

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Tuition & Fees – Natalya Brown, Interim CFO; 4:00 P.M., HNSC 100
VOL. LII, No. 10 BOARD OF EDUCATION MEETING APRIL 11, 2018; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Doris Lathrop _____
David Littlejohn _____

Joelle McGrorty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- | | | | |
|------|----------------------|---------------|--------|
| I. | CALL TO ORDER | Chair Loosley | |
| II. | ATTENDANCE | Chair Loosley | |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley | |
| IV. | CONSENT AGENDA | Chair Loosley | pp 1-9 |

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 Loosley | |
|----|-----------------------|---------------|--|

VI. CITIZEN COMMENTS

The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.

VII. INTRODUCTIONS & FOCUS PRESENTATION

- | | | | |
|----|-------------------------------------|----------------|------|
| A. | All Oregon Academic Team | Marjan Coester | p 10 |
| B. | Umpqua University League of Legends | Brian Smith | p 11 |
| C. | Southern Oregon Wine Institute | Andy Swan | p 12 |

VIII. REPORTS			pp 13-22
A. ASUCC Report	Byronna Thomas		
B. ACEUCC Report	Becky Kipperman		
C. UCCPTFA Report	Jeri Frank		
D. UCCFA Report	John Blackwood		
E. President's Report	Debra Thatcher, President		
F. OCCA Report	Doris Lathrop		
G. Recovery Report	Wendy Weikum		
H. Construction Report	Betty Tamm		
I. Chair Report	Steve Loosley		
IX. OLD BUSINESS			
A. Memorial Committee Update	Joshua Friedlein		pp 23
X. NEW BUSINESS			
A. Financial Report for FY 2017-18	Natalya Brown		pp 24-37
B. Budget Forum Review	Natalya Brown		p 38
C. Tuition and Fee Increase Proposal	Natalya Brown		pp 39-53
D. Personnel Employment Agreements	Lynn Johnson		pp 54-56
E. First Reading of Policies	Natalya Brown		pp 57-71
F. Vision, Mission, Values	Debra Thatcher		pp 72-73
XI. BOARD COMMENTS	Chair Loosley		
XII. ADJOURNMENT	Chair Loosley		

NEXT BOARD MEETING:

- Board Meeting, May 9, 2018, 4:30 pm, HNSC 100

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 EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Consent Agenda

Date: April 11, 2018

Recommend approval of:

Minutes of College Board Meeting of March 21, 2018 pp 1-3

Personnel Actions p 4

Resolution No. 10 – Approval to Spend Funds p 5

UCC was awarded an additional \$13,953.37 from Douglas Education Service District for the implementation of the Focused Child Care Network programs in Klamath and Lake Counties. UCC will be the fiscal agent for the period of October 1, 2017, through June 30, 2019.

Sabbatical Request

Jillanne Michell requests sabbatical leave during Spring Term 2019. Her primary focus while visiting England will be to learn more about Renaissance England and Shakespeare's London. She will also research current Shakespeare scholarship and review important scholarship in the field of Shakespeare studies. This opportunity will provide her with a new depth and breadth of knowledge to share with her students.

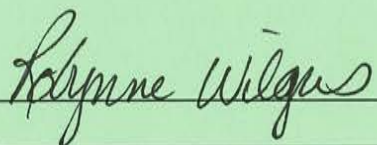
Second Reading of Policy pp 6-9

308 Use of Tobacco

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

308AP Use of Tobacco

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 21, 2018**

The Umpqua Community College Board of Education met on Wednesday, March 21, 2018, in Room 15 of the Educational Skills Building at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:35 pm and the pledge of allegiance was given.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Joelle McGrorty, and Wendy Weikum

Director excused: Betty Tamm

Others present:

Debra Thatcher	Patrick Gersner	James M.	Martha Joyce	April Hamlin	Georgina Pulman-
Robynne Wilgus	Themba Dzana	Chris Broadsword	Jason Aase	Ronda Stearns	Olzaski
Clay Baumgartner	Daniel Isenberger	Ron Stribling	Carol McGeehon	Kelly Wyatt	
Ben Collar	Chris Lakkey	Nazzario Fergusen	John Blackwood	Jason Heald	

Consent Agenda

- A. Minutes of College Board Meeting of Feb. 14, 2018
- B. Minutes of College Board Meeting of Feb. 28, 2018
- C. Personnel Actions
- D. Second Reading of Policies:

100.02	District Elections	311	Compensation
100.06	Committees	311.04	Compensation and Benefits – Salary Approval
100.17	Board Evaluation		
103	Meetings of the UCC Board	601	Purchasing
103.05	Agenda and Notice for Regular Meetings	710	Tuition and Fees
104	Conflict of Interest and Government Ethics	721.1	Student Code of Conduct Definitions
107	Separation of College and Foundation		

The Consent Agenda was approved by general consent.

Changes to the Agenda and Citizen Comments – There were none.

Focus Presentations

- *Advanced Technologies:* Clay Baumgartner (UCC Department Chair, Engineering, Forestry, CIS/CS Programs) brought several students to demonstrate advanced technologies in education and the workplace. A PowerPoint presentation was reviewed and students demonstrated their projects.
- *JOBS Program:* Georgina Pulman-Olzaski, Interim Director of the JOBS Program, explained the program and how they work very closely with the Department of Human Services Family Coaches. The goal is for their clients to have economic independence through substantial employment.
- *Computer Club:* John Blackwood, Computer Information Systems instructor, shared about the Computer Club students visiting senior living homes and assisting the seniors with their devices.

Reports

- **ASUCC** – no report
- **ACEUCC** – no report
- **UCCPTFA** – **Kelly Wyatt:** Mr. Wyatt referenced the UCCPTFA report in the Board packet and offered to answer any questions.

- **UCCFA – John Blackwood, President:** Mr. Blackwood recently attended a FEMA training and shared FEMA’s willingness to visit institutions at no cost. He is working with Community & Workforce Training for bringing an event to UCC. Mr. Blackwood has been visiting a number of local schools. He is doing research for further involvement with Apple education and their mobile app platforms. This is his last term as president of the faculty association.
- **President’s Report – Dr. Debra Thatcher:** Work continues on balancing the budget for next year. OCCA has purchased a policy packet that is compliant with federal regulations; they are in process now of making it compliant with Oregon regulations. The dedication for Tap^hòyt^ha’ Hall will be this Friday. President Thatcher has received many congratulations from other presidents on the new name.
- **OCCA Report – Dir. Lathrop:** OCCA has moved into a mutual separation agreement with Executive Director Andrea Henderson to be effective on March 31; John Wykoff was appointed as Interim Executive Director will be effective on April 1. Highlights from the submitted report were shared.
- **Recovery Report – Dir. Weikum:** The Memorial Committee will have a presentation at next month’s Board meeting. Two sites have been identified for potential memorials; one is in Roseburg and the other one is on the UCC campus. Further details will be shared at the April meeting.
- **Construction Report – no report**
- **Chair Report – no report**

OLD BUSINESS – there was none

NEW BUSINESS

The first reading of Policy 308 Use of Tobacco was presented as an information item by President Thatcher. The policy revision provides clearer language and is in compliance with the recent changes to the Oregon law. Exceptions to the policy are listed in the procedure. Alcohol and other controlled substances are under a separate policy.

Sabbatical requests by John Blackwood and Jason Heald were presented by Jason Aase, Dean of Career & Technical Education. Mr. Blackwood requests sabbatical leave for the Fall Term 2018. His focus will revolve around personal study, research, and industry training related to cloud services and virtualization technologies. The study will assist him in selecting specific technologies to be taught in related courses. Mr. Heald requests sabbatical leave for Spring Term 2019. His focus will be to research and compose a musical drama related to the life and work of author Katherine Mansfield (1888-1923).

Motion: **I move to approve the sabbatical requests of John Blackwood and Jason Heald as presented. Motion by Dir. Lathrop, seconded by Dir. Littlejohn and carried unanimously.**

Resolution No. 8 – Approval to Spend Funds

Natalya Brown, Interim Chief Financial Officer, requested Board approval to increase appropriation in the Special Revenue Fund-Grants and Contracts. UCC was awarded an additional \$220,142 from the Oregon Department of Education to continue work with STEM education. The grant is for two years, July 1, 2017, through June 30, 2019.

Motion: **I move to approve Res. No. 8, Approval to Spend Funds, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

Resolution No. 9 – Approval to Spend Funds

Ms. Brown requested Board approval to increase appropriation in the Special Revenue Fund-Grants and Contracts. UCC was awarded \$106,569.30 from Douglas Education Service District for the implementation of the Focused Child

Care Network programs in Klamath and Lake Counties. UCC will be the fiscal agent for the period of October 1, 2017, through June 30, 2019.

Motion: I move to approve Res. No. 9, Approval to Spend Funds, as presented. Motion by Dir. Weikum, seconded by Dir. McGrorty and carried unanimously.

Chair Loosley presented the appointments of Budget Committee members for Board approval. The term of appointment is from July 2017 through June 2020 (3 years):

- Zone 2: Dir. Lathrop recommends re-appointment of Sandy Henry
- Zone 3: Dir. Weikum recommends re-appointment of Chris Davidson
- Zone 5: Dir. Kennerly recommends re-appointment of Rex Stevens
- Zone 6: Dir. McGrorty recommends the appointment of Randy Richardson

Motion: I move to approve the Budget Committee members as presented. Motion by Dir. Lathrop, seconded by Dir. Weikum and carried unanimously.

Chair Loosley led a discussion on feedback of Policy 405 Naming Opportunities. Dir. Weikum shared that consideration for naming a building is not taken lightly. She feels that naming a facility after a person is very meaningful and traditional; it brings a feeling of respect. She prefers the name of a building should honor a person. Dir. Lathrop likes the concept behind the naming of Tap'hòyt'a' Hall and is supportive of it; there was difficulty in getting used to the word and how to pronounce it. She felt the policy implies naming a building after a person even though it doesn't say you "have to"; policies are to be followed. She appreciated the opportunity to share her thoughts. Dir. Littlejohn felt the name deviated from past precedent, the policy isn't well defined, he is challenged by a person's legacy being impacted (Mr. Snyder), and feels it doesn't make sense to bring a name to the Board for approval when they haven't been involved in the steps of the process. Dir. Kennerly felt administration followed the policy and understood that the Board is not a part of that process. Dir. McGrorty didn't feel the policy was broken and likes the process. Chair Loosley thanked the Board for sharing their input.

Board Comments – there were none

Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:

- Personnel Actions
- Policies: 100.02, 100.06, 100.17, 103, 103.05, 104, 107, 311, 311.04, 601, 710, and 721.1
- Res. 8, & 9



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: April 11, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

N/A

Faculty Contract:

Jeremiah W. Robbins, Assistant Director of Athletic Facilities – Head Baseball Coach,
September 17, 2018

Alan King, Head Coach Cross Country, Men's & Women's Track & Field/Fitness
Center Supervisor, September 17, 2018

Resignation/Separations:

Xiana Santos-Smithhart, Institutional Researcher, March 19, 2018 - Resignation

UMPQUA COMMUNITY COLLEGE
Resolution No. 10 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded an additional \$13,953.37 from Douglas Education Service District, 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 Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$13,953.37 for the implementation of the Focused Child Care Network program.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 9	Adjustment	17-18 Budget Through Resolution 10
REVENUES:	\$ 7,119,395	\$ 13,953	\$ 7,133,349
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,485,846		1,485,846
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	828,455	13,953	842,409
TOTAL	<u>\$ 7,119,395</u>	<u>\$ -</u>	<u>\$ 7,133,349</u>

ADOPTED: APRIL 12, 2018

Clerk of the Board

UCC Board Chair



BOARD POLICY

TITLE: 308

BOARD POLICY # USE OF TOBACCO

POLICY:

UCC promotes a safe, healthy learning and working environment. In acknowledgement of the Surgeon General's findings that tobacco use in any form, active and passive, is a significant health hazard, and in recognition of the classification of environmental tobacco smoke as a Class-A carcinogen, UCC strives to minimize health risks with this policy.

The distribution, advertising, promotion, sponsorship, sale, or use of tobacco, including any smoking device or inhalant delivery systems, is prohibited in any College-owned or College-controlled property and during College events.

This policy applies to all UCC employees, volunteers, clients, students, visitors, vendors, and contractors.

As required by Oregon state law, possession or use of tobacco products and smoking device or inhalant delivery systems by persons under the age of 21 is prohibited on all UCC grounds and property.

Any exceptions to the policy are listed in the associated procedure.

RESPONSIBILITY:

The Director of Facilities and Security 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: Smoking and Use of Tobacco

ADMINISTRATIVE PROCEDURE # 308

RELATED TO POLICY # 308 Smoking and Use of Tobacco

1. The distribution, advertising, promotion, sponsorship, or sale of tobacco, smoking devices, or electronic nicotine delivery systems, is prohibited during College events and on all College property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, pipes, or electronic cigarettes, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Smoking is permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
3. The use of other tobacco products, such as smokeless or chewing tobacco, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Other tobacco products are permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
4. Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Umpqua Community College property. This includes all College sidewalks, parking lots, landscaped areas, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities, such as fine arts performances, athletic events, field trips, domestic and international study trips, practica, and internships.

5. Improper disposal is prohibited and includes:
 - a. Spitting smokeless tobacco product
 - b. Littering (i.e. discarded cigarette butts, leaving spit containers)
 - c. Anything that creates a fire hazard

6. This policy may not apply to specific cultural activities used in connection with the practices by Native Americans that are in accordance with the American Indian Religious Freedom Act. All ceremonial use exceptions must be approved in advance by the College President or designee.

7. Tobacco use cessation information is available through the Employee Assistance Program and the Drug and Alcohol Abuse Prevention Program.

Compliance Procedures

1. The enforcement of these rules and regulations is the responsibility of UCC Security personnel with the voluntary assistance of members of the College community. UCC Security personnel may issue a verbal warning or issue a citation. Security officers are authorized to control and regulate facility use as prescribed in this policy and administrative procedure.

