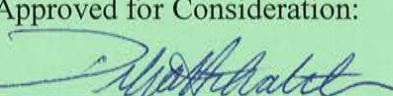
Subject: Resolution #8, Approval to Spend Funds	Date: October 12, 2016
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This is a resolution to increase appropriation in the Special Revenue Fund __ Grants and Contracts.

UCC was awarded \$5,000 for the Program Improvement Process for Equity to focus on increasing participation, completion and transition of females and other underrepresented groups in STEM-related programs of study. The grant is funded by the Oregon Department of Education and the Office of Community Colleges and Workforce Development.

UCC was awarded \$127,490 for the Umpqua Valley Steam Hub Expansion Grant for Educator Professional Learning through the Oregon Department of Education.

UCC was awarded \$9,000 for Data Quality Improvement from the Higher Education Coordinating Commission (HECC) , on behalf of the Office of Community Colleges & Workforce Development

Recommendation by:  _____ U.C.C. Vice President/Chief Financial Officer	Approved for Consideration:  _____ U.C.C. President
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UMPQUA COMMUNITY COLLEGE
Resolution No. 8 - FY 16-17
Transfer between categories

WHEREAS, Umpqua Community College has been awarded \$141490 from the State of Oregon and the Higher Education Coordinating Commission, and;

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees at Umpqua Community College hereby adopts this resolution for the grant expenditures of \$141,490 for the implementation of these contracts.

Special Revenue Fund - Grants and Contracts

	16-17 Budget Through Resolution 7	Adjustment	16-17 Budget Through Resolution 8
REVENUES:	\$ 6,281,500	\$ 141,490	\$ 6,422,990
EXPENDITURES:			
Instruction	\$ 1,104,969	\$ -	\$ 1,104,969
Instruction Support	1,144,683	132,490	1,277,173
Student Services	2,981,511	9,000	2,990,511
College Support Services	1,050,337	\$ -	\$ 1,050,337
TOTAL	<u>\$ 6,281,500</u>	<u>\$ 141,490</u>	<u>\$ 6,422,990</u>

ADOPTED: October 12, 2016

Clerk of the Board

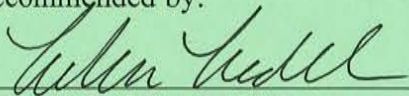

UCC Board Chair

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Financial Reports for FY 2016-17	Date: 10/12/16
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Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2016-17, ending September 30, 2016.

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

UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON
Statement of Net Position - Budget Basis

<u>Assets</u>	September 30, 2016	September 30, 2015	% change
Current assets:			
Cash and investments	\$ 7,860,581	\$ 13,370,395	-41.21%
Receivables, net of allowance for uncollectibles:			
Property Taxes	354,462	351,659	0.80%
Accounts/grants	3,300,618	2,755,642	19.78%
Accounts Receivable - Due from Foundation	5,121,153	5,217,160	-1.84%
Inventories	212,477	384,326	-44.71%
Prepaid expenses	210,511	165,299	27.35%
Total current assets	17,059,801	22,244,481	-23.31%
<u>Liabilities</u>			
Current liabilities			
Accounts payable	744,912	87,800	748.42%
Accounts payable - Due To Foundation	520	180	188.89%
Payroll liabilities	1,910,305	1,283,380	48.85%
Unearned revenue	708,372	709,743	-0.19%
Total current liabilities	3,364,109	2,081,103	61.65%
<u>Net Position</u>			
Net Position by Fund Groups			
General Fund	4,588,628	4,936,301	-7.04%
Capital Project Fund	(837,200)	5,923,058	-114.13%
Debt Service Fund	7,784,467	7,570,024	2.83%
Financial Aid Fund	645,361	197,239	227.20%
Grants & Contracts	312,120	(267,915)	-216.50%
Administratively Restricted Funds	967,803	1,034,782	-6.47%
Insurance Fund	138,461	223,993	-38.19%
Agency Funds	21,329	28,509	-25.18%
Internal Service Funds	(17,423)	(17,105)	1.86%
Enterprise Funds (Bookstore & Catering)	92,147	534,493	-82.76%
Total net position	13,695,692	20,163,378	-32.08%
Total current liabilities and net position	\$ 17,059,801	22,244,480	-23.31%

