

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

VOL. LIII, No. 7 BOARD OF EDUCATION MEETING

FEBRUARY 13, 2019; 4:30 P.M., HNSC 100

AGENDA - REVISION (2)

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 1-22**
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. **INFORMATION**
- A. **Accreditation** *(revised)* **Jason Aase** **p 23**

| | | |
|---|---------------------------|-----------------|
| VIII. REPORTS – Discussion of report for future meetings | | pp 24-31 |
| A. ASUCC Report | Katherine Hicks | |
| B. President’s Report | Debra Thatcher, President | |
| C. Chair Report | Steve Loosley | |
| IX. OLD BUSINESS | | |
| A. Oct. 1 Memorial <i>(new addition)</i> | Jess Miller | p 32 |
| X. NEW BUSINESS | | |
| A. Policies – first reading | Debra Thatcher | pp 33-59 |
| B. Ford Childhood Enrichment Center <i>(revised)</i> | Debra Thatcher | p 60 |
| C. Senate Bill 3 – Applied Baccalaureate degrees | Debra Thatcher | pp 61-65 |
| D. Proposed Budget Calendar for FY 2019-20 | Natalya Brown | p 66 |
| E. Financial Report for FY 2018-19 | Natalya Brown | pp 67-80 |
| XI. BOARD COMMENTS | Chair Loosley | |
| XII. ADJOURNMENT | Chair Loosley | |

NEXT BOARD MEETING:

- Board Meeting, March 13, 2019, 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: Feb. 13, 2019

Recommend approval of:

Minutes of College Board Meeting of Dec. 12, 2018 pp 1-4

Personnel Actions p 5

Second reading of policies:

| Old # | New # | Title | |
|-------|-------|---------------------------------------|----------|
| N/A | 3502 | Trespass Notice | p 6 |
| N/A | 6650 | Strategic Energy Management | p 9 |
| 405 | 3650 | Naming of Facilities & Other Entities | pp 15-16 |

Administrative procedures are being shared as an information item:

| Old # | New # | Title | |
|-------|-------|---------------------------------------|----------|
| N/A | 3502 | Trespass Notice | pp 7-8 |
| N/A | 6650 | Strategic Energy Management | pp 10-14 |
| 405 | 3650 | Naming of Facilities & Other Entities | pp 17-22 |

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 12, 2018**

The Umpqua Community College Board of Education met on Wednesday, December 12, 2018, in Room 201-202 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:33 p.m. and the pledge of allegiance was given.

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

Others present:

| | | | |
|------------------|-------------------|----------------|-----------------|
| Debra Thatcher | Brian Sanders | Natalya Brown | April Hamlin |
| Robynne Wilgus | Jess Miller | Jason Aase | Mitch Mitchell |
| Crystal Sullivan | Hannah Yest | Steve Rogers | Karen Carroll |
| Joy Yori | Kevin Mullerleile | Carol McGeehon | Katherine Hicks |

CONSENT AGENDA:

- Minutes of College Board Meeting of Nov. 14, 2018
- Personnel Actions
- Res. No. 3 – Increase Appropriation
- Res. No. 4 – Banking Resolution

The Consent Agenda was approved by general consent and the items will be attached to the permanent minutes.

CHANGES TO THE AGENDA: The Audit Report will be presented at the front of the agenda.

CITIZEN COMMENTS – There were none.

INFORMATION

Introductions

The men and women’s wrestling and women’s basketball teams were introduced. The overall GPA for athletics is 3.26; this includes four students with a 4.0.

April Hamlin, Dean of Student Services, introduced Dr. Mitch Mitchell as the new Director of Advising and Career Services.

Campus Safety Update

Jess Miller, Director of Facilities and Security, introduced Brian Sanders as the new Chief of Security. Mr. Miller reviewed the campus training calendar with sessions to begin in January. UCC will begin using the standard response protocol when responding to emergency situations. The guidance includes information for lockout, lockdown, evacuate, and shelter. Scenario training will be done once a year. There was discussion regarding classroom safety, first aid, and providing training for reluctant trainees.

REPORTS

ASUCC – Katherine Hicks, President: Ms. Hicks, previously the ASUCC Activities Officer, has stepped into the ASUCC President role; Byronna Thomas recently resigned from that position. The last term was tough for many student leaders; however, they have pulled together and will do the best job possible. There were 100

Thanksgiving boxes distributed. The donations from faculty, staff, and students, plus the food drive at Sherm's, made a big difference. A stocking drive has also been done.

UCCFA – Crystal Sullivan, Interim President: Several policies and procedures were passed at last week's Academic Council. Efforts in developing and revising policies and procedures continue over several different areas. Faculty have been actively engaged in advising training during fall term; 43 FT faculty are ready to advise in winter term. A Teaching & Learning Committee was recently formed through the work of Dr. Crabtree; the group will be led by Jennifer Lantrip. The committee is tied to the strategic plan to help faculty always be developing strategies and techniques in teaching.

President – Dr. Debra Thatcher: A written report was included in the Board Packet. UCC hosted last week's OPC/OCCA meetings. The third round search for the Director of Advancement is in progress. Ellen Brown has been appointed as the Interim Director of Advancement. Communications continue regarding the Nursing program and the VA. The decision to not pursue national accreditation was based on the time and costs involved. OCNE is looking at a consortia agreement for national accreditation. Five school districts in south Douglas County are collaborating to create a CTE high school. Chair Loosley added that this has been driven by Measure 98 and K-12 high schools; the project is being organized by Douglas ESD.

OCCA – There was no report

Chair – Chair Loosley: President Thatcher reviewed the proposals for state funding. The Governor encourages the colleges to work together and encourage their legislators for funding at a higher level. The colleges have requested \$647 million which includes coverage for unfunded mandates and deficit spending. Additionally, the colleges have requested \$70 million for career and technical education for meeting local workforce needs; this was included in the Governor's budget. A third request from the colleges was for \$70 million for student success; this is to provide additional support services for first generation and underrepresented students. This funding request was not supported by the Governor. The numbers are all predicated upon tuition increases. Chair Loosley explained the legislature process of funding community colleges. The funding uncertainty provides no direction on what funding scenario to use in preparing next year's budget. Community colleges will have a caravan arriving at the capitol in March to show support for funding. Dir. Littlejohn encouraged offering a solution of raising the funding percentage increase similar to universities.