2. Continued failure by students to comply with the directions of College officials to abide by these rules may be reported to the Office of Student Services as a violation of the UCC Student Code of Conduct. Further sanctions may be imposed, including suspension, restitution, or probation.

3. Employees and campus visitors in violation of the tobacco policy can be reported to UCC Security. Failure by faculty or staff of the College to abide by these rules and regulations may result in corrective/disciplinary action in accordance with the applicable bargaining agreement.

4. Fines
 - a. Violations of this policy and administrative procedure may result in disciplinary action and/or a \$25.00 citation.
 - b. All fines are payable to Umpqua Community College. Fines can be paid by mail or in person at the Cashier's Office. Fines that are mailed must be received within fifteen (15) calendar days of violation.
 - c. Unpaid fines may result in:
 - i. The violator's transcripts being held until all fines have been paid.
 - ii. Registration for the following quarter may be delayed.
 - iii. College Employees who become delinquent may have fines deducted from paycheck.

- iv. Violation of the Code of Student Conduct, 721.3 #17, and/or other applicable code violations and may be forwarded on to the Dean of Student Services for disciplinary action.
- v. Outstanding fines may be referred to a collection agency.

d. Appeals

- i. Alleged violators may appeal to the Chief of Security for a brief adjudicative procedure within twenty (20) calendar days of the date of citation. The Chief of Security may dismiss, suspend, impose any lesser fine, and/or grant an extension of time within which to pay the fine.
- ii. Appeals of the decision of the Chief of Security are to be submitted to the Director of Facilities and Security without posting of fine within twenty-one (21) calendar days of the decision. Written notification of the Director of Facilities and Security's decision shall be made within twenty (20) calendar days of the appeal and shall be final.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/6/2018 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Introduction of All Oregon Academic Team

Date: April 11, 2018

Marjan Coester, Director for Student Life, will introduce two student scholars who were chosen for the All Oregon Academic Team.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

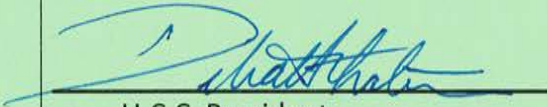
Subject: Focus Presentation:
Umpqua University League of Legends

Date: April 11, 2018

Brian Smith will present information on the ASUCC Club, Umpqua University League of Legends.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Focus Presentation:
Southern Oregon Wine Institute

Date: April 11, 2018

Andy Swan, Associate Director of Southern Oregon Wine Institute, will provide an update on the program.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Reports

Date: April 11, 2018

ASUCC Report

Byronna Thomas

ACEUCC Report

Becky Kipperman

UCCPTFA Report

Jeri Frank

UCCFA Report

John Blackwood

President's Report

Debra Thatcher, President

OCCA Report

Doris Lathrop

Recovery Report

Wendy Weikum

Construction Report


Betty Tamm

Chair Report

Steve Loosley

Recommendation by:

Approved for Consideration:



U.C.C. President



Office of the Provost
Academic and Student Services
Board of Education
26 March 2018

Accreditation (Jason Aase, liaison officer)

1. Becky Kipperman, Dan Wright, Carol McGeehon, Jessica Richardson, and Jason Aase attended the annual accreditation meeting and training workshops hosted by the Northwest Commission on Colleges and Universities (NWCCU). NWCCU is the agency that accredits the college.

Arts and Sciences (Martha Joyce, dean)

Science

2. The water resource science field course spent an afternoon with USGS hydrology technicians at the South Umpqua Gauging Station getting our hands-on state-of-the-art hydrological equipment used to measure speed and discharge in large rivers, including an Acoustic Doppler Current Profiler. The hydrologists, with over 40 years combined experience, were so impressed with the course that they gave us several thousand dollars' worth of equipment on indefinite loan; including digital induction flowmeter, top-setting wading rod, and digital submersible conductivity sensor.
3. A Solar System Walk for junior high and high schools students has been planned for May 17. The Solar System Walk, to scale, designed by part time science faculty Paul Morgan. The Solar System Walk will also be a main attraction for second annual STEAM Extravaganza.

Education

4. The second annual STEAM Extravaganza is scheduled for May 19. The event will feature all things STEAM, also known as science, technology, engineering and math, with artful innovation. The 2017 event drew more than 200 people and featured high-flying drones, Wildlife Safari animals, science experiments and much more.

Human Services

5. Faculty member, Jan Woodcock is the co-lead of the Pacific North West Great Teachers Seminar, June 17-19. Human Services student, Alyssa Davidson, on her own initiative has started and is running a new Nar-anon Group in Myrtle Creek.

Assessment (Debi Gresham, assessment coordinator)

6. Of the approximately 459 courses (not sections) taught during fall term, 121 courses were taught by full-time faculty (26%)
7. Of the 121 courses taught by FT faculty, assessment reports were received for 27 of them (22%)
8. Program Assessment for Non-Academic (and non-credit) areas is scheduled to begin during spring term. A training session was held on Tuesday, March 20 and was facilitated by Danielle Haskett, a member of the Riverhawk Assessment Team.
9. The Program Review process and schedule was revised to focus on programs that end in a degree or certificate.

Athletics (Craig Jackson, director)

10. Recruitment for all teams is going well at this phase of the process.
11. Baseball and Track and Field positions have been filled. Announcements will be made the first week of April.
12. Three Women's basketball players and one men's basketball player received the NWAC Academic Excellence Award
13. Women's basketball finished 2nd in the NWAC Championship Tournament, as well as winning the 2nd consecutive Southern Region Championship. They have gone 60-5 over the last two seasons, the most successful two-year stretch in school history.
14. Women's Basketball Coach Dave Stricklin will be honored on March, 28th, 2018 in Columbus, Ohio, during the NCAA Div. 1 Women's Basketball Final 4, by the Women's Basketball Coaches Association, for achieving his 800th win.

Career and Technical Education (Jason Aase, dean)***Apprenticeship***

15. We currently have five (5) students auditing previously completed coursework for placement into SP18. Auditing allows for a re-fresher and also provides objective data for student growth.

Automotive

16. John Blakely is working with Brett Steinacher, assistant vice principal and Sheri Carson, CTE division leader at Roseburg High School to partner in developing an automotive program for their high school students. John included industrial partner Mike Brooks (Account Manager with Snap-on Industrial) in the meeting, resulting in an offer from Snap-on to lower the cost of the equipment and tools needed by the RHS program by 30 – 40%. This program will begin in fall 2018 and would serve as a feeder program for UCC.
17. T-TEN shop talks were presented by John Blakely in the Springfield High Automotive program for intern positions/UCC T-TEN students at Eugene/Springfield dealerships
18. John Blakely and the Toyota area manager conducted Toyota dealer visits between Medford and Salem.

EMS, Criminal Justice, Fire Science

19. Reestablishing affiliation agreement with McKenzie Willamette Hospital for our Paramedic students from Lane County.

Forestry/Engineering

20. Student Job Fair was held on campus January 22 in conjunction with Lone Rock Timber. Community and Workforce Training (CWT)
21. CWT is working with Umpqua Training and Employment and local trucking companies to investigate increasing the capacity of our truck driver training program.
22. The annual Explore event was held on February 7th. It was a huge success with community attendance estimated at 400-500.

Nursing

23. UCC Nursing is waiting to hear back from Willamette Valley Cancer Institute (WVCI) regarding a new affiliation agreement. If the agreements are solidified before the start of SP18, there will be students completing their Integrative Practicum hours in WVCI's facility.

Community and Workforce Training (Robin VanWinkle, director)

24. Six (6) classes were offered through CWT during February and March, with 242 participants registered. CWT offers ongoing CPR courses which increases total classes to 153 and participant numbers to 803.
25. The Training Services Coordinator presented to the following community groups: Oregon Employer Council, Homebuilders Association, and Douglas Co. Health Safety Board to promote CWT programs.
26. UCC is hosting the Employer Recruitment/Retention event April 27 at Lang with Business Faculty, SBDC and Recruiter.
27. Planning and recruitment for Youth Camp instructors and staff is happening.

Enrollment and College Transition (Missy Olson, director)

28. Explore STEM event had over 350 attendees.
29. Explore UCC event had over 200 attendees.
30. Scholarship workshops had over 30 attendees.
31. Met with ESD and over 10 high schools on the implementation of the BAHPCP program.
32. Twelve (12) different community and high school recruitment events were held during February and March.

Library Services (Carol McGeehon, director)

33. Thirty-six (36) students attended the study-in on March 17th. We had 46 students attend the fall term study-in.
34. Mary Worthington is our new Success Center Initiatives Coordinator.

Student Services (April Hamlin, dean of student services)

35. ETS/UB – Mary Morris is started as the new Director in ETS/UB on February 1, 2018!
36. For the academic year 17/18, 1758 students were awarded financial aid as compared to 1702 in 2016-17.
37. 17/18 FAFSA apps – 3796 compared FAFSA applications have been processed in 2017/18 as compared 3740 in 2016-2107
38. The Financial Aid office will be rolling out the new 150% Pell opportunity to students. This will hopefully encourage more students who attended summer term to attend spring term that may not have otherwise attended due to lack of funding.
39. Janelle Joyner/Victim Liaison has currently spoken worked with approximately 104 of the 10/1 survivors about the possibility of finishing their schooling at UCC.
40. Advisors will call students that did not re-enroll after fall 2017 term. Total of 100 students will be contacted.

Title III (Cynthia Horkey, grant manager)

41. Received a nine month extension for the Title III Grant through June 30, 2019. This extension sets aside \$118,000 to continue with grant support initiatives such as computer labs oversight, dedication of personnel to the degree audit and planning system, and the development and implementation of a formal First-Year Experience program.

OFFICE OF BUSINESS SERVICES BOARD REPORT
April 2018
Natalya Brown, Interim CFO

Office of Business Services; Natalya Brown, Interim CFO

- The Office of Business Services has been engaged with senior leadership team in the budget preparation process this month working on a goal of producing a balanced budget. As part of the budget development process, tuition and fee proposal was developed.

Additionally, the following discussions have taken place on campus:

- March 1st - discussion on streamlining fees with student and staff ad hoc committee. Forwarded recommendation to the Office of Information Technology to add an Explanation of fees link to the student bill website. The recommendation was fully implemented.
Recommendation to rename Global fee to Student Resources Fee is going to be forwarded to the Board of Education with the Tuition and Fee proposal.
- March 8th – discussion with ASUCC leadership team on tuition increase tied to Higher Education Price Index.
- March 14th – continued discussion with students regarding proposed tuition increases.

Budget; Katie Workman, Budget Assistant

- Preparation of the fiscal year 2018-19 proposed budget will be complete and available for distribution on Monday April 2nd
- Campus open forum will be held on April 9th to discuss the FY 2018-19 budget
- Discussion with Student Leadership Board will be held on April 10th to discuss tuition and fee increase proposal
- First External Budget Committee Meeting will be held on April 12th

Purchasing; Jules DeGiulio, Purchasing Manager

- Request for bids for Quarterly Schedules and Gym Floor Refinishing will be published by March 30th

**OFFICE OF INFORMATION TECHNOLOGY
PRESIDENT'S REPORT
April 2018
Vincent Rose Director of Information Technology**

- Responded to a security incident involving 21 active users. Mr. Packard went above and beyond in helping to identify the users involved and to work to implement our response. Mr. Tatum took point completing a majority of the password resets in one day, while Mr. Bjornsen backed him up to ensure that organizational readiness was maintained. See confidential report.
- Streamlined ticketing system and worked to improve ticketing documentation.
- Completed re-sourcing of the Crystal reports to the reporting server. This will result in increased data integrity and improved performance for the end users.
- Completed all open service requests with Ellucian in regards to [Degree Works Financial](#).
- Completed ACA reporting

ACEUCC Board Report
April 2018
Becky Kipperman, ACEUCC Interim President

- There are about 110 employees currently in the Classified Association. The majority are full-time, but we have a few part-time members that work more than 20 hours a week.
- Many Classified members dedicated time to help with the Explore UCC event in March. It was exciting to see how many community members braved the weather to come see our campus.
- Two of our members received a scholarship from the National Education Association to attend the March for Our Lives rally in Washington, D.C. They met with other educators affected by violence and have said it was a valuable experience.
- The Association and the College have been engaged in bargaining for a new contract since June 20, 2017. A lot of progress has been made with 16 articles reaching tentative agreements and two more being drafted for tentative agreement. The remaining articles are Salary, Employee Benefits, and Holidays and Vacation. The College has requested mediation to continue negotiations for these items. We will continue to work toward a contract that is mutually beneficial for the Association and the College, and we remain confident that a successful agreement can be reached.

UCCFA Board Report
April 2018
John Blackwood, UCCFA President

Good evening Chair Loosley, Vice Chair Kennerly, members of the Board, and President Thatcher.

My name is John Blackwood and I represent UCC's full-time faculty. I am a full-time instructor in the Computer Information Systems Department, where we instruct in networking and cybersecurity topics.

This month's faculty update includes the following items:

1. Faculty looks forward to concluding our contract negotiations in April. I hope we can make this happen.
2. Faculty got off to a good start for spring term and we are excited to see our second-year students graduate and in some cases, continue their education.

Respectfully submitted,

John Blackwood
UCCFA President

UCCPTFA Board Report

April 2018

Jeri Frank, President, UCCPTFA

During spring term UCCPTFA is planning to hold monthly Executive Committee meetings and a General Meeting. We also have active email communication with part-time instructors to keep everybody informed and involved. We are always focused on teaching our classes and supporting student success during each term.

We have sent our initial request to Dr. Thatcher for a bargaining re-opener on Article 7 – Compensation in our bargaining agreement. Last year's bargaining sessions went smoothly, and we were pleased with the results. We look forward to our sessions this spring and summer and hope for continued positive results for all part-time instructors.

Part-time instructors teach about half of the classes at UCC, so we play a crucial role in the college's ability to provide quality instruction of many classes in the wide variety of programs available. Our union is pleased that part-time instructors continue to be shown respect and appreciation from our faculty colleagues and administration, and we look forward to continuing this climate in the years ahead.