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

	September 30, 2016	September 30, 2015	% change
Operating revenues:			
Tuition and fees	\$ 3,265,011	\$ 3,251,947	0.40%
Federal student financial aid	260,000	395,875	-34.32%
Federal grants and contracts	44,680	17,936	149.11%
State grants and contracts	1,296,434	38,934	3229.83%
Nongovernmental grants and contracts	684,717	684,061	0.10%
Bookstore & food service sales	467,748	454,342	2.95%
Other operating revenue	129,621	131,307	-1.28%
Total operating revenue	<u>6,148,212</u>	<u>4,974,403</u>	<u>23.60%</u>
Operating expenses:			
Instruction	1,752,420	1,582,753	10.72%
Instructional support	762,546	671,403	13.58%
Student services	1,432,866	1,398,421	2.46%
College support services	1,563,747	1,402,318	11.51%
Community service	50,735	46,610	8.85%
Student financial aid	557,244	611,005	-8.80%
Debt Service	954	1,338	-28.74%
Plant and operations	560,395	542,904	3.22%
Facilities acquisition / construction	2,231,900	1,863,993	19.74%
Total operating expenses	<u>8,912,806</u>	<u>8,120,746</u>	<u>9.75%</u>
Operating gain / (loss)	<u>(2,764,594)</u>	<u>(3,146,343)</u>	<u>12.13%</u>
Non-operating Revenues-(expenses)			
State community college support	2,607,335	2,551,473	2.19%
Property taxes	83,683	82,364	1.60%
Investment Income	7,462	11,247	-33.66%
Total non-operating revenues-(expenses)	<u>2,698,480</u>	<u>2,645,084</u>	<u>2.02%</u>
Capital State Grant	1,146,667	-	
Change in net assets	1,080,553	(501,258)	-315.57%
Net Position - beginning of year	<u>12,615,139</u>	<u>20,664,635</u>	<u>-38.95%</u>
Net Position - end of period	<u>\$ 13,695,692</u>	<u>\$ 20,163,378</u>	<u>-32.08%</u>

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
GENERAL FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,478,792	\$ 3,478,792	\$ 83,683	\$ (3,395,109)
Tuition and fees	6,079,039	6,079,039	2,340,195	(3,738,844)
State Appropriation	10,468,821	10,468,821	2,607,335	(7,861,486)
Intergovernmental grants - state and federal	2,700	2,700	-	(2,700)
Interest income	30,000	30,000	7,324	(22,676)
Other	200,000	200,000	17,105	(182,895)
Total revenues	20,259,352	20,259,352	5,055,643	(15,203,709)
Expenditures:				
Instruction	8,894,544	8,894,544 (1)	1,366,339	7,528,204
Instruction Support	1,586,796	1,586,796 (1)	436,750	1,150,046
Student Services	1,824,603	1,824,603 (1)	406,234	1,418,368
College Support Services	7,002,659	7,002,659 (1)	1,775,187	5,227,472
Financial Aid	750,000	750,000 (1)	92,527	657,473
Contingency	1,775,042	1,775,042 (1)	-	1,775,042
Total expenditures	21,833,642	21,833,642	4,077,037	17,756,605
Revenues over-(under) expenditures	(1,574,290)	(1,574,290)	978,606	2,552,896
Other financing sources-(uses)				
Transfers in	350,000	233,200	-	(233,200)
Transfer out	(2,129,418)	(2,129,418) (1)	-	2,129,418
Total other financing sources-(uses)	(1,779,418)	(1,896,218)	-	1,896,218
Net change in fund balance	(3,353,708)	(3,470,508)	978,606	4,449,114
Fund balance - July 1, 2016	3,353,708	3,470,508	3,610,022	139,514
Fund Balance - September 30, 2016	\$ -	\$ -	\$ 4,588,628	\$ 4,588,628