OLD BUSINESS – There was none

NEW BUSINESS

Appointments to the Budget Committee members were presented. The term of appointment is July 2018 through June 2021 (3 years).

Zone 1: Dir. Tamm recommends re-appointment of Hop Jackson

Zone 3: Dir. Weikum recommends accepting the resignation of Chris Davidson and the new appointment of Tom Davidson

Zone 4: Dir. Littlejohn recommends re-appointment of Sally Dunn

Zone 7: Chair Loosley recommends accepting the resignation of Janet Morse and the new appointment of Matt Fullerton.

MOTION: **I move to approve the resignations, reappointments, and new appointments to the Budget Committee, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

President Thatcher requested Board approval for the October 1, 2015 Memorial site and to proceed with the design concept. (Plans are also being made for a second memorial; however, it will not be the College's responsibility.) The campus proposal is for space below Jackson Hall with a design concept of a circle with spheres made from metal heart cutouts. It will be a very peaceful and reflective site. Fundraising will be done through the UCC Foundation. Dir. Weikum appreciates the Memorial Committee's efforts to include what is important to the families who lost loved ones. The Board expressed their interest in seeing a final design. Dir. Tamm revised her initial motion to focus only on the memorial site.

MOTION: **I move to approve allocating the space below Jackson Hall for the Oct. 1, 2015 memorial, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

MOTION: **I move to approve proceeding with the drawing and for the proposal to return to the Board with a cost estimate and final design plan, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Policies were presented by President Thatcher to the Board for a first reading; the associated administrative procedures were shared as an information item. The second reading of policies will be on the consent agenda; if desired, a discussion may be requested.

- **3502 Trespass Notice:** The policy has been recommended and reviewed by legal counsel. Upon questioning, it was explained the policy is only for use when needed.
- **6650 Strategic Energy Management:** The policy indicates the College is committed to managing resources wisely.
- **3650 Naming of Facilities & Other Entities:** The policy replaces "405 Naming Opportunities" and includes direction for naming other entities. The Board expressed interest in being informed during the naming process prior to the final approval. The policy will be revised.

Natalya Brown-CFO, on behalf of the Director of Human Resources, requested Board approval to ratify the Salary portion of the Part-Time Faculty Association Collective Bargaining Agreement effective the first day of Fall Term 2018 to the last day of Spring Term 2019. Ms. Brown clarified that item #6 refers to cancelling a class 5 days or less from the start of a term.

Changes:

Article VII – Compensation

A. Salary

1. Schedule: An increase of 1% in the salary schedule. Starting in the Fall Term of 2017, there will be no reduction in pay for holidays in each term for all employees covered on this pay schedule.

5. Meetings: Employees required to attend meetings shall be compensated at \$25 per hour. Documentation that the employee is required to attend the meeting will be obtained prior to the event and signed by the Dean and Provost. Attendance at in-service shall be compensated at \$25 per hour up to a limit of \$75 per day. Exception to this will be during Fall in-service where attendance will be compensated for up to 10 hours at a rate of \$25 per hour for that week.

6. Cancelled Class Compensation: If classes are canceled five (5) business days before the term begins, instructors will be compensated at a rate of \$50 per course.

MOTION: **I move to approve the ratification of the Salary portion of the Part-Time Faculty Association Collective Bargaining Agreement, as presented. Motion by Dir. Lathrop, seconded by Dir. Weikum and carried unanimously.**

Ms. Brown requested Board acceptance of the 2017-18 Audit Report. An overview of the report was given by Kevin Mullerleile of Moss Adams. The report was issued on Dec. 6 with a clean opinion and materially correct; there were no findings on internal controls or of noncompliance. There were no compliance findings in the uniform guidance report. And there were no compliance issues in the Oregon minimum standings report. Overall, it is a clean opinion across the board – a very good audit. Mr. Mullerleile commended Ms. Brown and her team for having done a great job.

MOTION: I move to accept the audit report, as presented. Motion by Dir. Littlejohn, seconded by Dir. McGrorty and carried unanimously.

Board Comments

There will be a Board Retreat in the place of the January Board meeting on January 9, from 3-6 p.m. The regular monthly Board meetings will resume in February.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

- Personnel Actions
- Res. No. 3 – Increase Appropriation
- Res. No. 4 – Banking Resolution
- Policies 3502, 6650, 3650



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: February 13, 2019

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Emily Fiocco, Director of Assessment & Accreditation - February 1, 2019

Faculty Contract:

N/A

Resignation/Separations:

N/A



BOARD POLICY

TITLE: TRESPASS NOTICE

BOARD POLICY # 3502

Policy:

Umpqua Community College is to control the use of, and access to college grounds, buildings, equipment, and other college property. Persons may be removed or excluded from the college for violation of college policy, Oregon law or federal law. (Reference Board Policy 613.01 Access to College Property and Administrative Procedure 613.01 Access to College Property.)

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: Trespass Notice

ADMINISTRATIVE PROCEDURE # 3502

RELATED TO POLICY # 3502 TRESPASS NOTICE

Trespass Notices may be issued under two conditions:

1. When an individual has a relationship with the College (student or employee) and the individual's behavior is disruptive to campus operations or poses a risk to the campus, a security employee may require the individual to leave for the day (Temporary Trespass Notice). In this case, the person (student or employee) will be referred to the relevant student or employee Board policy/procedure or to relevant employee collective bargaining agreement for follow up when they return to campus.

When the safety of campus members is at risk, such temporary notices may be extended until arrangements for due process are established.

2. Permanent Trespass Notices are issued for violations of College policy, the Student Code of Conduct, or Oregon or federal law for actions which pose a threat to the campus community or which create a disruption of the College learning environment and or College activities. Permanent Trespass Notices are typically, but not always, issued to persons who are not affiliated with the College.

Persons who receive a Trespass Notice from the Director of Facilities and Security or Chief of Security must not enter or return to college property to any campus or location unless given specific permission to do so. Such permission may be requested from the Director of Facilities and Security or Chief of Security at (540) 440-7777.