ASUCC REPORT
April 2018
Byronna Thomas, ASUCC President

- As spring term begins we are preparing for elections of officers for the upcoming year. Time line and new applications are in process as well as verifying through our constitution and bylaws that all is in order as it should be.
- We are beginning the term with a mass scramble to interview and train five new senators. On Monday April 2nd we will be interviewing four applicants.
- Nick Thomas, our new Vice President, has established the elections committee and will be accepting applications by student body candidates. Deadline to turn applications in is the end of the third week of the term.
- Patricia Ochs has blessed our team with fresh energy and ideas.
- Multi-Cultural celebration is scheduled for May 18th, from 10 am to 4pm. We have departments, community members, and students excited and eager to participate.
- Looking forward to a busy term ahead with sunshine and many activities planned. Such as club fair, and partnering with BPA for sexual assault awareness campaign.
- Duality: an immigrant experience will be performing Wed. April 11th at noon in Jacoby Auditorium.
- Spring term board meetings will be held in the Bistro on Tuesdays from 12 to 1pm.

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Memorial Committee Update

Date: April 11, 2018

Joshua Friedlein, UCC alumnus and Memorial Committee member, will provide an update on the committee's progress towards developing an October 1, 2015 memorial.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Financial Reports for FY 2017-18

Date: April 11, 2018

Natalya Brown, Interim CFO, will present financial reports for fiscal year 2017-18, ending March 31, 2018.

Recommendation by: Natalya Brown, Interim CFO

Approved for Consideration:

N. Brown


U.C.C. President

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

<u>Assets</u>	March 31, 2018	March 31, 2017	% change
Current assets:			
Cash and investments	\$ 11,440,258	\$ 11,445,451	-0.05%
Receivables, net of allowance for uncollectibles:			
Property Taxes	357,214	354,462	0.78%
Accounts/grants	3,001,026	2,672,003	12.31%
Accounts Receivable - Due from Foundation	4,887,504	5,248,810	-6.88%
Inventories	195,663	212,112	-7.75%
Prepaid expenses	309,119	310,345	-0.40%
Total current assets	20,190,784	20,243,182	-0.26%
<u>Liabilities</u>			
Current liabilities			
Accounts payable	233,325	51,785	350.56%
Payroll liabilities	1,099,886	1,699,366	-35.28%
Unearned revenue	717,893	709,881	1.13%
Total current liabilities	2,051,103	2,461,032	-16.66%
<u>Net Position</u>			
Net Position by Fund Groups			
General Fund	6,887,773	6,485,419	6.20%
Capital Project Fund	410,773	1,953,359	-78.97%
Debt Service Fund	8,366,454	8,184,365	2.22%
Financial Aid Fund	196,658	92,493	112.62%
Grants & Contracts	5,227	(286,310)	-101.83%
Administratively Restricted Funds	1,590,946	1,223,973	29.98%
Insurance Fund	15,488	78,978	-80.39%
Agency Funds	25,256	20,475	23.35%
Internal Service Funds	522,090	(12,208)	-4376.62%
Enterprise Funds (Bookstore, Catering, Cafeteria)	119,015	41,606	186.05%
Total net position	18,139,681	17,782,151	2.01%
Total current liabilities and net position	\$ 20,190,784	20,243,182	-0.26%

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

	March 31, 2018	March 31, 2017	% change
Operating revenues:			
Tuition and fees	\$ 8,479,789	\$ 7,956,954	6.57%
Federal student financial aid	4,467,821	4,571,070	-2.26%
Federal grants and contracts	1,210,497	1,163,222	4.06%
State grants and contracts	1,612,866	2,824,533	-42.90%
Nongovernmental grants and contracts	1,713,394	1,446,272	18.47%
Bookstore, food service, special events sales	1,128,652	1,105,393	2.10%
Other operating revenue	573,692	583,934	-1.75%
Total operating revenue	<u>19,186,711</u>	<u>19,651,379</u>	<u>-2.36%</u>
Operating expenses:			
Instruction	7,008,936	6,866,514	2.07%
Instructional support	1,924,278	2,030,633	-5.24%
Student services	4,081,421	4,326,161	-5.66%
College support services	4,083,364	5,300,426	-22.96%
Community service	391,427	114,258	242.58%
Student financial aid	6,754,708	6,698,688	0.84%
Debt Service	508,069	523,238	-2.90%
Plant and operations	1,442,066	1,488,252	-3.10%
Facilities acquisition / construction	3,853,801	2,931,537	31.46%
Total operating expenses	<u>30,048,070</u>	<u>30,279,707</u>	<u>-0.76%</u>
Operating gain / (loss)	<u>(10,861,359)</u>	<u>(10,628,329)</u>	<u>-2.19%</u>
Non-operating Revenues-(expenses)			
State community college support	8,473,684	7,882,956	7.49%
Property taxes	3,534,764	3,381,216	4.54%
Investment Income	132,473	75,576	75.28%
Total non-operating revenues-(expenses)	<u>12,140,920</u>	<u>11,339,748</u>	<u>7.07%</u>
Capital Contributions			
Capital State Grant	3,765,164	4,455,591	-15.50%
Change in net position	5,044,725	5,167,011	-2.37%
Net Position - beginning of year	<u>13,094,955</u>	<u>12,615,139</u>	<u>3.80%</u>
Net Position - end of period	<u>\$ 18,139,681</u>	<u>\$ 17,782,151</u>	<u>2.01%</u>

UMPQUA COMMUNITY COLLEGE

GENERAL FUND	For the period ending March 31					Fiscal Year 2017-18		
	FY 2017-18		FY 2016-17			Budget	Forecast	Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	% of Total Actuals			
REVENUE								
State comm college support	\$ 8,379,440	79%	\$ 7,882,956	75%	75%	\$ 10,671,246	\$ 11,159,522	\$ 488,276
Property taxes	3,534,764	97%	3,381,216	97%	95%	3,640,111	3,720,804	80,693
Tuition and Fees	6,085,802	99%	5,760,273	95%	100%	6,147,871	6,085,802	(62,069)
Other revenue	145,149	57%	202,906	87%	61%	255,000	237,949	(17,051)
Total revenue	\$ 18,145,155	88%	17,227,351	85%	85%	20,714,228	21,204,078	489,850
EXPENDITURES								
Instruction	5,774,006	67%	\$ 5,607,234	63%	69%	8,629,021	8,475,035	153,986
Instructional Support	1,017,316	65%	1,137,742	72%	74%	1,571,984	1,423,334	148,650
Student Services	1,278,629	71%	1,249,300	68%	72%	1,809,122	1,842,960	(33,838)
College Support Services	4,788,143	70%	4,781,364	68%	75%	6,879,423	6,679,255	200,168
Financial Aid	481,146	56%	473,036	63%	81%	864,998	804,315	60,683
Transfer Out	1,176,012	53%	1,103,277	52%	52%	2,227,214	2,186,465	40,749
Total expenditures	14,515,253	66%	14,351,953	65%	70%	21,981,762	21,411,364	529,649
Net revenue (expenditures)	3,629,903		2,875,397			(1,267,534)	(207,286)	1,060,248
Fund balance at start of year	3,257,871		3,510,022			3,175,042	3,257,871	82,829
Fund balance at report date	\$ 6,887,773		\$ 6,485,419			\$ 1,907,508	\$ 3,050,585	\$ 1,143,077

AMOUNTS USED FOR BUDGET AND FORECAST

State comm college support: CCSF for 2017-19 (in millions)

\$ 570 \$ 570

Personnel services:

Projected is less than budget for estimated vacancy rate.

Materials and services: Except where actual is known, projected is 15% less than budget for underutilization

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
GENERAL FUND
For period ending March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,640,111	\$ 3,640,111	\$ 3,534,764	\$ (105,347)
Tuition and fees	6,147,871	6,147,871	6,085,802	(62,069)
State Appropriation	10,671,246	10,671,246	8,379,440	(2,291,806)
Interest income	30,000	30,000	91,387	61,387
Other	225,000	225,000	53,763	(171,237)
Total revenues	<u>20,714,228</u>	<u>20,714,228</u>	<u>18,145,155</u>	<u>(2,569,073)</u>
Expenditures:				
Instruction	8,629,021	8,629,021 (1)	5,774,006	2,855,015
Instruction Support	1,571,984	1,571,984 (1)	1,017,316	554,668
Student Services	1,809,122	1,809,122 (1)	1,278,629	530,493
College Support Services	6,879,423	6,879,423 (1)	4,788,143	2,091,280
Financial Aid	864,998	864,998 (1)	481,146	383,852
Contingency	1,907,508	1,907,508 (1)	-	1,907,508
Total expenditures	<u>21,662,056</u>	<u>21,662,056</u>	<u>13,339,241</u>	<u>8,322,815</u>
Revenues over-(under) expenditures	<u>(947,828)</u>	<u>(947,828)</u>	<u>4,805,915</u>	<u>5,753,743</u>
Other financing sources-(uses)				
Transfer out	<u>(2,227,214)</u>	<u>(2,227,214) (1)</u>	<u>(1,176,012)</u>	<u>1,051,202</u>
Total other financing sources-(uses)	<u>(2,227,214)</u>	<u>(2,227,214)</u>	<u>(1,176,012)</u>	<u>1,051,202</u>
Net change in fund balance	(3,175,042)	(3,175,042)	3,629,903	6,804,945
Fund balance - July 1, 2017	<u>3,175,042</u>	<u>3,175,042</u>	<u>3,257,871</u>	<u>82,829</u>
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,887,773</u>	<u>\$ 6,887,773</u>

(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 March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest income	\$ -	\$ -	\$ 33,779	\$ 33,779
State Grant	750,000	750,000	3,765,164	3,015,164
Other	25,000	25,000	6,330	(18,670)
Total revenues	<u>775,000</u>	<u>775,000</u>	<u>3,805,273</u>	<u>3,030,273</u>
Expenditures:				
Facilities acquisition / construction	<u>5,570,000</u>	<u>5,570,000</u> (1)	<u>3,853,801</u>	<u>1,716,199</u>
Total expenditures	5,570,000	5,570,000	3,853,801	1,716,199
Revenues over-(under) expenditures	<u>(4,795,000)</u>	<u>(4,795,000)</u>	<u>(48,529)</u>	<u>4,746,471</u>
Other financing sources-(uses)				
Transfers in	<u>320,000</u>	<u>320,000</u>	<u>223,773</u>	<u>(96,227)</u>
Total other financing sources-(uses)	<u>320,000</u>	<u>320,000</u>	<u>223,773</u>	<u>(96,227)</u>
Net change in fund balance	(4,475,000)	(4,475,000)	175,244	4,650,244
Fund balance - July 1, 2017	<u>4,475,000</u>	<u>4,475,000</u>	<u>235,529</u>	<u>(4,239,471)</u>
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 410,773</u>	<u>\$ 410,773</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
DEBT SERVICE FUND
For period ending March 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenue:				
Tuition and Fees	520,000	520,000	480,653	(39,347)
Intergovernmental-state and federal	74,991	74,991	38,184	(36,807)
Interest income	3,760	3,760	7,307	3,547
	<u>598,751</u>	<u>598,751</u>	<u>526,144</u>	<u>(72,607)</u>
Expenditures:				
Debt service:				
Principal	755,000	755,000 (1)	-	755,000
Interest	1,033,578	1,033,578 (1)	508,069	525,509
Total expenditures	1,788,578	1,788,578	508,069	1,280,509
Revenues over-(under) expenditures	<u>(1,189,827)</u>	<u>(1,189,827)</u>	<u>18,075</u>	<u>1,207,902</u>
Other financing sources-(uses)				
Transfers in	1,243,196	1,243,196	621,598	(621,598)
Net change in fund balance	53,369	53,369	639,673	586,304
Fund balance - July 1, 2017	<u>7,765,958</u>	<u>7,765,958</u>	<u>7,726,781</u>	<u>(39,177)</u>
Fund Balance - March 31, 2018	<u>\$ 7,819,327</u>	<u>\$ 7,819,327</u>	<u>\$ 8,366,454</u>	<u>\$ 547,127</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
FINANCIAL AID FUND
For period ending March 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
Revenue:				
Intergovernmental - federal	\$ 17,184,323	\$ 17,184,323	\$ 4,467,821	\$ (12,716,502)
Intergovernmental - state	3,410,000	3,410,000	1,179,549	(2,230,451)
Local & Private Grants	<u>2,000,000</u>	<u>2,000,000</u>	<u>822,850</u>	<u>(1,177,150)</u>
Total revenues	22,594,323	22,594,323	6,470,220	(16,124,103)
Expenditures:				
Student Loans and Financial Aid	<u>22,594,323</u>	<u>22,594,323 (1)</u>	<u>6,273,562</u>	<u>16,320,761</u>
Revenues over-(under) expenditures	<u>-</u>	<u>-</u>	<u>196,658</u>	<u>196,658</u>
Net change in fund balance	-	-	196,658	196,658
Fund balance - July 1, 2017	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>196,658</u>	<u>\$ 196,658</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS
For period ending March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental- federal	\$ 3,094,076	\$ 3,905,386	\$ 1,172,314	\$ (2,733,072)
Intergovernmental-state	1,918,866	1,918,866	432,094	(1,486,772)
Nongovernmental grants and contracts	935,279	1,185,074	838,885	(346,189)
Other	-	-	338	338
Total revenues	5,948,221	7,009,326	2,443,631	(4,565,695)
Expenditures:				
Instruction	872,139	872,139 (1)	365,733	506,407
Instruction Support	1,146,627	1,485,846 (1)	508,518	977,328
Student Services	3,249,257	3,249,257 (1)	1,402,148	1,847,109
Community Services	-	721,886 (1)	123,433	598,453
College Support Services	683,698	683,698 (1)	63,099	620,599
Total expenditures	5,951,721	7,012,826	2,462,932	4,549,894
Revenues over-(under) expenditures	(3,500.00)	(3,500)	(19,301)	(15,801)
Fund balance - July 1, 2017	3,500	3,500	24,528	21,028
Fund Balance - March 31, 2018	\$ -	\$ -	\$ 5,227	\$ 5,227