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
CAPITAL PROJECTS FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest income	\$ 37,609	\$ 37,609	\$ -	\$ (37,609)
State Grant	9,412,391	9,412,391	1,146,667	(8,265,724)
Nongovernmental Grants & Contracts	-	-	11,611	11,611
Total revenues	<u>9,450,000</u>	<u>9,450,000</u>	<u>1,158,278</u>	<u>(8,291,722)</u>
Expenditures:				
Facilities acquisition / construction	9,960,000	9,960,000 (1)	2,231,900	7,728,100
Total expenditures	9,960,000	9,960,000	2,231,900	7,728,100
Revenues over-(under) expenditures	<u>(510,000)</u>	<u>(510,000)</u>	<u>(1,073,622)</u>	<u>(563,622)</u>
Other financing sources-(uses)				
Transfers in	250,000	250,000	-	(250,000)
Total other financing sources-(uses)	<u>250,000</u>	<u>250,000</u>	<u>-</u>	<u>(250,000)</u>
Net change in fund balance	(260,000)	(260,000)	(1,073,622)	(813,622)
Fund balance - July 1, 2016	<u>260,000</u>	<u>260,000</u>	<u>236,422</u>	<u>(23,578)</u>
Fund Balance - September 30, 2016	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (837,200)</u>	<u>\$ (837,200)</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
DEBT SERVICE FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	452,531	452,531	183,612	(268,919)
Intergovernmental-state and federal	77,068	77,068	(147)	(77,215)
Interest income	10,000	10,000	137	(9,863)
	<u>539,599</u>	<u>539,599</u>	<u>183,602</u>	<u>(355,997)</u>
Expenditures:				
Debt service:				
Principal	575,000	575,000 (1)	-	575,000
Interest	1,061,605	1,061,605 (1)	954	1,060,651
	<u>1,636,605</u>	<u>1,636,605</u>	<u>954</u>	<u>1,635,651</u>
Total expenditures	1,636,605	1,636,605	954	1,635,651
Revenues over-(under) expenditures	<u>(1,097,006)</u>	<u>(1,097,006)</u>	<u>182,649</u>	<u>1,279,655</u>
Other financing sources-(uses)				
Transfers in	1,243,196	1,243,196	-	(1,243,196)
Net change in fund balance	146,190	146,190	182,649	36,459
Fund balance - July 1, 2016	<u>7,577,501</u>	<u>7,577,501</u>	<u>7,601,818</u>	<u>24,317</u>
Fund Balance - September 30, 2016	<u>\$ 7,723,691</u>	<u>\$ 7,723,691</u>	<u>\$ 7,784,467</u>	<u>\$ 60,776</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
FINANCIAL AID FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 17,185,233	\$ 17,185,233	\$ 260,000	\$ (16,925,233)
Intergovernmental - state	3,410,000	3,410,000	484,067	(2,925,933)
Local & Private Grants	2,035,985	2,035,985	366,011	(1,669,974)
Total revenues	22,631,218	22,631,218	1,110,078	(21,521,140)
Expenditures:				
Student Loans and Financial Aid	22,631,218	22,631,218 (1)	464,717	22,166,501
Revenues over-(under) expenditures	-	-	645,361	645,361
Other financing sources-(uses)				
Transfers in	-	-	-	-
Net change in fund balance	-	-	645,361	645,361
Fund balance - July 1, 2016	-	-	-	-
Fund Balance - September 30, 2016	\$ -	\$ -	645,361	\$ 645,361

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental- federal	\$ 2,612,211	\$ 2,612,211	\$ 44,828	\$ (2,567,383)
Intergovernmental-state	2,517,482	2,630,472	812,367	(1,818,105)
Nongovernmental grants and contracts	898,394	922,144	300,560	(621,584)
Other	-	-	-	-
Total revenues	6,028,087	6,164,827	1,157,755	(5,007,072)
Expenditures:				
Instruction	1,084,969	1,104,969 (1)	139,900	965,069
Instruction Support	1,140,933	1,144,683 (1)	158,004	986,679
Student Services	2,958,520	2,981,511 (1)	430,292	2,551,219
College Support Services	960,337	1,050,337 (1)	141,995	908,342
Total expenditures	6,144,760	6,281,500	870,191	5,411,309
Revenues over-(under) expenditures	(116,673.00)	(116,673)	287,564	404,237
Fund balance - July 1, 2016	116,673	116,673	24,556	(92,117)
Fund Balance - September 30, 2016	\$ -	\$ -	\$ 312,120	\$ 312,120