Persons who violate the Trespass Notice will be subject to arrest and prosecution for criminal trespass as provided by Oregon Revised Statutes 164.245.

Notifications of trespassed individuals may be generated to campus members when the College has determined that the safety of others is compromised by the potential presence or return to campus of an individual. The Director of Facilities and Security,

Chief of Security or other College Senior Leadership Team (SLT) member or representatives in collaboration with Security in incidents where a concern for campus safety is identified. Notifications will be specific and done so individually and in a case-by-case manner about trespassed persons.

In the event that a student is issued a Trespass Notice, the Director of Facilities and Security and the Dean of student Services (or their designee), will be notified.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/13/2018 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STRATEGIC ENERGY MANAGEMENT

BOARD POLICY # 6650

Policy:

Umpqua Community College is committed to responsible energy and water management to achieving benchmark standards for energy efficiency. While providing energy resources adequate to maintain operational goals and to provide an acceptable working and learning environment, the College will efficiently manage energy and water utilization in order to minimize energy use, energy costs, environmental impact of harmful emissions, and use of fossil fuels. To achieve these goals, UCC shall devise and implement an energy and water management plan with guidelines and procedures to support conservation and sustainability.

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: Strategic Energy Management

ADMINISTRATIVE PROCEDURE # 6650

RELATED TO POLICY # 6650 STRATEGIC ENERGY MANAGEMENT

These guidelines will help members of the College community play a role in promoting efficient energy use.

1. Offices, Classrooms, and Common Space Energy Efficiency: The Individual's Role:

Each member of the UCC community should strive to make office spaces, classrooms, and shared spaces more energy efficient. The following is a non-exhaustive, illustrative list of steps to take to use less energy:

- a. Employ general energy saving measures, such as turning off lights and equipment when leaving a room.
- b. Lighting devices that produce excessive heat (such as halogen lamps) are prohibited.
- c. The use of space heaters is prohibited.
- d. As lights burn out or new construction takes place, Facilities Services will replace all Incandescent light bulbs with compact fluorescent light bulbs or LEDs.
- e. Computers, printers, copiers, scanners, etc. should be set on energy saving settings, such as sleep mode. (Offices only)
- f. Use energy-saving technologies ("smart" energy strips, timers, sensors) whenever possible.
- g. All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use.
- h. Close windows and exterior doors to prevent loss of conditioned air.
- i. When possible, set thermostats at the highest bearable temperature in warm weather and the lowest bearable temperature in cool weather if applicable.
- j. Report equipment failures to Facilities Management through the Help Desk.
- k. During the heating season, open blinds, drapes, and curtains to allow in heat from the sun. At night, or on cloudy days, close them to keep the heat in.
- l. During the cooling season, close blinds, drapes, and curtains to block direct sunlight.

- m. Be proactive. Take personal responsibility for energy efficiencies and contact a member of the Facilities Council to see how the problem can best be addressed.
- n. Help others be energy efficient. Seek energy efficiency advice from the Director of Facilities Director at: Ext. 4698, or our Energy Champion at Ext.7843.

2. Space Heaters and Personal Appliances

- a. ***Personal Appliances such as microwaves, refrigerators, coffee pots, fans, and space heaters are not allowed on UCC property unless specifically approved by the Director of Facilities.***

UCC provides a breakroom area in most buildings that have approved appliances. Additional appliances result in increased risk of overloading electrical circuits as well increasing energy usage, demand, and additional energy costs. Personal appliances create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met or if they are not properly maintained. Any unauthorized appliances left on campus facilities, including personal cooling, food storage, and heating appliances, may be removed and disposed of if owner is found to be noncompliant only after the following actions have occurred: notification of noncompliance is sent to the individual/office; an opportunity to appeal the noncompliance ruling is provided, along with the manner in which to appeal; and the owners are notified that the appliances will be held by Facilities for a specified period of time for the owners to retrieve the items.

- b. ***The use of space heaters is not permitted in UCC buildings*** because they are grossly inefficient and may pose a significant fire hazard. UCC faculty and staff members who feel that their work environment is too cold should contact Facilities at ext. 4671. Fans, heaters, air cleaners, and purposely blocked vents are signs of occupant discomfort and may signal something is wrong that needs to be addressed. Facilities Services will evaluate the space conditions to determine the appropriate solution.
- c. The College will allow the use of personal radiant electric heaters only if the College temperature guidelines cannot be met with the building heating system or if a documented medical condition requires accommodation.
 - i. An exception requires a written treatment plan must be provided from a healthcare provider to Human Resources.
 - ii. Facilities Services will evaluate the space conditions and approve or disapprove the use of a radiant heater.
 - iii. Heaters purchased for use must be of the type and wattage approved by Facilities or purchased through Facilities by the requesting department.

- iv. The heater must be turned off when leaving for the evening, weekends, and holidays. Heaters shall only be used when truly necessary.
- d. Excessive heating of a space on campus above the UCC Temperature Guidelines will be reported to Facilities Services so heating levels can be adjusted. The use of any electric heater to offset cooling system operation in the summer shall not be permitted.

3. UCC Temperature Guidelines

To maintain reasonable comfort and lower energy expenditures, UCC has adopted the following temperature standards. Temperature guidelines are designed to be maintained during normal business hours as well as scheduled events and/or classes processed through the Resource 25 (25 Live) software program.

a. Heating

Winter heating temperatures will be set at 68-70 degrees during the normal business hours. Temperatures will be set at 60 degrees during the nights, weekends, and holidays (unscheduled times). Consideration will be made for sensitive laboratories and other areas with environmentally or temperature sensitive equipment or objects such as computer labs.

b. Cooling

Summer thermostat settings (air conditioning) will be set at 74-76 degrees during business hours. Temperatures will be set at 80-85 degrees during nights, weekends, and holidays (unscheduled times). Any exceptions to these guidelines must be approved by the Director of Facilities and Security. Students, faculty, and staff are expected to dress appropriately for each season.

c. Building Usage and Scheduling

Facilities Services schedule many buildings for night and weekend temperature setbacks during unoccupied periods in order to increase building efficiency during low-demand periods. Every attempt will be made to accommodate special events, class schedule changes, and other changes to these occupancy schedules when requested. Department and Event Schedules should be emailed to Facilities for implementation prior to the expected date requiring an alternate schedule. When feasible, UCC should take energy efficiency and energy cost savings into consideration when scheduling classes and other activities. For example, evening, weekend, summer and winter-session classes should be scheduled to meet in the smallest number of buildings necessary to accommodate academic function and achieve highest possible energy efficiency.