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ADMINISTRATIVELY RESTRICTED FUND
For period ending March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and fees	\$ 2,222,095	\$ 2,222,095	\$ 1,913,152	\$ (308,943)
Intergovernmental - state and federal	1,800	1,800	95,467	93,667
Local/Private Grants & Contracts	92,976	92,976	45,330	(47,646)
Other	1,041,879	1,041,879	401,870	(640,009)
Total revenues	<u>3,358,750</u>	<u>3,358,750</u>	<u>2,455,819</u>	<u>(902,931)</u>
Expenditures:				
Instruction	2,062,203	2,062,203 (1)	869,198	1,193,005
Instruction Support	858,145	858,145 (1)	398,443	459,702
Student Services	1,028,598	1,028,598 (1)	405,166	623,432
College Support Services	333,405	333,405 (1)	227,733	105,672
Community Services	65,000	65,000 (1)	35,704	29,296
Contingency	20,000	20,000 (1)	-	20,000
Total expenditures	<u>4,367,351</u>	<u>4,367,351</u>	<u>1,936,244</u>	<u>2,431,107</u>
Revenues over-(under) expenditures	<u>(1,008,601)</u>	<u>(1,008,601)</u>	<u>519,575</u>	<u>1,528,176</u>
Other financing sources-(uses)				
Transfers in	241,498	241,498	124,881	(116,617)
Transfers Out	(64,055)	(64,055) (1)	(59,125)	4,930
Total other financing sources-(uses)	<u>177,443</u>	<u>177,443</u>	<u>65,756</u>	<u>(111,687)</u>
Net change in fund balance	<u>(831,158)</u>	<u>(831,158)</u>	<u>585,331</u>	<u>1,416,489</u>
Fund balance - July 1, 2017	<u>831,157</u>	<u>831,157</u>	<u>1,005,616</u>	<u>174,459</u>
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,590,946</u>	<u>\$ 1,590,946</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INSURANCE FUND
For period ending March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Interest	\$ -	\$ -	\$ -	\$ -
Expenditures:				
College Support Services	504,916	504,916 (1)	322,449	182,467
Contingency	12,806	12,806 (1)	-	12,806
Total expenditures	517,722	517,722	322,449	195,273
Revenues over-(under) expenditures	(517,722)	(517,722)	(322,449)	195,273
Other financing sources-(uses)				
Transfers in	387,520	387,520	193,760	(193,760)
Net change in fund balance	(130,202)	(130,202)	(128,689)	1,513
Fund balance - July 1, 2017	130,202	130,202	144,177	13,975
Fund Balance - March 31, 2018	\$ -	\$ -	\$ 15,488	\$ 15,488

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS
For period ending March 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenue:				
Other	\$ 19,550	\$ 19,550	\$ 6,481	\$ (13,069)
Expenditures:				
Student Services	97,869	97,869 (1)	21,130	76,739
Total expenditures	97,869	97,869	21,130	76,739
Revenues over-(under) expenditures	(78,319)	(78,319)	(14,650)	63,669
Other financing sources-(uses)				
Transfers in	42,055	42,055	15,410	(26,645)
Net change in fund balance	(36,264)	(36,264)	760	37,024
Fund balance - July 1, 2017	36,264	36,264	24,495	(11,769)
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,256</u>	<u>\$ 25,256</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
INTERNAL SERVICE FUND
For period ending March 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 182	\$ 182
Other	<u>185,000</u>	<u>185,000</u>	<u>111,240</u>	<u>(73,760)</u>
Total revenues	185,000	185,000	111,423	(73,577)
Expenditures:				
College Support Services	<u>190,000</u>	<u>190,000 (1)</u>	<u>124,007</u>	<u>65,993</u>
Total expenditures	190,000	190,000	124,007	65,993
Revenues over-(under expenditures)	<u>(5,000)</u>	<u>(5,000)</u>	<u>(12,584)</u>	<u>(7,584)</u>
Net change in fund balance	(5,000)	(5,000)	(12,584)	(7,584)
Fund balance - July 1, 2017	<u>5,000</u>	<u>5,000</u>	<u>534,674</u>	<u>529,674</u>
Fund Balance - March 31, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 522,090</u>	<u>\$ 522,090</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE
Roseburg, Oregon
Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ENTERPRISE FUNDS
For period ending March 31, 2018

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Sales	\$ 2,314,574	\$ 2,314,574	1,128,652	\$ (1,185,922)
Total revenues	2,314,574	2,314,574	1,128,652	(1,185,922)
Expenditures:				
Student Services	1,708,085	1,708,085 (1)	974,347	733,738
Community Services	688,037	688,037 (1)	232,289	
Contingency	50,000	50,000 (1)	-	50,000
Total expenditures	2,446,122	2,446,122	1,206,637	1,239,485
Revenues over-(under) expenditures	(131,548)	(131,548)	(77,985)	53,563
Other financing sources-(uses)				
Transfer in	57,000	57,000	55,715	(1,285)
Total other financing sources-(uses)	57,000	57,000	55,715	(1,285)
Net change in fund balance	(74,548)	(74,548)	(22,270)	52,278
Fund balance - July 1, 2017	74,548	74,548	141,285	66,737
Fund Balance - March 31, 2018	\$ -	\$ -	\$ 119,015	\$ 119,015

(1) Appropriation level

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

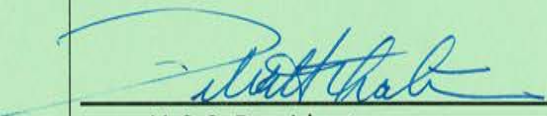
Subject: Budget Forum Review

Date: April 11, 2018

Natalya Brown will present highlights from the campus Budget Forum held on April 9.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Tuition and Fee Increase Proposal

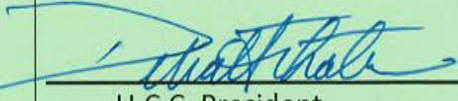
Date: April 11, 2018

Approval is requested to increase/(decrease) tuition and fees as presented in the attached proposal effective the beginning of the academic year, commencing summer term 2018.

Recommendation by: Natalya Brown, Interim CFO

Approved for Consideration:

NBrown


U.C.C. President



TUITION and FEE PROPOSAL

FY2018-19

This proposal is prepared as part of the annual budget development process and adhered to the following guidelines:

1. Review fiscal sustainability and prepare a balanced budget.
2. Consider affordability and comparability with other community colleges.
3. Bring revenues and escalating expenditures in balance over the period of operations.
4. Maintain the FY17 ending funding balance; at minimum, maintain the required 10-percent ending fund balance.

The proposal addresses tuition, student fees, and non-student fees in the context of the entire college budget, which considers all revenues sources, levels of planned expenditures, and projections for sustainability of programs and services.

TUITION

Tuition provides about a third of the General Fund revenue.

Out-of-State Tuition

The proposal asks for a decrease in the out-of-state tuition rate as a method of encouraging enrollment. The College's out of state tuition is almost non-existent, and by lowering it the College hopes to generate increased enrollment. There are several Oregon community colleges that keep the out of state tuition low relative to in-state tuition. For example:

Tuition	Rogue	Southwestern	Tillamook Bay	Treasure Valley
In State	104.00	92.00	96.00	99.00
Out of State	127.00	92.00	116.00	109.00

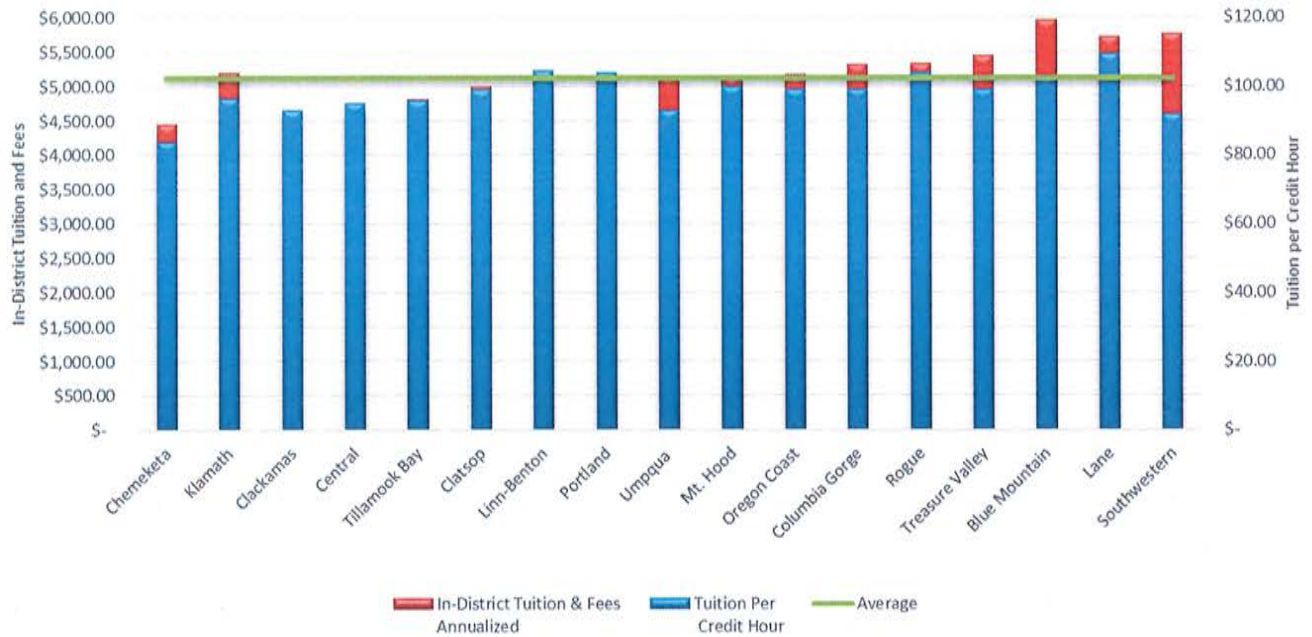
**Data is presented for FY17-18*

Tuition rate per credit

The in-state tuition rate applies to in-district residents and states where we have border agreements (Washington, Idaho, Nevada, and California). A tuition increase of \$4.00 per credit is recommended based on the Higher Education Price Index (HEPI), an inflation index designated specifically for use by institutions of higher education. UCC's combined tuition and fees are currently at the state average; because of anticipated increases in tuition at other colleges, UCC's proposed increase is expected to keep us in the mid-range of Oregon community colleges.

Tuition comparability with other community colleges

**In-District Tuition & Fees
Annualized FY2018**



	Chemeketa	Klamath	Clackamas	Central	Tillamook Bay	Clatsop	Linn-Benton	Portland	Umpqua	Mt. Hood	Oregon Coast	Columbia Gorge	Rogue	Treasure Valley	Blue Mountain	Lane	Southwestern	Statewide Average
Tuition per Credit Annualized	\$ 84	\$ 97	\$ 93	\$ 95	\$ 96	\$ 99	\$ 104	\$ 104	\$ 93	\$ 100	\$ 99	\$ 99	\$ 104	\$ 99	\$ 103	\$ 110	\$ 92	\$ 98
Tuition	\$4,455	\$5,199	\$4,614	\$4,624	\$4,815	\$4,995	\$5,067	\$5,105	\$5,153	\$5,156	\$5,175	\$5,310	\$5,325	\$5,445	\$5,963	\$5,711	\$5,760	\$5,169

Note: Annualized tuition is based upon full time enrollment of 15 credits per term for three terms along with fees assessed by credit or term for all students, regardless of courses taken or program enrollment.

Increases in tuition and fees will be incorporated in the cost of attendance and are eligible for coverage by Financial Aid.

STUDENT FEES

The changes in non-instruction student fees (transcript fee, proctoring test fee, graduation fees and rush fees), are proposed to offset increasing costs associated with the student services operations.

Student Resources Fee (name change proposed, former Global Fee)

A \$1.00 increase in the Student Resources Fee is proposed to offset declining revenues available for covering costs associated with technology that support student enrollment and instruction.

Student Resources Fee Structure

Student Resources Fee (former Global Fee)	Basis	2017-18 Rate	Proposed \$ Increase/ (Decrease)	2018-19 Proposed Rate	Description
Student Activity Fee	Per Credit	\$ 3.00	-	\$3.00	Supports the Student Life office, athletics, Umpqua Transit, and other activities determined by ASUCC
Student Fee for SUCCESS program	Per Credit	\$ 2.00	-	\$2.00	Supports the student success center and peer mentor programs
Technology Fee	Per Credit	\$6.50	\$1.00	\$7.50	Supports software contracts like Banner, Canvas, and Oracle along with printing costs for student in the library and labs.
<i>Total</i>	<i>Per Credit</i>	<i>\$11.50</i>	<i>\$1.00</i>	<i>\$12.50</i>	

Lab Fee

An increase of \$100.00 is proposed for lab, lecture/lab, practicum, and clinical classes. Over the years, Umpqua Community College has worked hard to become as lean and efficient as possible while avoiding hikes in tuition rates. Under our current tuition model, lecture, lecture/lab combined format, lab, practicum, and clinical courses are all charged the same rate. However, these courses are much more expensive to teach.

The annual full time workload for faculty falls in the range of 43 to 45 Instructional Load Credits (ILCs). ILC stands for Instructional Load Credit. The ILC for a class is negotiated as part of the collective bargaining agreement and is determined through formulas that take into account the type of course and the number of contact hours per week for the course. For example, a lecture class that meets 1 hour a week counts as 1 ILC; such a lecture class carries 1 hour of credit and students pay tuition for 1 credit. On the other hand,

a lab class that meets 3 hours a week counts as 2.1 ILCs (# contact hours * 0.7); such a lab only carries 1 credit and students pay tuition for 1 credit, while we pay faculty the equivalent of 2.1 credits.

The table below illustrate the costs associated with different types of classes.

Cost per 1 credit for different class formats

Class Format	Contact Hours/term	Cost to Instruction	Tuition per Credit FY18
Lecture	11	1 ILC*	\$93.00
Lecture/Lab	22	1.4 ILC*	\$93.00
Lab	33	2.1 ILC*	\$93.00
Practicum	33	2.1 ILC*	\$93.00
Clinical	33	3 ILC*	\$93.00

The following table illustrates actual costs for three different types of classes, using the proposed FY 19 tuition rate.