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ADMINISTRATIVELY RESTRICTED FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and fees	\$ 2,062,215	\$ 2,062,215	\$ 741,188	\$ (1,321,027)
Intergovernmental - state and federal	1,800	1,800	-	(1,800)
Local/Private Grants & Contracts	109,188	109,188	6,535	(102,653)
Other	1,099,085	1,090,994	97,952	(993,042)
Total revenues	3,272,288	3,264,197	845,676	(2,418,521)
Expenditures:				
Instruction	2,058,784	2,058,784 (1)	246,181	1,812,603
Instruction Support	807,552	807,552 (1)	167,792	639,760
Student Services	1,150,278	1,150,278 (1)	97,605	1,052,673
College Support Services	300,315	300,315 (1)	113,742	186,573
Community Services	81,669	81,669 (1)	50,735	30,934
Contingency	20,000	20,000 (1)	-	20,000
Total expenditures	4,418,598	4,418,598	676,054	3,742,544
Revenues over-(under) expenditures	(1,146,310)	(1,154,401)	169,622	1,324,023
Other financing sources-(uses)				
Transfers in	245,888	245,888	-	(245,888)
Transfers Out	(6,500)	(6,500) (1)	-	6,500
Total other financing sources-(uses)	239,388	239,388	-	(239,388)
Net change in fund balance	(906,922)	(915,013)	169,622	1,084,635
Fund balance - July 1, 2016	906,922	915,013	798,181	(116,832)
Fund Balance - September 30, 2016	\$ -	\$ -	\$ 967,803	\$ 967,803

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INSURANCE FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest	\$ -	\$ -	\$ -	\$ -
Expenditures:				
College Support Services	560,000	560,000 (1)	52,918	507,082
Contingency	-	- (1)	-	-
Total expenditures	560,000	560,000	52,918	507,082
Revenues over-(under) expenditures	(560,000)	(560,000)	(52,918)	507,082
Other financing sources-(uses)				
Transfers in	355,334	355,334	-	(355,334)
Net change in fund balance	(204,666)	(204,666)	(52,918)	151,748
Fund balance - July 1, 2016	204,666	204,666	191,379	(13,287)
Fund Balance - September 30, 2016	\$ -	\$ -	\$ 138,461	\$ 138,461

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 24,850	\$ 24,850	\$ 94	\$ (24,756)
Expenditures:				
Student Services	95,779	95,779 (1)	3,341	92,438
Contingency	-	- (1)	-	-
Total expenditures	95,779	95,779	3,341	92,438
Revenues over-(under) expenditures	(70,929)	(70,929)	(3,247)	67,682
Other financing sources-(uses)				
Transfers in	41,500	41,500	-	(41,500)
Net change in fund balance	(29,429)	(29,429)	(3,247)	26,182
Fund balance - July 1, 2016	29,429	29,429	24,576	(4,853)
Fund Balance - September 30, 2016	\$ -	\$ -	\$ 21,329	\$ 21,329

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INTERNAL SERVICE FUND
For period ending September 30, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 16	\$ 16
Other	165,000	165,000	14,469	(150,531)
Total revenues	165,000	165,000	14,485	(150,515)
Expenditures:				
College Support Services	190,000	190,000 (1)	40,300	149,700
Contingency	-	- (1)	-	-
Total expenditures	190,000	190,000	40,300	149,700
Revenues over-(under expenditures)	(25,000)	(25,000)	(25,815)	(815)
Net change in fund balance	(25,000)	(25,000)	(25,815)	(815)
Fund balance - July 1, 2016	25,000	25,000	8,392	(16,608)
Fund Balance - September 30, 2016	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (17,423)</u>	<u>\$ (17,423)</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ENTERPRISE FUNDS
For period ending September 30, 2016

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Revenue:				
Sales	\$ 2,259,003	\$ 2,296,003	467,748	\$ (1,828,255)
Interest income	-	-	-	-
Total revenues	2,259,003	2,296,003	467,748	(1,828,255)
Expenditures:				
Student Services	2,505,303	2,507,303 (1)	495,394	2,011,909
Contingency	100,000	100,000 (1)	-	100,000
Total expenditures	2,605,303	2,607,303	495,394	2,111,909
Revenues over-(under) expenditures	(346,300)	(311,300)	(27,646)	283,654
Other financing sources-(uses)				
Transfer out	(350,000)	(233,200) (1)	-	233,200
Total other financing sources-(uses)	(350,000)	(233,200)	-	233,200
Net change in fund balance	(696,300)	(544,500)	(27,646)	516,854
Fund balance - July 1, 2016	544,500	544,500	119,793	(424,707)
Fund Balance - September 30, 2016	<u>\$ (151,800)</u>	<u>\$ -</u>	<u>\$ 92,147</u>	<u>\$ 92,147</u>

(1) Appropriation level