4. Lighting

- a. Interior lighting will be fluorescent or LED whenever possible. New energy saving lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Fluorescent lamps will be replaced with high efficiency LED lamps when re-lamping is required.
- b. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines.
- c. Accommodations can be made for individuals that need full spectrum lamps as advised by their physician.
- d. Where feasible and cost-effective, occupancy/motion sensors (ultrasonic or infrared) will be installed to reduce or turn off lights in unoccupied areas. Day lighting controls will be installed to automatically adjust lighting levels in areas where appropriate.
- e. LED task lighting, such as an LED desk lamp, should be considered to allow a reduction in area light levels.

5. Computing

The College shall promote the establishment of energy-efficient standards on all IT equipment connected to the College IT network and energy distribution systems.

6. College Closure Periods

During periods of closure, such as nights, weekends and holidays, buildings will be heated and cooled at temperatures outlined in the established Temperature Guidelines.

- a. The Special Events Manager and Facilities Director will be responsible for working with Event Coordinators to process requests for exceptions to this policy.
- b. During extended closures, such as the winter holiday, the college will follow hard shutdown procedures:
 - i. Lights will be turned off to egress levels. Staff and faculty shall turn off electronics and appliances (defrost and empty refrigerators) including computers in labs and offices, all copiers, and other office equipment.
 - ii. Facilities staff will unplug water fountains, and turn off hot water heaters. Restrooms will be cleaned, toilets flushed and trash removed prior to shutdown to maintain minimum sanitary conditions. Other college departments will follow additional guidelines developed for shut down periods.
 - iii. Plans for temperature setbacks and shut down of other electronics, appliances, lighting, and other energy draws over extended closures will be communicated to the campus community by email.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/27/2018 CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Naming of Facilities and Other Entities

BOARD POLICY # 3650 *(replaces 405 Naming Opportunities)*

The College utilizes a methodology for naming that ensures naming practices are consistent, reflect the College's mission, and provide value to the College.

A. Naming Categories

1. **Facilities and Other Physical Property** (hereafter referred to as "facilities"): Buildings and building complexes, building components (wings, floors, towers, etc.), interior building spaces (classrooms, laboratories, meeting rooms, faculty and staff offices, lobbies, foyers, etc.), developed outdoor spaces and structures (plazas, gates, fountains, etc.), athletic facilities, and performance venues
2. **Academic and Non-Academic Entities** (hereafter referred to as "entities"): Centers, institutes, programs, positions (program chair, director, program faculty, coach, etc.), and collections (art, film, music, memorabilia, archives, etc.)

B. Types of Names

1. **Working name:** A temporary name, typically used in the planning, development, and construction phases of a facility, which will be replaced by an administrative or commemorative name.
2. **Administrative name:** A name that is primarily descriptive or decorative and is determined by the College administration. For example: Educational Support Building
3. **Ideal-based name:** A name that reflects an ideal or principle that is consistent with the College's mission and values. For example: Tap^hòyt^ha' Hall; Heritage Hall
4. **Commemorative name:** The name of an individual person or persons which is assigned as a permanent name for a facility or entity. For example: Mary Smith Alumni Center, Samuel Jones Endowed Engineering Chair. There are two types of commemorative names:
 - a. **Honorific name.** Recognition of an individual (or individuals) who has made extraordinary non-financial contributions to Umpqua Community College or the College district

b. **Gift name.** Recognition of substantial financial contributions by a donor or donors to the College.

5. **Corporate name:** The name of a corporation which has made substantial financial contributions to the College. For example: [*Corporate name*] Sports Complex

c. **Duration of Names**

1. Ideal-based and commemorative names are considered permanent until/unless a facility is demolished, substantially renovated, or expanded or until/unless an entity no longer exists.
2. Corporate names are limited in duration according to a time period negotiated with the Board.
3. In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name.

d. **Naming Approvals**

1. Working and administrative names are approved by the College President.
2. Ideal-based, commemorative, and corporate names are approved by the Board of Education.
3. **Conferring a name, changing a name, or removing a name requires a recursive process in which information is continually shared and discussed between the College President and members of the Board of Education prior to formal consideration by the Board of Education.**

RESPONSIBILITY:

The College President, in consultation with the Executive Director of the UCC Foundation, is responsible for implementing and updating this policy. Specific guidance for policy implementation are found in the associated Administrative Procedures.

DATE OF ADOPTION:

NEXT REVIEW DATE:

DATE(S) OF REVISION:

DATE(S) OF REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Naming of Facilities and Other Entities

ADMINISTRATIVE PROCEDURE # 3650

RELATED TO POLICY # 3650 Naming of Facilities and Other Entities

A. Conferring Names

1. **Working name:** The College President, in consultation with senior College administrators, will assign temporary working names to be used during the planning, development, and construction phases of a facility. The Board of Education will be notified of the working name, which will be replaced by an administrative or commemorative name before completion of construction.
2. **Administrative name:** The College President, in consultation with senior College administrators, will assign administrative names that are primarily descriptive or decorative (e.g., Educational Support Building). The College President will notify the Board of Education of the administrative name. Any administrative name may later be replaced by an ideal-based, commemorative, or corporate name.
3. **Ideal-based name:** A name that reflects an ideal or principle that is consistent with the College's mission and values may be recommended to the President by the UCC Foundation Board or a campus member. The President, in consultation with the senior college administrators **and members of the Board of Education**, will determine if the name fits the College mission, adds value to the College, and merits **full** Board consideration. The recommended name will be sent to the College Council for review and feedback from campus constituents. Ideal-based names must subsequently be approved by the President and by the Board of Education.
4. **Commemorative name:** Commemorative names, both honorific and gift, may be recommended to the President by the UCC Foundation Board or a campus member. See below for further details on honorific and gift naming. The President, in consultation with the senior college administrators **and members of the Board of Education**, will determine if the name fits the College mission, adds value to the College, and merits **full** Board consideration. The recommended name will be sent to the College Council for review and feedback from campus constituents.