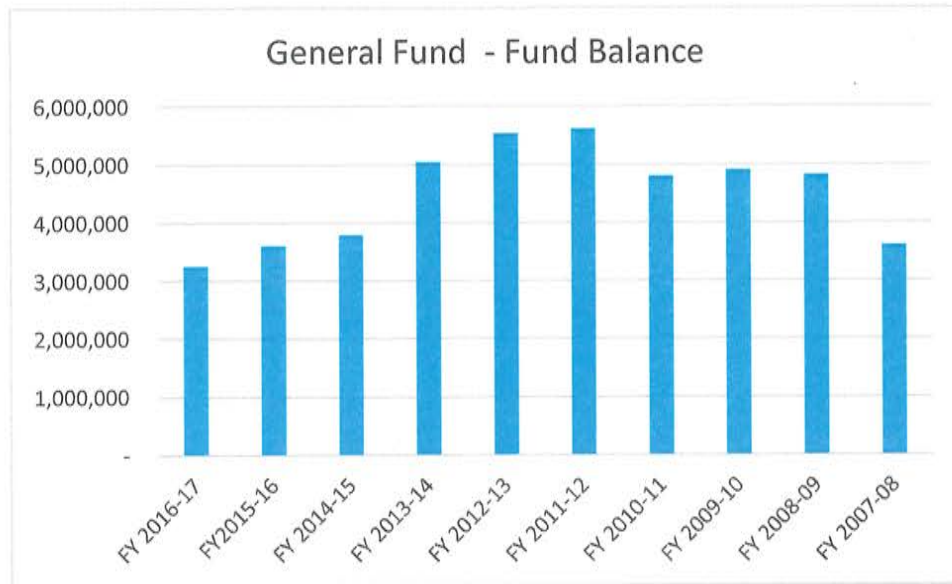
Example of the class cost

	Credit	Contact hours per week	ILC load	Tuition per credit	Number of students in class	Tuition Revenue	Cost of instruction top FT	Tuition less salary
Lecture	1	1	1	\$97	20	\$1,940	\$2,256	(\$316)
Lab	1	3	2.1	\$97	20	\$1,940	\$4,738	(\$2,798)
lecture/lab	1	2	1.4	\$97	20	\$1,940	\$3,158	(\$1,218)

When we compare the cost of instruction with tuition only revenue for FY17, the College aggregately experienced a loss of about \$2 million in General Fund:

Tuition Revenue	\$ 5,549,639
Instructional costs	\$ 7,640,024
Loss	\$ (2,090,385)

The existing model has challenged financial sustainability of the college operations as the ending fund balance continues to rapidly decline:



When proposing the increase in the lab fee, three principles were kept in mind.

1. Comparability

Multiple community colleges in Oregon have either implemented tuition differentials or are discussing tuition differentials to be implemented this year or next. Linn Benton Community College implemented a tuition differential in 2013; labs are assessed an additional 21% per credit. Klamath Community College introduced a tuition differential in 2017 and charges an additional \$111.50 per credit for labs. Our proposal differs from these two colleges in that our \$100 fee is assessed by the course, regardless of the number of credits, while LBCC and KCC assess by the number of credits.

2. Affordability

Fees are eligible for coverage by student financial aid. Pell grant award amounts are increasing next year, so that will be helpful to eligible students. Students are becoming more savvy about their educational expenses: the student loan default rate continues to decline, and inclusion of financial literacy is being integrated into a first year experience course. When Linn Benton Community College introduced a tuition differential, there was a fear that enrollment would be negatively impacted, especially in CTE; however, just the opposite occurred and enrollment has steadily increased in CTE. Klamath Community College introduced a tuition differential in 2017, and there has been no negative effect on enrollment.

3. Strategic investment

The income from lab fees would allow us to sustain expensive CTE and science programs so that we can invest in strategic initiatives to improve enrollment. A review of the literature makes it clear that certain functions on campus have a significant positive impact on student success and a notable return on investment. These areas include advising, career counseling, and onboarding of students. These functions are central to successful recruitment, retention, and program completion.

For example, advising is considered to be the cornerstone of student support, helping students set academic goals, develop an academic plan to achieve those goals, and stay on track to achieve those goals. Advisors help students identify possible careers, plan for transfer, identify and register for courses, access support services (tutoring, financial aid, and social services), and find regional employment opportunities based upon career interests. According to the Center for Community College Student Engagement, the more in-depth the advising sessions, the more successful and engaged are the students. (Engagement is defined as participating in active and collaborative learning, putting forth effort, seeking academic challenge, interacting more with faculty, and accessing support services.) In addition to faculty advisors, general advisors play a crucial role. The recommended ratio for community colleges of general advisors to students is 1 advisor to 300 students. UCC currently has a ratio of 1 advisor to 1500 students.

Non-Student Fees

Increases for non-student fees are requested for non-residents usage of library resources, facility rentals and tutoring for non-UCC students. These increases are intended to cover corresponding costs for programs and services.

Tuition	Basis	2017-18 Rate	Proposed \$ Increase/ (Decrease)	2018-19 Proposed Rate	Description	Fund
Tuition, in-state (in district and out of district border states)	Per credit hour	\$ 93.00	\$ 4.00	\$ 97.00	To support increased costs, tied to HEPI (Higher Education Price Index)	General
Tuition, out of state	Per credit hour	\$ 209.00	\$ (97.00)	\$ 112.00	To expand opportunities for non-border states students	General
Tuition, international	Per credit hour	\$ 209.00	\$ -	\$ 209.00		General

Student Fees	Basis	2017-18 Rate	Proposed \$ Increase/ (Decrease)	2018-19 Proposed Rate	Description	Fund
Lab fee	Per Lab, Practicum, Clinical or combination Lecture/lab	\$ -	\$ 100.00	\$ 100.00	To cover costs of instruction	General
Transcript Fee	Per transcript	\$ -	\$ 4.00	\$ 4.00	To recover costs with transition to using National Student Clearinghouse	General
Test Fee Proctoring	Per test	\$ 20.00	\$ 5.00	\$ 25.00	To cover increasing costs associated with a proctor	General
Global Fee change name to Student Resources Fee	Per credit hour	\$ 11.50	\$ 1.00	\$ 12.50	To support increasing software costs such as Banner and Oracle	Administratively Restricted
Graduation Fee	Per graduation	\$ 25.00	\$ 25.00	\$ 50.00	To cover costs of graduation, diplomas, ceremony expenses	General
Graduation Fee ABSD students		\$ 15.00	\$ 15.00	\$ 30.00	To cover costs of graduation, diplomas, ceremony expenses	General
Rush Fee	Per request	\$ 10.00	\$ 5.00	\$ 15.00	To cover increasing costs of labor	General

Emergency Medical Services

EMT Part 1	Per course EMS 151	\$ 350.00	\$ 150.00	\$ 500.00	Increase to cover costs of consumables, equipment repair and replacement used within department	Administratively Restricted
EMT Part 2	Per course EMS 152	\$ 350.00	\$ 150.00	\$ 500.00		
Paramedic Part 1	Per course EMS 251	\$ 500.00	\$ 100.00	\$ 600.00		
Paramedic Part 2	Per course EMS 252	\$ 500.00	\$ 100.00	\$ 600.00		
Paramedic Part 3	Per course EMS 253	\$ 500.00	\$ 100.00	\$ 600.00		
Paramedic Part 4	Per course EMS 254	\$ 500.00	\$ 100.00	\$ 600.00		
Clinical Experience Part 1	Per course EMS 261	\$ 200.00	\$ 50.00	\$ 250.00		
Clinical Experience Part 2	Per course EMS 262	\$ 200.00	\$ 50.00	\$ 250.00		
Field Internship	Per course EMS 263	\$ 200.00	\$ 50.00	\$ 250.00		

Welding

Welding Processes & Applications	Per course WLD 101	\$ 85.00	\$ 40.00	\$ 125.00	Accounts for increased market cost of consumables and equipment replacement.	Administratively Restricted
SMAW	Per course WLD 111	\$ 85.00	\$ 40.00	\$ 125.00		
SMAW I	Per course WLD 112	\$ 85.00	\$ 40.00	\$ 125.00		
SMAW II	Per course WLD 113	\$ 85.00	\$ 40.00	\$ 125.00		
SMAW III	Per course WLD 114	\$ 85.00	\$ 40.00	\$ 125.00		
GMAW	Per course WLD 121	\$ 85.00	\$ 40.00	\$ 125.00		
GMAW Pulse	Per course WLD 122	\$ 85.00	\$ 40.00	\$ 125.00		
FCAW Gas Shielded	Per course WLD 141	\$ 85.00	\$ 40.00	\$ 125.00		
FCAW Self Shielded	Per course WLD 142	\$ 85.00	\$ 40.00	\$ 125.00		
GTAW I	Per course WLD 150	\$ 85.00	\$ 40.00	\$ 125.00		

GTAW II	Per course WLD 251	\$ 85.00	\$ 40.00	\$ 125.00
GTAW III	Per course WLD 252	\$ 85.00	\$ 40.00	\$ 125.00
Aluminum Only I	Per course WLD 160	\$ 85.00	\$ 40.00	\$ 125.00
Aluminum Only II	Per course WLD 261	\$ 85.00	\$ 40.00	\$ 125.00
Aluminum Only III	Per course WLD 262	\$ 85.00	\$ 40.00	\$ 125.00
Pipe Welding & Fitting I	Per course WLD 222	\$ 85.00	\$ 40.00	\$ 125.00
Pipe Welding & Fitting II	Per course WLD 223	\$ 85.00	\$ 40.00	\$ 125.00
Advanced Welding & Fabrication III	Per course WLD 123	\$ 85.00	\$ 40.00	\$ 125.00
Advanced Welding & Fabrication IV	Per course WLD 124	\$ 85.00	\$ 40.00	\$ 125.00
Welding Problems	Per course WLD 161	\$ 85.00	\$ 40.00	\$ 125.00

Nursing

Application Fee - RN	Per application	\$ 25.00	\$ 25.00	\$ 50.00
Proctored Essay Fee - RN	Per essay	\$ 25.00	\$ 25.00	\$ 50.00
Application Fee - PN	Per application	\$ 25.00	\$ 25.00	\$ 50.00
Proctored Essay Fee - PN	Per essay	\$ 25.00	\$ 25.00	\$ 50.00

To cover labor costs within the nursing department for admissions.

General

Engineering /CIS (Computer Information Systems)

Intro to Windows and PCs	per course CIS100	\$ -	\$ 10.00	\$ 10.00
Computer Systems Config	per course CIS111	\$ 5.00	\$ 19.00	\$ 24.00
Intro to CIS	per course CIS120	\$ -	\$ 10.00	\$ 10.00
Orientation to Programming	per course CIS122	\$ -	\$ 24.00	\$ 24.00
Computer Applications for Auto Tech	per course CIS125A	\$ -	\$ 24.00	\$ 24.00
Computer Apps-Database	per course CIS125D	\$ -	\$ 24.00	\$ 24.00
Computer Apps	per course CIS125E	\$ -	\$ 24.00	\$ 24.00
Writing Web Pages	per course CIS125H	\$ -	\$ 24.00	\$ 24.00
Computer Apps-Present Software	per course CIS125R	\$ -	\$ 24.00	\$ 24.00
Computer Apps-Spreadsheets	per course CIS125S	\$ -	\$ 24.00	\$ 24.00
Computer Apps-Word Proc06/15	per course CIS125W	\$ -	\$ 24.00	\$ 24.00
Intro to Program-I-Visual	per course CIS133CS	\$ 5.00	\$ 19.00	\$ 24.00
Intro-Linux Operating Systems	per course CIS140L	\$ 5.00	\$ 19.00	\$ 24.00
Intro-MS Operating Systems	per course CIS140M	\$ 5.00	\$ 19.00	\$ 24.00
Intro to Windows	per course CIS140W	\$ -	\$ 24.00	\$ 24.00
Computer Forensics for Ethical Hac	per course CIS 145	\$ -	\$ 24.00	\$ 24.00
Network Essentials	per course CIS151C	\$ 5.00	\$ 19.00	\$ 24.00
Intro to Basic Switch-Routers	per course CIS152C	\$ -	\$ 24.00	\$ 24.00
Intern Routing-Switching	per course CIS153C	\$ 5.00	\$ 19.00	\$ 24.00
WAN Protocols	per course CIS154C	\$ 5.00	\$ 19.00	\$ 24.00
Authoring for the Web I	per course CIS195	\$ -	\$ 24.00	\$ 24.00
Intro to Programming Visual II	per course CIS233CS	\$ -	\$ 24.00	\$ 24.00
Install-Config Windows Server	per course CIS240M	\$ 5.00	\$ 19.00	\$ 24.00
Project Management	per course CIS245	\$ -	\$ 24.00	\$ 24.00
Intro to Database Mgmt Sys I	per course CIS275	\$ 5.00	\$ 19.00	\$ 24.00
Intro DBMS II 4	per course CIS276	\$ -	\$ 24.00	\$ 24.00
MS Windows Server Admin I	per course CIS279M	\$ 5.00	\$ 19.00	\$ 24.00
Network Security Fundamentals	per course CIS284	\$ -	\$ 24.00	\$ 24.00
Ethical Hacking	per course CIS 285A	\$ -	\$ 24.00	\$ 24.00
CCNA Security	per course CIS285B	\$ -	\$ 24.00	\$ 24.00
Cloud Services Technologies	per course CIS 285C	\$ -	\$ 24.00	\$ 24.00
Virtualization Technologies	per course CIS 286A	\$ -	\$ 24.00	\$ 24.00
MS Windows Server Admin II	per course CIS 288M	\$ -	\$ 24.00	\$ 24.00

Accounts for increased market cost of consumables and software contracts.

Administratively Restricted

Microsoft Windows Server Admin III	per course	CIS 289M	\$ -	\$ 24.00	\$ 24.00
Authoring for the Web II	per course	CIS295	\$ -	\$ 24.00	\$ 24.00
Intro to Computer Science	per course	CS160	\$ -	\$ 24.00	\$ 24.00
Computer Science I	per course	CS161	\$ 5.00	\$ 19.00	\$ 24.00
Computer Science II	per course	CS162	\$ 5.00	\$ 19.00	\$ 24.00
Data Structures	per course	CS260	\$ -	\$ 24.00	\$ 24.00
Computer Architecture & Assembly L	per course	CS271	\$ -	\$ 24.00	\$ 24.00
CAD: Civil3D & Virtual Design	per course	CIV214	\$ -	\$ 24.00	\$ 24.00
CAD I	per course	DRF112	\$ 5.00	\$ 19.00	\$ 24.00
CAD II	per course	DRF113	\$ 5.00	\$ 19.00	\$ 24.00
Engineering Orientation I	per course	ENGR111	\$ -	\$ 40.00	\$ 40.00
Problem Solving-Technology	per course	ENGR/FOR112	\$ 5.00	\$ 19.00	\$ 24.00
Electrical Fundamentals I	per course	ENGR201	\$ -	\$ 24.00	\$ 24.00
Electrical Fund II	per course	ENGR202	\$ -	\$ 24.00	\$ 24.00
Electrical Fund-Signals-Controls	per course	ENGR203	\$ -	\$ 24.00	\$ 24.00
Statics	per course	ENGR211	\$ -	\$ 24.00	\$ 24.00
Dynamics	per course	ENGR212	\$ -	\$ 24.00	\$ 24.00
Strength of Materials	per course	ENGR213	\$ -	\$ 24.00	\$ 24.00
Engineering Graphics and Design	per course	ENGR245	\$ -	\$ 24.00	\$ 24.00
Digital Logic Design	per course	ENGR271	\$ -	\$ 24.00	\$ 24.00
Digital Logic Design Lab	per course	ENGR272	\$ -	\$ 24.00	\$ 24.00
Intro to Forestry	per course	FOR111	\$ -	\$ 54.00	\$ 54.00
The Digital Earth	per course	GIS203	\$ -	\$ 24.00	\$ 24.00
Intro to GIS I	per course	GIS/FOR234	\$ 5.00	\$ 19.00	\$ 24.00
GIS II-Data Analysis-Application	per course	GIS235	\$ -	\$ 24.00	\$ 24.00
Intro to Photogrammetry	per course	SUR/FOR209	\$ -	\$ 54.00	\$ 54.00
Surveying I	per course	SUR161	\$ 5.00	\$ 19.00	\$ 24.00
Plane Surveying	per course	SUR162	\$ -	\$ 24.00	\$ 24.00
Route Surveying	per course	SUR163	\$ -	\$ 24.00	\$ 24.00
Land Descriptions-Cadastre	per course	SUR242	\$ -	\$ 24.00	\$ 24.00
Wastewater Treatment	per course	WQT227	\$ -	\$ 10.00	\$ 10.00
Wastewater Collection	per course	WQT228	\$ -	\$ 10.00	\$ 10.00
Water Treatment	per course	WQT260	\$ -	\$ 10.00	\$ 10.00
Water Distribution	per course	WQT261	\$ -	\$ 10.00	\$ 10.00

Non- Student Fees	Basis	2017-18 Rate	Proposed \$ Increase/ (Decrease)	2018-19 Proposed Rate	Description	Fund
Out of district Library Card Fee	annual fee	\$ -	\$ 60.00	\$ 60.00	Annual fee for non-residents who would like to use library resources	General
Facility Rental Fees	per hour	Various	See Attachment A	Various	Adjust fees based on market analysis	Enterprise
Tutoring Fee	per 5 hours	\$ -	\$ 65.00	\$ 65.00	For non-UCC students requesting face-to face tutoring	General

Attachment A - FACILITY RENTAL FEES Effective July 1, 2018

Personnel (2-hour minimum unless otherwise specified)

<u>Description</u>	<u>Proposed Rate</u>	<u>Current Rate</u>
Event/House Manager (REQUIRED)	\$26/Hour	\$25/Hour
Stage Manager	\$26/Hour	\$25/Hour
Stage Support Staff (Stagehands, follow-spotlight operators)	\$26/Hour	\$25/Hour
Technical Support Staff (Light, sound, equipment)	\$26/Hour	\$25/Hour
Facilities Support Staff- Security	\$26/Hour	\$25/Hour
Facilities Support Staff- Custodial/Maintenance	\$26/Hour	\$25/Hour

Campus Center

<u>Space Name/Capacity</u>	<u>Proposed Profit Rate</u>				<u>Current Profit Rate</u>				<u>Proposed Nonprofit Rate</u>				<u>Current Nonprofit Rate</u>			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Campus Center-Dining Room Capacity: 192	\$ 300	\$ 378	\$ 457	\$57/Hour	\$285	\$360	\$435	\$55/Hour	\$ 247	\$ 315	\$ 383	\$47/Hour	\$ 235	\$ 300	\$ 365	\$45/Hour
Campus Center- Bistro Capacity: 48	\$ 137	\$ 173	\$ 210	\$26/Hour	\$130	\$165	\$200	\$25/Hour	\$ 110	\$ 136	\$ 162	\$21/Hour	\$ 105	\$ 130	\$ 155	\$20/Hour
Campus Center- Student Lounge Capacity: 65	\$ 110	\$ 142	\$ 173	\$21/Hour	\$105	\$135	\$165	\$20/Hour	\$ 84	\$ 110	\$ 136	\$16/Hour	\$ 80	\$ 105	\$ 130	\$15/Hour
Campus Center- Multi-Rooms Use (Dining Room, Bistro, Lobby, Lounge)	\$605/Use				\$590/Use				\$472/Use				\$450/Use			
Campus Center- Information Table (In Campus Center Lobby) Cap: 65	\$11 per table/hour				\$10 per table/hour				\$11 per table/hour				\$10 per table/hour			

Classrooms/Meeting Rooms

<u>Space Name/Capacity</u>	<u>Proposed Profit Rate</u>				<u>Current Profit Rate</u>				<u>Proposed Nonprofit Rate</u>				<u>Proposed Nonprofit Rate</u>			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Classrooms/Meeting Rooms Capacity: Varies from 10-60	\$110	\$141	\$173	\$21/Hour	\$105	\$135	\$165	\$20/Hour	\$ 84	\$ 110	\$ 136	\$16/Hour	\$ 80	\$ 105	\$ 130	\$15/Hour

Jacoby Auditorium

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Jacoby Auditorium Capacity: 1,010	\$ 656	\$ 834	\$ 1,013	\$126/Hour	\$ 625	\$ 795	\$ 965	\$120/Hour	\$ 545	\$ 693	\$ 840	\$105/Hour	\$ 520	\$ 660	\$ 800	\$100/Hour
Jacoby Lobby Capacity: 60	\$ 136	\$ 173	\$ 210	\$26/Hour	\$ 130	\$ 165	\$ 200	\$25/Hour	\$ 116	\$ 147	\$ 179	\$21/Hour	\$ 110	\$ 140	\$ 170	\$20/Hour
Jacoby Terrace and Lobby Capacity: 120	\$ 200	\$ 257	\$ 315	\$37/Hour	\$ 190	\$ 245	\$ 300	\$35/Hour	\$ 168	\$ 210	\$ 252	\$26/Hour	\$ 160	\$ 200	\$ 240	\$25/Hour

Jacoby Media & More

Description	Proposed Profit Rate	Current Profit Rate	Proposed Nonprofit Rate	Current Nonprofit Rate
9' Steinway Concert Grand Piano (1 Performance and 1 Rehearsal) Paid to Roseburg Community Concert Association.	\$126/Performance	\$120/Performance	\$126/Performance	\$120/Performance
9' Mason and Hamlin Lynn McDonald Concert Grand Piano (1 Performance and 1 Rehearsal)	\$115/ Performance	\$110/ Performance	\$94/Performance	\$90/Performance
DVD/Data Projector	\$78/ Performance	\$75/ Performance	\$63/Performance	\$60/Performance
Fog Machine (Plus cost of liquid)	\$57/ Performance	\$55/ Performance	\$47/Performance	\$45/Performance
Follow Spotlights (HMI) (2 available)	\$73/ Performance	\$70/ Performance	\$63/Performance	\$60/Performance
In-House PA System	\$157/ Performance	\$150/ Performance	\$131/Performance	\$125/Performance
Light Plot Reset Fee (Setting and hanging of outside venues light plot design)	\$504/ Performance	\$480/ Performance	\$420/Performance	\$400/Performance
Orchestra Pit Modification	\$525/ Performance	\$500/ Performance	\$446/Performance	\$425/Performance
Piano Tuning (1 Performance and 1 Rehearsal) Responsibility of the client. Scheduled by Jacoby.	(Quoted per tuning)			
Rehearsal Boom Box (half day-5 hours) (Includes house manager, stage, & dressing rms. NO tech support)	\$262/Use (up to 5 hours) \$68/Hour for every hour after 5 hours \$21/Hour Stage Manager fee after 5pm	\$250/Use (up to 5 hours) \$65/Hour for every hour after 5 hours \$20/Hour Stage Manager fee after 5pm	\$262/Use (up to 5 hours) \$68/Hour for every hour after 5 hours \$21/Hour Stage Manager fee after 5pm	\$250/Use (up to 5 hours) \$65/Hour for every hour after 5 hours \$20/Hour Stage Manager fee after 5pm
Stage Lighting	\$68/Hour	\$55/Hour	\$57/Hour	\$55/Hour

Swanson Amphitheatre

Space Name/Capacity	Proposed Profit Fees				Current Profit Fees				Proposed Nonprofit Fees				Current Nonprofit Fees			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Swanson Amphitheatre 1-250 people	\$ 315	\$ 367	\$ 420	\$42/Hour	\$ 300	\$ 350	\$ 400	\$40/Hour	\$ 158	\$ 210	\$ 262	\$21/Hour	\$ 150	\$ 200	\$ 250	\$20/Hour
Swanson Amphitheatre 251-500 people	\$ 368	\$ 420	\$ 472	\$47/Hour	\$ 350	\$ 400	\$ 450	\$45/Hour	\$ 210	\$ 262	\$ 315	\$31/Hour	\$ 200	\$ 250	\$ 300	\$30/Hour
Swanson Amphitheatre 501-750 people	\$ 420	\$ 473	\$ 525	\$52/Hour	\$ 400	\$ 450	\$ 500	\$50/Hour	\$ 263	\$ 315	\$ 368	\$36/Hour	\$ 250	\$ 300	\$ 350	\$35/Hour
Swanson Amphitheatre 751-1,000	\$ 472	\$ 525	\$ 577	\$58/Hour	\$ 450	\$ 500	\$ 550	\$55/Hour	\$ 300	\$ 350	\$ 400	\$42/Hour	\$ 300	\$ 350	\$ 400	\$40/Hour
Swanson Amphitheatre 1,001 + people	\$ 525	\$ 578	\$ 630	\$63/Hour	\$ 500	\$ 550	\$ 600	\$60/Hour	\$ 368	\$ 420	\$ 473	\$47/Hour	\$ 350	\$ 400	\$ 450	\$45/Hour

Swanson Media & More

Description	Proposed Profit Rate	Current Profit Rate	Proposed Nonprofit Rate	Current Nonprofit Rate
Distribution Box (Additional multi-outlet power supply)	\$52/Use	\$50/Use	\$42/Use	\$40/Use
Sound System (Tech support not included)	\$210/Performance	\$200/Performance	\$157/Performance	\$150/Performance
Stage Lighting (Tech support not included)	\$52/Performance	\$50/Performance	\$42/Performance	\$40/Performance

Whipple Fine Arts

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Whipple Fine Arts- Centerstage Theatre Capacity: 182	\$ 246	\$ 315	\$ 383	\$47/Hour	\$ 235	\$ 300	\$ 365	\$45/Hour	\$ 189	\$ 241	\$ 294	\$36/Hour	\$ 180	\$ 230	\$ 280	\$35/Hour
Whipple Fine Arts- Gallery Capacity: 100 (includes Lobby)	\$ 162	\$ 210	\$ 257	\$31/Hour	\$ 155	\$ 200	\$ 245	\$30/Hour	\$ 136	\$ 173	\$ 210	\$26/Hour	\$ 130	\$ 165	\$ 200	\$25/Hour

Pool

Group Size	Proposed Profit Rate	Current Profit Rate	Proposed Nonprofit Rate	Current Nonprofit Rate
1-25 Swimmers (2 Lifeguards)	\$110/Hour	\$105/Hour	\$94/Hour	\$90/Hour
26-50 Swimmers (3 Lifeguards)	\$152/Hour	\$145/Hour	\$126/Hour	\$120/Hour
51-75 Swimmers (4 Lifeguards)	\$189/Hour	\$180/Hour	\$157/Hour	\$150/Hour
76-100 Swimmers (5 Lifeguards)	\$204/Hour	\$195/Hour	\$173/Hour	\$165/Hour
101-125 Swimmers (6 Lifeguards)	\$225/Hour	\$215/Hour	\$189/Hour	\$180/Hour
126-150 Swimmers (7 Lifeguards)	\$240/Hour	\$235/Hour	\$204/Hour	\$195/Hour
151-300 Swimmers (8 Lifeguards)	\$262/Hour	\$250/Hour	\$220/Hour	\$210/Hour

Athletic Facilities

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Gym (Users provide own equipment) Capacity: 1500	\$ 162	\$ 215	\$ 267	\$31/Hour	\$ 155	\$ 205	\$ 255	\$30/Hour	\$ 136	\$ 178	\$ 220	\$26/Hour	\$ 130	\$ 170	\$ 210	\$25/Hour
Grass Fields (Users provide own equipment)	\$ 136	\$ 173	\$ 210	\$26/Hour	\$ 130	\$ 165	\$ 200	\$25/Hour	\$ 110	\$ 141	\$ 173	\$21/Hour	\$ 105	\$ 135	\$ 165	\$20/Hour