Commemorative names must subsequently be approved by the President and the Board of Education.

a. **Honorific Naming**

- i. Facilities and entities may be named for an individual (or individuals) who has provided exemplary, meritorious, or philanthropic support or service to Umpqua Community College or to the district.
- ii. Names of people currently serving in political offices and current employees of Umpqua Community College are not eligible for consideration.
- iii. Honorific name suggestions may be sent forth by campus members or the UCC Foundation at any time for consideration. Suggested names will be reviewed when honorific naming opportunities present themselves. Names must be sent to the President and with the following information:
 - Name of person making the nomination
 - Name of nominee
 - Position held by nominee
 - Description of accomplishments of nominee
 - Description of nominee's relationship to the College and/or district
 - Nomination statement of 3-6 paragraphs explaining why the College in particular should honor this individual.

b. **Gift Naming Process**

- i. **New construction.** Naming gifts shall provide a substantial portion of the cost of construction (generally at least 50%).
- ii. **Renovation.** Naming gifts shall provide a substantial portion of the cost of construction (generally at least 50%).
- iii. **Existing facilities.** Naming gift amounts shall be based on one or more of the following considerations:
 - Replacement value of the facility (generally 50% of the replacement cost)
 - Amount needed to provide a meaningful level of support, ideally through endowment, for the maintenance and enhancement of the facility
- iv. **Other entities.** Naming gifts shall provide the amount needed to support the entity or for significant entity improvements that will elevate the status of the entity to a level of regional prominence

- v. **Historical buildings.** For buildings recognized by historical societies, the College will honor the historical significance of names but remain mindful of opportunities to acknowledge future donors.
5. **Corporate name:** Corporate names may be recommended to the President by the UCC Foundation or a campus member. The President, in consultation with the senior college administrators **and Board of Education members**, will determine if the name fits the College mission, adds value to the College, and merits **formal** Board consideration. Corporate names must be approved by the Board of Education.
 - a. When naming College facilities or entities for corporations, the appropriateness of the corporate name in a public context should be taken into consideration.
 - b. Corporate names may not be used for academic units.
 - c. Prior to acceptance of a corporate name, the College will negotiate and commit to writing a time limit for the use of the corporate name.

B. Duration of Names

1. **Facilities.** In the event of demolition or renovation of major facilities (intentionally or through accident or act of nature), existing names will not automatically be transferred to a new or renovated facility. In such cases the College reserves the right to assign a name to the new or renovated facility by:
 - a. Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the College wishes to continue to honor). Transfer of the names requires Board of Education approval. NOTE: The College will strive to maintain names of individuals who were instrumental in the creation and early success of the College. Those names may be transferred to the new/renovated facility, to a portion of the new/renovated facility, or to another appropriate facility on campus.
 - b. Asking the previous donor to make a new gift to maintain the name. The Board of Education must approve maintenance of names based on new gifts.
 - c. If the previous donor declines to make a new gift, or no member of the donor's family is reachable (due to death or an unsuccessful, exhaustive effort to contact the donor's family), the College may offer the naming opportunity to a new donor, use an administrative name, select an honorific name, or name the facility based on an ideal. The College may find it appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name. Any name change requires the approval of the Board of Education.

405 AP Naming of Facilities and Other Entities**Page 4 of 6**

2. **Entity.** If an entity is discontinued, the College will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment fund. The Board of Education must approve the alternate recognition.
3. **Name Changes.** In matters of individual name changes, the college will work with the individual to appropriately address changes in name in a manner that is appropriate for the donor and the College. In matters of corporate name changes, the College will work with the naming corporation in a manner that is appropriate for the corporation and the College. All name changes (other than working or administrative) must be approved by the Board of Education.
4. **Removal of Names**
 - a. In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name. The President of the College will bring forth the recommendation for approval to the Board of Education. Examples of such situations include, but are not limited to:
 - i. Donor/corporation does not fulfill a commitment upon which the naming was approved
 - ii. The donor or the person whose name is used is subsequently convicted of a felony
 - iii. The donor or the person whose name is used engages in conduct which, in the sole discretion of the Board of Education, is significantly detrimental to the reputation of the benefactor or named person such that continued name association between such individual and the College would be contrary to the best interests of the College and/or may compromise the public trust or reputation of the College
 - iv. Any of the officers or directors of a naming corporation are later convicted of a felony or incur civil sanctions in their capacity as corporation officers or directors that are detrimental to the reputation of the corporation, and the Board of Education determines that continued name association between the corporation and the College would be contrary to the best interests of the College.
 - v. A naming corporation changes its name or goes out of business.
 - b. The President, in consultation with senior administrators, will present a proposal to the Board of Education regarding the discontinued use of an existing name, outlining the reasons for termination and presenting an analysis of risks associated with this action. Prior to the approval of a name revocation by the Board of Education, the UCC Foundation and/or the

405 AP Naming of Facilities and Other Entities**Page 5 of 6**

College shall provide the benefactor, or a representative of the benefactor, the opportunity to voluntarily relinquish the name from the College facility or entity, as the case may be.

- c. The UCC Foundation or the College is responsible for contacting the individual, group, or corporation regarding termination of naming. If the individual is deceased, the Foundation or the College will take due action to contact next of kin or personal representative.

C. Recognition

1. For historical purposes, any named facility or entity should include a plaque or similar recognition that explains the significance of the name to the College.
2. The Office of Communications & Marketing should be consulted for adherence to the College's typeface and signage codes.

D. Fundraising for Naming Opportunities

1. All fundraising and development campaign efforts related to naming opportunities and the marketing of naming opportunities must be coordinated with the President and the Executive Director of the UCC Foundation. The President may delegate responsibilities to the Executive Director of the UCC Foundation or other named officers of the college for coordination of fundraising and development campaign efforts to secure gifts related to naming opportunities. Upon approval by the Board of Education, the President and Executive Director of the UCC Foundation shall maintain a college-wide naming schedule listing required gift levels for naming opportunities.
2. Unless previously stipulated, as in the event of a capital campaign where such solicitations are planned, the President must approve all gift-related naming opportunities ~~of \$1,000,000 or more~~ prior to solicitation of any prospective donor. No commitment regarding naming for such gifts shall be made to a donor or honoree prior to recommendation by the Executive Director of the UCC Foundation and approval by the President and the Board of Education. Each proposal shall be made in writing. A gift agreement stating the terms of the gift-related naming must be signed by the donor, the President, and UCC Foundation Board President when applicable. The proposal and gift agreement shall be maintained by the Foundation Office in accordance with federal and state records retention requirements.