Danny Lang Center

Space Name/Capacity	Proposed Profit Rate				Current Profit Rate				Proposed Nonprofit Rate				Current Nonprofit Rate			
	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10	4-Hour	7-Hour	10-Hour	After 10
Full Event Facility (Rms 201-204, Lobby, Patio, Courtyard) Capacity: 250	\$ 630	\$ 840	\$ 1,050	\$120/Hour	\$ 600	\$ 800	\$ 1,000	\$115/Hour	\$ 472	\$ 630	\$ 787	\$105/Hour	\$ 450	\$ 600	\$ 750	\$100/Hour
Tasting Room Capacity: 28	\$ 315	\$ 393	\$ 472	\$47/Hour	\$ 300	\$ 375	\$ 450	\$45/Hour	\$ 262	\$ 315	\$ 350	\$36/Hour	\$ 250	\$ 300	\$ 350	\$35/Hour
Upstairs Classroom/Conf. Room (Room 203, 204 or 209) Cap: 48/16	\$ 189	\$ 246	\$ 304	\$30/Hour	\$ 180	\$ 235	\$ 290	\$29/Hour	\$ 154	\$ 189	\$ 220	\$21/Hour	\$ 140	\$ 180	\$ 220	\$20/Hour
Combined Classrooms (Room 203 and 204) Cap: 96	\$ 346	\$ 462	\$ 577	\$57/Hour	\$ 330	\$ 440	\$ 550	\$55/Hour	\$ 262	\$ 341	\$ 420	\$42/Hour	\$ 250	\$ 325	\$ 400	\$40/Hour
Tasting Room and One Classroom (Tasting Room and Room 203 or 204) Capacity: 110	\$ 409	\$ 546	\$ 682	\$68/Hour	\$ 390	\$ 520	\$ 650	\$65/Hour	\$ 304	\$ 409	\$ 490	\$52/Hour	\$ 290	\$ 390	\$ 490	\$50/Hour
Wine Library Capacity: 16	\$ 89	\$ 120	\$ 147	\$21/Hour	\$ 85	\$ 115	\$ 140	\$20/Hour	\$ 74	\$ 95	\$ 110	\$15/Hour	\$ 70	\$ 90	\$ 110	\$15/Hour
Fermentation Cellar (on approval only) Capacity: 44	\$ 263	\$ 325	\$ 420	\$40/Hour	\$ 250	\$ 325	\$ 400	\$40/Hour	\$ 199	\$ 257	\$ 300	\$31/Hour	\$ 199	\$ 245	\$ 300	\$30/Hour

Miscellaneous

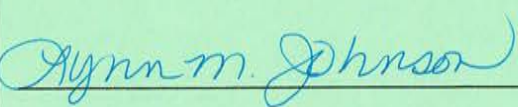
Description	Proposed Profit Rate	Current Profit Rate	Proposed Nonprofit Rate	Current Nonprofit Rate
Chairs	\$1.75/Each	\$1.75/Each	\$1.50/Each	\$1.50/Each
Choir/Chair Risers, Choral Shell (5 panels with 3 rows available)	\$21/Panel-Riser	\$20/Panel-Riser	\$15/Panel-Riser	\$15/Panel-Riser
Data Projector & Screen	\$78/Use	\$75/Use	\$63/Use	\$60/Use
Laptop (per hour or per use, whichever is more)	\$25 Fee			
Shuttle Bus (2-hour minimum, includes driver)	\$25/Hour per Driver + \$25 Flat Fee			
Shuttle Cart (2-hour minimum, includes driver)	\$25/Hour per Driver			
Staging (4x4 sections)	Call for pricing (541)440-4705			
Tables- 4-FT Rounds	\$4/Each	\$4/Each	\$3/Each	\$3/Each
Tables- 3' x6' Rectangles (folding)	\$4/Each	\$4/Each	\$3/Each	\$3/Each
Tent- 10' x 20'	\$78/Each	\$75/Each	\$78/Each	\$75/Each
Tent- 20' x 30' (2 available)	\$105/Each	\$100/Each	\$105/Each	\$100/Each
Move Fireplace Furniture	\$52/Each	\$50/Each	\$52/Each	\$50/Each
Use of Grand Piano	\$50 (tuned twice a year) If additional tuning is needed for event, customer must pay for tuning directly.			

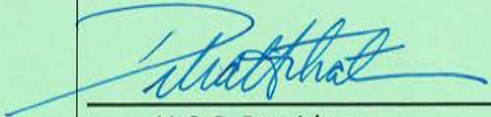
BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Personnel Employment Agreements Date: April 11, 2018

Board approval is requested to award contracts for Administrator/Confidential Exempt employees and contracts for probationary and regular Faculty, for the 2018-2019 fiscal year.

Recommendation by:


Approved for Consideration:

_____ U.C.C. President

**Contract Renewals
Administrators and Confidential/Exempt Staff
Fiscal Year 2018-2019**

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

Jason Aase	Jess Miller
Michelle Bergmann	Missy Olson
Natalya Brown	Jessica Richardson
Debra Catterson	Micque Shoemaker
Tiffany Coleman	Gregory Smith
Sue Cooper	Andrew Swan
Stephen Cripe	Susan Taylor
Jules DeGiulio	Robin VanWinkle
Lynn Johnson	Robynne Wilgus
Carol McGeehon	Katie Workman

Administrators/Confidential-Exempt - Continuation of Probationary Contract:

Elizabeth Bastian (7/1/18-12/31/18)	April Hamlin (7/1/18-7/31/18)
Kacy Crabtree (7/1/18-7/14/18)	Vincent Rose (7/1/18-3/15/19)
Rosario Fauver (7/1/18-12/10/18)	Elise Sensabaugh (7/1/18-8/20/18)

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

Marjan Coester

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

Ellen Brown
Sara Carson
Cynthia Horkey

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

Melinda Collier (7/1/18-9/30/18)	Mary Morris (7/1/18-1/31/19)
Heather Freilinger (7/1/18-9/30/18)	Leslie Rogers (7/1/18-10/31/18)

**Salary Recommendations - Full-Time Faculty
Fiscal Year 2018-2019**

Compensation for 2018-19 is not yet determined.

Renew Regular Faculty Status:

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

Award Regular Faculty Status:

Mitchell Cugley	Tafea Polamalu
Gary Gray	Duane Thompson

Renew Probationary Contract Status:

Alan Aylor	Shauna McNulty
Patrick Harris	Doyle Poole
Craig Jackson	Cynthia Steele
Stuart Kramer	Rodney Stevenson
Brent Lewis	Lesa Beth Titus

Award Regular Faculty Status - Soft Money/Grants, Contracts & Other:

(Contingent upon funding from outside sources)

Clare Leeper

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

Sandra Davis
John Spiering

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item


Subject: First Reading of Policies	Date: April 11, 2018
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The following policies are coming to the Board for a first reading:

Pol. #	Title
100.08	Duties & Responsibilities of Board of Education: Code of Conduct
100.14	Board Information Requests
600.09	Financial Exigency – delete
710.06	Tuition Waiver
7XX (TBD)	Awarding of Umpqua Community College Honorary Degrees

The associated administrative procedures are being shared as an information item:

AP #	Title
319.03	Vacation for Administrative Staff
710.06	Tuition Waiver
7XX (TBD)	Awarding of Umpqua Community College Honorary Degrees

Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President
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UCC BOARD POLICY SERIES NUMBER: 100.08

TITLE: DUTIES & RESPONSIBILITIES OF BOARD OF EDUCATION: CODE OF CONDUCT

The Umpqua Community College Board of Education adopts the following code of conduct for board members. Each board member:

- Understands that the board-Board sets the standards for the community college district through board policy, and does not manage the district-college on a day-to-day basis.
- Understands that the board-Board makes decisions as a team.
- Understands that individual board members may not commit the board to any action.
- Respects the right of other board members to have opinions and ideas that differ.
- Recognizes that decisions are made by a majority vote and should be supported by all board members.
- Makes decisions only after the facts are presented and discussed.
- Understands the chain of authority and responsibility and refers problems or complaints to the proper administrative office.
- Recognizes that the board-Board must comply with the Public Meetings Law and has authority to make decisions only at official board meetings.
- Insists that all board and district-college business is ethical, honest, open and fair with no hidden agendas.
- Understands he or she will receive confidential information that cannot be shared.
- Recognizes that the President advises the board-Board and should be present at all meetings, except when the board-Board is considering the President's evaluation, contract or salary.
- Takes action only after allowing the President an opportunity to make recommendations.
- Refuses to use board membership for personal or family gain or prestige, and announces conflicts of interest before board action is taken.
- Refuses to bring personal or family problems into board considerations.
- Gives the staff the respect and consideration due skilled professional employees.
- Presents personal criticism of district-college operations to the President, via the board Board chair, not to district-college staff or to a board meeting.
- Respects the right of the public to attend and observe board meetings.
- Respects the right of the public to be informed about district-college decisions and school operations as allowed by law.
- Keeps informed about educational and other issues relevant to community colleges.
- Is expected to attend college-sponsored events, state-wide conferences and meetings, and national conferences to the greatest extent possible.

The Board shall have all of the powers and duties specified in ORS Chapter 341, and other applicable statutes and regulations: <http://www.leg.state.or.us/ors/341.html>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	100.14
Administrative Procedure Number:	
Title:	Board Information Requests
Revision Date:	1/17/2018

Current Policy / Procedure	Proposed Policy / Procedure
<p>All requests about College operations and related information needed by individual Board members will be requested through the Board Chair, who may in turn make the request to the College President. All attempts to obtain the information in a timely manner will be made by the College administration. In the event the requested information proves to be an overburden to provide, the President will inform the Board Chair the information is not readily available. At that point the Board Chair will determine the cost/benefit to obtaining the requested information.</p>	<p>All requests about College operations and related information needed by individual Board members will be requested through the Board Chair, who will in turn make the request to the College President.</p> <p>The College administration will attempt to obtain the information in a timely manner. In the event the requested information proves to be an overburden to provide, the President will inform the Board. At that point the Board will determine the cost/benefit to obtaining the requested information. This does not restrict casual conversations, general information questions, or relaying a constituent concern.</p> <p>The Board of Education is responsible for implementing and updating this Policy.</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	600.09
Administrative Procedure Number:	
Title:	Financial Exigency
Revision Date:	

Current Policy / Procedure	Proposed Policy / Procedure
<p>In the event of a decline in revenue or due to a natural disaster, at the recommendation of the president, the Board of Trustees may declare financial exigency.</p> <p>Such a declaration may allow the college to terminate some debts, contracts and/or employment contracts. See collective bargaining agreements.</p> <p>UCC complies with all state and federal regulations under the Americans With Disabilities Act of 1992 (ADA) and/or Oregon statute ORS 659.415 by recognizing reinstatement rights as legally required and as contained in the ACE UCC and UCCFA collective bargaining agreements.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 6/08/11 by Board DATE OF LAST REVIEW:</p>	<p>Delete</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	710.06
Administrative Procedure Number:	
Title:	Tuition Waiver
Revision Date:	8/28/2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>All Umpqua Community College tuition waivers shall be performance; program or academic based and will be granted by the supervisor of each area. Every effort will be made to present these awards to talented in-district students first. Students shall possess and maintain full-time enrollment status and a 2.0 term and accumulative grade point average. Students may be granted only one waiver per term. Athletic merit awards will be awarded in compliance with Northwest Athletic Association of Community Colleges rules and regulations. Graduates and approved participants of certain programs are eligible for a one term tuition waiver at UCC as an encouragement for students to continue their education. The tuition waivers must be used within one year of graduation from programs approved by the Vice President of Instruction or Vice President for Student Development. Only one tuition waiver can be used by each student. The tuition waiver covers only tuition for credit classes taken that term, with a maximum of 16 credits. The student must pay for all fees and books. Other criteria may be required for a specific approved program. The complete set of procedures and criteria for all tuition waivers can be found in both the office of instruction and the Advising and Career Service Center. Any exceptions to the tuition waiver policy shall be approved by the President. All waivers shall be used for tuition for the term awarded. Fees are not eligible for waiver. Use of waivers shall be limited to the academic term for which the grant is awarded. Cash refunds will not be given and unused funds cannot be credited toward future terms.</p>	<p>Umpqua Community College offers tuition waivers as encouragement for students to continue their education. Tuition waivers are performance-, program-, or academic-based. Students are eligible for only one waiver per term, and waivers are used for tuition only. Cash refunds are not given, and unused funds are not credited toward future terms. Any exceptions to the tuition waiver policy are approved by the President.</p> <p>The Provost is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.</p>

Policy & Procedure must be submitted together.



ADMINISTRATIVE PROCEDURE

TITLE: Tuition Waiver

ADMINISTRATIVE PROCEDURE # 710.06

RELATED TO POLICY # 710.06 Tuition Waiver

1. Categories of Tuition Waivers

- a. **Merit tuition waivers** for distinguished service to the college. These include athletics, student leadership, student ambassadors, *The Mainstream* student newspaper, and fine and performing arts.
- b. **Program-specific tuition waivers** for participation in a college program or as a community service. These include GED/Adult High School Diploma (AHSD), Student Support Services (SSS)/Transfer Opportunity Program (TOP), Upward Bound (UB), and Educational Talent Search (ETS), UCC Scholars, community partner awards, and state-mandated waivers.
- c. **Employee and dependents tuition waivers** as described in bargaining agreements for faculty and classified employees and in Board Policy 322 for administrative employees.

2. General Terms and Conditions for all Waivers

- a. The number of tuition waivers for any type of award is determined by senior administrators.
- b. A student may receive only one tuition waiver per term. The waiver covers only tuition for credit classes taken during the approved term and has no cash value. Unused portions will be forfeited for further use and cannot be exchanged, refunded, or transferred. The student is responsible for all fees and textbooks.
- c. An application with original signatures must be submitted by the deadline established by the program and no later than the Friday of the first week of the term. A late application will be processed the following term. The student must have a minimum of a 2.0 GPA to be awarded a tuition waiver. Some programs may have higher GPA requirements.
- d. The student must be registered for any required courses designated on the waiver and meet all program requirements. The student may be required to repay the waiver if these requirements are not fulfilled.
- e. Any exceptions to the tuition waiver procedure are approved by the President.

3. Merit Waiver Terms and Conditions:

Merit Waivers are awarded to students who demonstrate a specific athletic ability, skill set or talent, leadership capabilities and academic promise. Recipients of merit waivers are required to serve the college in a notable capacity as listed below.

a. Athletics

A tuition waiver may be granted to a student-athlete. The student-athlete must be enrolled full-time with a 2.0 term/cumulative GPA. The student-athlete must fulfill all program and course requirements as outlined in Department of Athletic guidelines. Athletic waivers will be awarded in compliance with all Federal, State, NWAC and other applicable rules and regulations. The authorizing party is the Director of Athletics.

b. ASUCC Student Leadership

A maximum of 12 credits/term may be granted to a ASUCC Leadership Team officer. The student-leader must be enrolled in, maintain, and earn a minimum of nine credits with a 2.5 term/cumulative GPA and fulfill the responsibilities of the student leadership role. The authorizing party is the Director of Student Life and Campus Engagement.

c. Student Ambassadors

A maximum of 12 credits/term may be granted to a Student Ambassador. The ambassador must be enrolled in, maintain, and earn a minimum of twelve credits with a 3.0 cumulative GPA and fulfill the responsibilities of the position. The authorizing party is the Director of Student Life and Campus Engagement.

d. *The Mainstream*

A maximum of 12 credits/term may be granted to The Mainstream student staff. The student must be enrolled in, maintain, and earn a minimum of twelve credits with a 2.0 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is The Mainstream faculty advisor.

e. Fine and Performing Arts

A maximum of 12 credits/term may be granted to a student in the Fine and Performing Arts department. The student must be enrolled full-time with a 2.0 term/cumulative GPA and fulfill the responsibilities of the program. The authorizing parties are the full-time faculty in the following departments: music, theater, and fine arts.

4. Program Specific Terms and Conditions:

a. Adult Basic Skills (ABS)

Up to 12 credits may be awarded to a GED/AHSD student at any ABS site and Wolf Creek Job Corps under one of the following programs:

- i. **Concurrent Enrollment (CE):** A second and/or third term participant, approved based on program eligibility. The credits may be spread out over more than one term, and remaining credits must be used within one year after the GED completion date.
- ii. **Upon Graduation:** A GED or Adult High School Diploma (AHSD) graduate who has completed at least 60 hours of instruction in an ABS program. The tuition waiver must be used within one year of completing the GED Certificate or AHSD.

HD100 or HD136 is required for both programs, unless waived by the authorizing party, who is the department chair or Director of College Transitions.

b. **Educational Talent Search (ETS)**

A one-time 7-credit tuition waiver may be granted to an active participant of ETS who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

c. **Upward Bound (UB)**

A one-time 12-credit tuition waiver may be granted to an active participant of UB who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

d. **Transfer Opportunity Program (TOP)**

A 1-credit tuition waiver may be granted to an active TOP participant to complete the following: HD 100, HD 101, HD 110, and/or HD 214. The waiver must be used for the approved term and course indicated. The student must be enrolled full-time unless approval for part-time enrollment is received prior to the beginning of the term. The authorizing party is the Director of TOP.

e. **UCC Scholars**

A 12-credit/term tuition waiver may be granted to a student approved to participate in the UCC Scholars Program. The participant must meet all the criteria outlined in the UCC Scholars Program participation agreement. The authorizing party is the Director for Student Life and Campus Engagement.

f. **Community Partners**

- i. **ADAPT-RSAT:** Up to 12 credits may be granted to a participant of the ADAPT-RSAT program who has successfully passed the following program courses with a grade of C or higher: CJ 243, HS 205, and SOC 225. The tuition waiver must be used within six months of program completion, and the student must sign up for HD 100 as part of the 12

credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition.

- ii. **Project HOPE:** Up to 12 credits may be granted to a graduate of Project HOPE who has successfully completed Program Phases I, II, III, & IV. The tuition waiver must be used within six months of graduating from Project HOPE, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bare all financial responsibility of the cost of tuition. The authorizing party is a judge for the 16th Judicial District in Douglas County.
- iii. **Performing One Act:** Up to 12 credits each for fall, winter, and spring terms may be granted, to be used immediately following high school graduation.
- g. **Veterans' Dependents:** Covered under UCC Policy 710.07, this state-mandated waiver is for dependents of veterans who are 100% service-connected disabled. The waiver is applied after scholarships, other tuition waivers, and federal aid with the exception of loans.
- h. **Other:** Other tuition waivers may be added at the discretion of the President.

5. Employees and Dependents

Employees and their dependents are eligible for tuition waivers as described in Board Policy 322 for administrative personnel and non-represented part-time classified employees, and in the respective bargaining agreements for faculty, part-time faculty, and classified staff. Employee tuition waiver forms can be found on <http://www.umpqua.edu/myucc> under the Resources tab.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/3/2018

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Awarding of Umpqua Community College Honorary Degrees

BOARD POLICY # 7XX

Policy:

The honorary associate's degree is the highest form of recognition offered by Umpqua Community College. The purpose of honorary degree awards is to recognize persons whose lives serve as examples of the College's aspirations for its students and who have demonstrated meritorious and outstanding service – to the College and/or to the community at large – that benefits the College. Honorary degrees are awarded by the Board of Education and are conferred at Commencement ceremonies.

RESPONSIBILITY:

The President 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: Awarding of Umpqua Community College Honorary Degrees

ADMINISTRATIVE PROCEDURE # 7XX

RELATED TO POLICY # 7XX

1. Awards

- a. Honorary degrees are conferred at Commencement by the College President, Chair of the Board of Education, or a Board member designated by the Chair.
- b. Honorary degrees may be awarded in absentia and posthumously upon recommendation to the Board of Education by the College President.
- c. Generally the College awards no more than one honorary degree in any academic year. The College may choose to award no honorary degree in any given year.
- d. Honorary degrees are issued as one of the following:
 - i. Honorary Associate of Arts (Hon.A.A.)
 - ii. Honorary Associate of Science (Hon.A.S.)
 - iii. Honorary Associate of Applied Science (Hon.A.A.S.)
- e. The specific honorary degree awarded is appropriate to the nature of the attainment which is being recognized. The following are areas in which individuals may have made significant contributions.
 - i. *Educational Service*. Outstanding service that enhances educational opportunities for our communities or that leads to the transformational success of individuals in college.
 - ii. *Humanitarian Service*. Outstanding altruism that enriches the quality of life for others in our communities.
 - iii. *Servant Leadership*. Outstanding leadership that results in the growth and well-being of people and communities and that helps people develop and perform as highly as possible.
 - iv. *Arts and Culture*. Outstanding contributions to the arts in any form that enhances the quality of life in the area.
 - v. *Entrepreneurial Leadership*. Outstanding contributions to business/industry through innovative management or creative start-ups.

2. Conditions of Eligibility

- a. The nominee has made a significant, noteworthy, and lasting contribution to Umpqua Community College, and/or the nominee has made a significant, noteworthy, and lasting contribution to the community at large that directly and positively impacts the College.
- b. The nominee demonstrates personal and professional qualities that are consistent with the mission and values of Umpqua Community College and serves as an aspirational model for students.
- c. Current elected officials are not eligible.
- d. Current faculty, staff, and Board of Education members are not eligible.
- e. Faculty, staff, and Board of Education members who have been separated from the College for at least five years are eligible.
- f. Financial contributions to UCC may not be used to determine eligibility.
- g. In unusual circumstances, and when warranted and consistent with Umpqua Community College's educational mission and purposes, an exception to the conditions of eligibility may be made with the approval of the College President and the Board of Education.
- h. In unusual circumstances and when warranted an honorary degree may be revoked by a vote by the Board of Education.

3. Procedures for the Nomination and Selection of Honorary Degree Recipients

- a. Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the College President who consults with the Honorary Degree Advisory Committee with representatives from:
 - i. Faculty (2; 1 each from Arts and Sciences, Career and Technical Education)
 - ii. Associated Students of UCC (1)
 - iii. UCC Foundation (1)
 - iv. Academic Administration (1)
- b. Nominations for degree recipients are encouraged from any member of the College community, including students in good standing, faculty, staff, administrators, alumni, and Board of Education members. A call for nominees will be made by September 30 each year.
- c. Selection of awardees is a competitive process. Not all eligible nominees will be awarded an honorary degree.
- d. Nominations should be confidential, if possible. Not all excellent candidates can be recognized, and knowledge of a failed nomination may be embarrassing, harmful, or hurtful. If nominees are aware of their nomination, they should understand that the process is competitive, is limited in the number of awards,

and that the nomination does not assure an award even though the nominee may have outstanding qualifications.

- e. Nominations are submitted to the Office of the President and include the nominee's résumé or curriculum vitae and a completed nomination form (available online). **(Website to be listed when available)**
- f. Nominations must be submitted to the College President no later than December 15 of each year.
- g. The Honorary Degree Advisory Committee reviews all nominations received by the deadline, evaluates the nominations against established criteria, and makes recommendations to the College President. Generally, the Honorary Degree Advisory Committee reviews nominations in January and makes a recommendation to the College President no later than February 10.
- h. The College President makes a recommendation to the Umpqua Community College Board of Education for review and consideration at its March meeting.
- i. The College President (or the President's designee) notifies the recipient of their honorary degree award and extends an invitation to receive their awards as part of the Commencement ceremony in June.

RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/3/2018 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	319.03
Administrative Procedure Number:	319.03
Title:	Vacation for Administrative Staff
Revision Date:	October 4, 2017

Current Policy / Procedure	Proposed Policy / Procedure
<p>Prior to leaving on vacation, an employee shall submit an absence report from and obtain approval from the immediate supervisor. Vacations extending beyond 20 working days are to be approved in advance by the President.</p>	<p>1. Approval Vacation for 1 or 2 days must be requested in advance and are subject to approval by the supervisor. For vacation requests of 3 to 10 days, requests must be made at least 5 working days in advance and are subject to approval by the supervisor. Supervisors have the discretion to make exceptions to the advance notice in the case of exceptional circumstances. Vacations extending beyond 10 working days are to be approved in advance by the supervisor and the President.</p> <p>Supervisors have the responsibility to assure that the operations of the College continue when employees are on vacation. As such, supervisors may approve or deny requests based upon the needs of the College and may require coordination of vacation requests with other employees.</p> <p>2. Accrual Administrative employees accrue vacation at 6.667 hours per pay period to equal 160 hours per year. Vacation begins accruing upon date of hire. On July 1 of each year, carry forward of accrued vacation is limited to 160 hours.</p> <p>In order to facilitate the transition from frontloading to accrual of vacations, the College will temporarily permit employees to maintain negative vacation balances. The right to maintain negative vacation balances will be limited to fiscal year 2018-2019, unless special circumstances exist to justify negative vacation balances that extend beyond that fiscal year. All negative vacation balances must be approved by the employee's immediate supervisor and the Human Resources Director.</p>

Policy & Procedure must be submitted together.

3. Payout at Separation

Effective July 1, 2018, administrative employees who separate from employment for any reason will receive a vacation payout for accrued but unused vacation hours for the current contract year up to the date of separation. This will be added to any vacation pay carried forward from the previous contract year. All other vacation hours are forfeited.

Employees may not elect to receive pay in lieu of earned paid leave except upon separation from the college.

Any exceptions to this Administrative Procedure will only be made with expressed consent of President.

RESPONSIBILITY. The Director of Human Resources is responsible for implementing and updating this procedure.

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

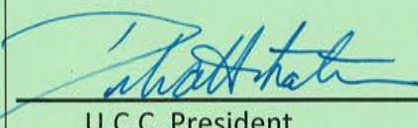
Information Item
 Action Item

Subject: Vision, Mission, and Values Date: April 11, 2018

President Thatcher will review draft statements for UCC's Vision and Values. Additionally, she will share draft explanation statements for the College's Mission.

Recommendation by:

Approved for Consideration:



U.C.C. President

VISION

Umpqua Community College will be a model for educational innovation, empowering all students to contribute to an ever-changing, diverse world with confidence, competence, and compassion.

MISSION

Umpqua Community College transforms lives and enriches communities.

UCC is committed to an accessible education that:

"...transforms lives..."

Students are immersed in adventurous opportunities to explore new ideas and interact with others who have varied life experiences, cultures, careers, and ages. Whether taking one class or earning a certification or degree, enhancing career competencies or enriching personal skills, students are guided by a talented, encouraging faculty and staff. Students have a wide range of opportunities to grow and learn, from designing products with new technologies to writing for the student newspaper, conversing in a new language, competing in athletic events, volunteering to tutor young children, or hiking along the Umpqua River – and so much more. Every step, milestone, and achievement students make instill a sense of pride they will carry through life.

"...enriches communities...."

Through education and programming, UCC enhances the quality of life of communities in which we learn, live, and work. UCC's performing arts programs, art exhibits, guest speakers, special events, and athletic competitions are vehicles for people to communicate, learn about the world, enhance social bonds, reflect on significant events, and experience personal growth. The economic vitality of the area is elevated as a result of workforce training and partnerships with varied industries, businesses, and agencies. Students' personal transformation helps our communities thrive and contributes to community transformation: college education translates to enhanced earning capacity, increased ability to be self-supporting, strengthened opportunities to maintain good health, heightened likelihood that education is valued by family, and expanded engagement in communities.

VALUES

Knowledge

We value knowledge and recognize that knowledge empowers and opens doors to new opportunities. Knowledge, which is an active process of exploring, creating, sharing, and applying concepts and ideas, is at the core of everything we do and is the essence of who we are.

Sense of community

With a commitment to diversity, equity, and inclusion, we celebrate both community and individuality. We cultivate a learning environment where all people feel like they belong, they matter, and they are supported.

Integrity

We act with fairness and respect for others in our learning and working environments. Our actions are consistently aligned with our conviction to offer an atmosphere of openness and trust. We are accountable to ourselves, colleagues, and communities we serve.

Continual improvement and innovation

We encourage an adventurous spirit, characterized by exploration of new ideas and bold risk-taking, which breaks away from traditional ways of thinking and uses change to our advantage. We take ownership of our work, reflect upon our effectiveness and efficiency, and continually seek ways to improve our performance.