RESPONSIBILITY


The President, in consultation with the Executive Director of the UCC Foundation, has responsibility for the implementation, revision, and review of these procedures.


DATE OF ADOPTION: 11/27/2018 by CC

NEXT REVIEW DATE:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><u> X </u> Information Item <u> </u> Action Item</p> |
| <p>Subject: Accreditation <i>(revised)</i></p> | <p>Date: Feb. 13, 2019</p> |
| <p>Jason Aase, Dean of Career & Technical Education, will present a review and update of Accreditation.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration: </p> |

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|---|---|--------------|-----------------|--------------------|---------------------------|--------------|---------------|
| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><u> X </u> Information Item <u> </u> Action Item</p> | | | | | | |
| <p>Subject: Reports</p> | <p>Date: February 13, 2019</p> | | | | | | |
| <table><tr><td>ASUCC Report</td><td>Katherine Hicks</td></tr><tr><td>President's Report</td><td>Debra Thatcher, President</td></tr><tr><td>Chair Report</td><td>Steve Loosley</td></tr></table> | | ASUCC Report | Katherine Hicks | President's Report | Debra Thatcher, President | Chair Report | Steve Loosley |
| ASUCC Report | Katherine Hicks | | | | | | |
| President's Report | Debra Thatcher, President | | | | | | |
| Chair Report | Steve Loosley | | | | | | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p>  | | | | | | |

OFFICE OF BUSINESS SERVICES BOARD REPORT

February 2019

Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

- Key priorities:
 - Review of business services policies and procedures
 - Division is working on reviewing and revising Section VI Business Operations policies and procedures
 - Implement annual assessment of division non-academic services
 - In process of publishing Office of Business Services website. Divisions reviewed divisional profile, goals, departmental mission, strategic plan and tactical plans.
 - Lead campus in long-term financial planning
 - Reviewed a bi-annual budget scenario
 - Reviewed long-term financial factors impacting the College's budget: PERS, labor costs, enrollment
 - Prepare campus for budget planning
 - Released assumptions to campus for budget preparation.
 - Several scenarios are being considered in the budget development process tied to different state allocation models. Three out of four scenarios (based on \$543M governor's proposed budget, \$570M current funding level, and \$590M) project various shortfalls. UCC will be addressing shortfalls by seeking reduction of college expenses and recommending increases to tuition and fees. UCC will be bringing tuition increase proposal in March.
- I attended Business Officer's meeting on January 24-25, 2019 held at Portland Community College. Part of the agenda included OCCA update and legislative update and planning, presented by Cam Preus, OCCA Executive Director.

Accounting and Finance Services; Ina Jackson, Director of Accounting and Finance

- Met with Accounting and Finance Department team regarding introductions, transfer of duties over from the CFO to Director, transition of retiring and new team members in accounts receivable position, general expectations in dept, preferred means of communication, and team deadlines requiring action.
 - Successfully transitioned team over in the Banner 9 Finance and Accounts Receivable modules
- Calendar Year End Projects:
 - Successful completion of Student 1098-T preparation and reporting online to student accounts and via mail with access to Student Account Team members for Q&A as well as online FAQs
 - Successful completion of year end 1099-Misc processing and submission to IRS and State
- Review of business services policies and procedures
 - In the process of reviewing accounting and finance procedures involving accounts payable and accounts receivable, and reconciliations
 - In the process of reviewing and updating accounting and finance forms that support staff and students including mileage reimbursements and travel per diems

Budget; Katie Workman, Budget Manager

- Key Priorities:
 - Improve existing and develop new processes
 - Revised the employee, visitor and student/athlete accident report forms as well as the campus incident report form. Worked with Kelley in HR, Kathy in Facilities and Brian in Security to ensure all compliance and necessary reporting and tracking would be met. Introduced the forms and processes to campus via Umpqua Updates
 - Manage current and develop future budgets without use of reserves
 - Second quarter actuals to budget reviewed. Any concerns with addressed with budget responsible party
 - Provide budget and process training opportunities and communication to campus
 - Weekly update and check in emails sent to budget managers regarding development

- Met with ASUCC Board on February 5th. Provided state funding scenarios, discussed estimates and challenges

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Key Priorities:
 - Update purchasing policies and procedures
 - Build and refine Office of Business Services Web Site
 - Learn and implement all Banner 9 processes for procurement of goods and services.

Cafeteria, Catering & Special Events; Greg Smith, Events & Food Services Director

- Working with UACT on summer musical contracts: 2019 Beauty and the Beast and 2020 Mary Poppins

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

January 2019

Tiffany Coleman, Director

- On Jan. 30, the Communications and Marketing team organized a Pack the Gym event.
 - The event was held to unveil UCC's new Riverhawk mascot to the community
 - An estimated 400 attended the men's and women's basketball game versus Lane
 - Roseburg High School's cheerleading teams helped with the unveiling
 - The Umpqua Singers sang the National Anthem prior to the men's game
 - In order to unveil a new mascot, we created a storyline and video for the old mascot—who graduated. Here's the link to the video: <https://youtu.be/pZH0cB1OO50>.
- Working with state community college communicator group (OCCMPR) to solidify plans for our upcoming Legislative Days in March.
 - All 17 community colleges and the OCCA are collaborating to organize a Caravan to the Capitol event. More details will be forthcoming, but the date is set for March 7.
- Collaborating with CTE Department to host National CTE Signing Day event on Feb. 21.
 - UCC is one of four colleges in Oregon to participate in the national event
 - It will be livestreamed through the College's YouTube channel
 - 23 students have signed up to participate
- Collaborating with Math Department to host a regional math competition on April 4.
 - The competition is the regional qualifier for the final state competition
 - Roughly 200 high school students are expected

UCC Wednesday, February 6, 2019 Board Report

February Board Report

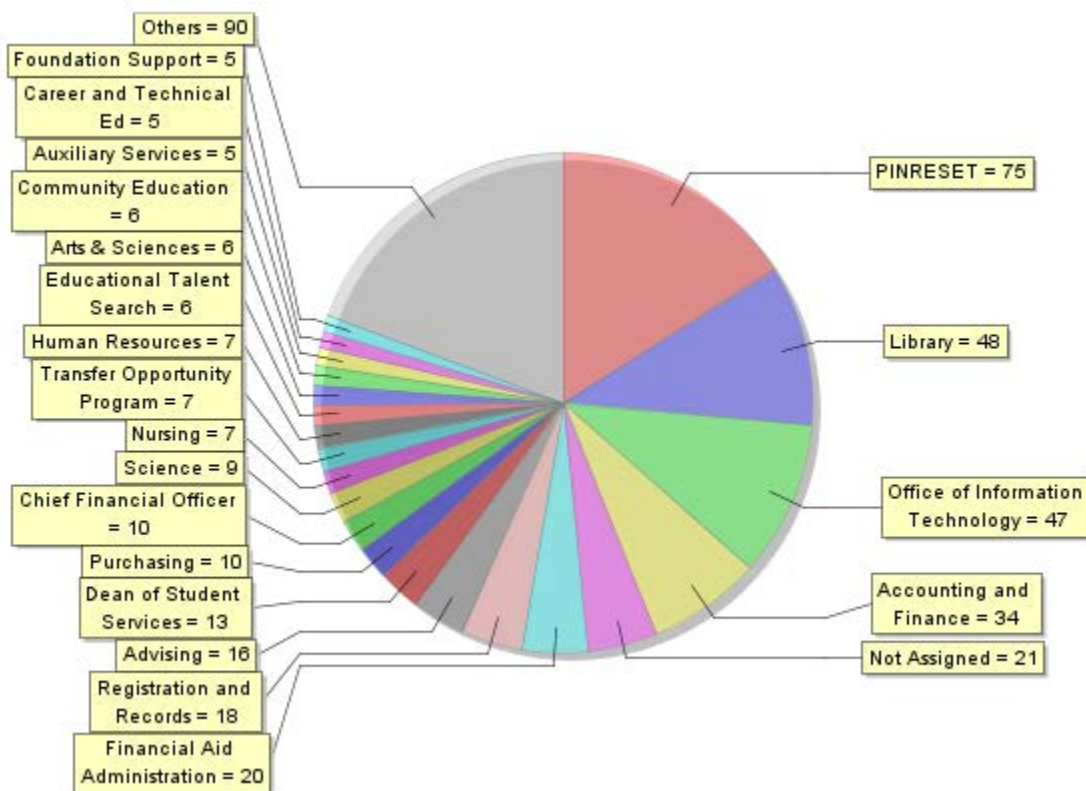
Office of Information Technology

Vincent Rose, Director

Wednesday, February 6, 2019

Information Technology Ticketing

- In the month of February 19 IT completed 465 tickets
 - 43 had a SLA violation
 - 90.75% of tickets closed within SLA



End User Support

- Completed conversion of VDI Labs to persistent machines

Network and Systems Administration

- Completed cabling of the STEAM Hut

Enterprise Information Systems

- Completed Banner 9 upgrade

OFFICE OF ADVANCEMENT BOARD REPORT
February 2019

SCHOLARSHIPS

- The 2019-20 scholarship process opened January 29th and will close on March 5th. 85 students have started the application process.

FOUNDATION

| FISCAL YEAR-TO-DATE COMPARISONS | 7/1/18 – 2/1/19 | 7/1/17 – 2/1/18 |
|--|------------------------|------------------------|
| DONATIONS | \$429,330 | \$563,674 |
| NEW DONORS | 142 | 152 |
| NEW ENDOWMENTS | 3 | 3 |
| NEW ANNUAL SCHOLARSHIPS | 6 | 4 |

- The Foundation established the Wishing Well fund in September 2018 to provide mini-grants to faculty and staff for equipment or items to develop and implement unique ideas that are needed to better serve UCC students. The primary funding resource is employee giving. Eight requests were received during the first application process and four were funded. A “Prize Patrol” consisting of the selection committee and Communications & Marketing visited the classrooms/departments to surprise the recipients with their awards.

A total of \$1729 was awarded to the following four applicants:

- \$250 was awarded to the Business Department for Camtasia Video Creation Software
- \$500 was awarded to the Welding Department for a Grizzly router table.
- \$500 was awarded to the Journalism Department for a lens for a Nikon camera
- \$429 was awarded to UCCOnline for equipment and a subscription to Screencast-o-matic

OCCA Report
February 2019
Doris Lathrop, Trustee

The OCCA Board meeting was held at the Chemeketa CC Business and Industry Center downtown Salem on February 1st. In place of the Board Forum we were encouraged to attend CTE Day at the Capitol. Community Colleges highlighted CTE programs for legislators. The event was a huge success, giving our representatives and senators a first hand look at programs we offer to train our workforce. We are asking for \$70 M for the next biennium specifically for CTE.

Our meeting began with a presentation by consultant Tim Nesbit on PERS Reform. The three take-aways from that presentation were 1) there are legal solutions to the PERS problem of a \$26.2 B unfunded liability ; 2) we can't do anything about it. Only the legislators can take care of the problem through legislative reform. We need to approach our legislators concerning this matter when we meet with them regarding funding for our colleges; and 3) the PERS issue is a huge strain on our students and will be for generations to come if we don't take care of it.

John Wykoff spent time going over the Legislative Advocacy and Revenue package update, regulatory and legislative policy positions, and the OCCA Resolution on Budget and Revenue. This is the first time that community colleges are in an alliance with the universities in Oregon for lobbying legislators. It's not "us against them" as it has been in the past. We are working together get a package for higher education. Steve Loosley and Dr. Thatcher have been meeting with our legislators and will discuss that aspect of the OCCA report in their individual reports.

John Wykoff has information that the student organizations are going to introduce a bill that will not allow Oregon Community colleges to increase tuition more than 5%. If they do, it must first be approved by the Higher Education Coordinating Commission (HECC), as is now the case with the universities. It'll be a tough fight for us. OCCA is taking the position that OCCA supports local board authority to set tuition and fees that are appropriate for the students and their communities. Community college boards are locally elected and have fiduciary responsibility for their institutions and must retain local authority over tuition. It was also noted in the discussion that the state owns the universities but they do not own the community colleges, therefore the universities are required to get permission from the HECC for their tuition increases, but community colleges are not required to do so.

Each community college is asked to send one or more representatives from local business and industry to advocate for CTE programs. We are asked to work with our local Chamber of Commerce to approach these people to partner with us to seek community college funding. There's a template on the Basecamp website for us to use in approaching these business representatives. Dr. Thatcher will give these names to Cam at OCCA as soon as possible.

A discussion was held on whether or not community colleges in Oregon should conduct a poll to show voter support for community colleges. This concrete data can be shared with our legislators. It is believed that some legislators are not aware that our communities support our colleges. The consensus was that a poll would be beneficial to support our ask of \$787 million.

The next OCCA legislative event will be March 6 and 7th in Salem. All board members are encouraged to attend this OCCA Legislative Summit which will be held at the Salem Convention Center. If you would like a copy of the agenda please let me know.


At the national level,

UCCPTFA Board Report

February 2019

Jeri Frank, President, UCCPTFA

- We are pleased that the results of last year's bargaining on the Article 7: Compensation section of our bargaining agreement recognizes and reflects part-time instructors' important role in teaching about half of the classes at UCC.
- Our new pay scale was paid retroactively from the beginning of fall term 2018 in a December 2018 paycheck.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.
- Starting this spring we will initiate the bargaining process covering the entire bargaining agreement which expires in August 2019.

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Oct. 1 Memorial</p> | <p>Date: Feb. 13, 2019</p> |
| <p>Jess Miller, Director of Facilities and Security, will provide information on how to proceed with the construction of the Memorial.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration: </p> |

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: February 13, 2019

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

| Old # | New # | Title |
|--------------|--------------|--------------------|
| 318.09 | 7341 | Sabbatical Leave |
| 302.14 | 7700 | Whistleblower |
| N/A | 2510 | College Governance |

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

| Old # | New # | Title |
|--------------|--------------|------------------------------|
| N/A | 7341 | Sabbatical Leave |
| 302.14 | 7700 | Whistleblower |
| N/A | 2510 | College Governance |
| N/A | 4233 | Incomplete I Grade Contracts |
| 711.02 | 4234 | E or Extended Grades |

Recommendation by:

Approved for Consideration:



POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: SABBATICAL LEAVE New BP #: 7341 Old BP # & Title: 318.09 SABBATICAL LEAVE New AP #: Old AP # & Title: N/A Revision Date: 12/21/2018 |
|---|

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|-------------------------|---|
| <p>Sabbatical leave has been developed to broaden the educational background of the faculty member and above all, increase his/her usefulness to the College.</p> <p>The following criteria will be considered in the selection of a sabbatical leave candidate:</p> <ul style="list-style-type: none"> ● Admission to a recognized college, university, technical school, or on-the-job training. ● Personal study, research, writing. ● Travel to better the applicant in his/her own instruction field. ● Other considerations that are determined to be relevant to the candidate's assignment or to meet instructional and College strategic priorities. | <p>N/A</p> | <p>Sabbatical leave is a paid professional development opportunity for faculty to enhance teaching, remain current in area of specialization, and provide overall benefit to the College.</p> <p>The college will grant up to three one-term sabbatical leaves per year. A shortage of approved sabbaticals in one year will not change the number of funded sabbatical leaves in a subsequent year.</p> <p>Candidates must meet eligibility criteria, complete the application process, and be recommended by the Faculty Professional Development Committee and the Provost/Vice President for Academic Services.</p> <p>The Board will review the recommendations of the committee and the provost and will make the</p> |

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| <p>The Board will review the Vice President for Instruction's written summary and the committee's recommendations and will make the final decision on all aspects of the application.</p> | | <p>final decision on sabbatical leave awards.</p> |
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POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

| | |
|--------------------------------|----------------------------------|
| TITLE: SABBATICAL LEAVE | |
| New BP #: | Old BP # & Title: N/A |
| New AP #: 7341 | Old AP # & Title: N/A |
| Revision Date: | 12/21/2018 |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|-------------------------|--|
| UCC did not have a procedure officially codified. | No suggested content | <p style="text-align: center;">Sabbatical Leave Administrative Procedures</p> <p>A. Requirement for Sabbatical</p> <ol style="list-style-type: none"> 1. An applicant for a sabbatical leave must be a full-time faculty member on a contractual basis for not less than six (6) consecutive years preceding the beginning date of the sabbatical. 2. After completing a sabbatical leave, a full-time faculty member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years. A leave for family and medical reasons as described by FMLA/OFLA (whether or not the faculty member claims FMLA/OFLA benefits), military service, or professional improvement, while not constituting a break in continuity of service, will not count toward the six (6) years required for sabbatical eligibility. <p>B. Conditions of Sabbatical Leave</p> <ol style="list-style-type: none"> 1. Sabbatical leave is not granted as a reward for work already performed but rather as a means of preparing for improved service to the College. 2. A sabbatical leave is intended to be a transformative professional experience that allows a faculty member to return to the College with renewed scholarly energy. The sabbatical leave is designed for |

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| | | <p>projects and activities which the faculty cannot accomplish during contracted time. A paid sabbatical generally means an off-campus experience.</p> <p>3. Sabbatical leave is granted to engage faculty in study, research, travel, work experience, creative activity, or other suitable professional experience, while also contributing to the College as a whole. The following experiences will be considered in the selection of a sabbatical leave candidate.</p> <ul style="list-style-type: none"> a. Enrollment in a recognized college, university, or on-the-job training program that enhances a faculty member's expertise and/or teaching effectiveness. b. Engagement in scholarly research and writing related to the faculty member's discipline, area of expertise, and/or content teaching methodologies. c. Participation in discipline-specific travel that enhances work as a faculty member. Note: Travel will be approved only if the proposed plan submitted includes a plan of study in connection with the travel, including a detailed itinerary and a program with a statement of objectives of the plan. Special consideration will be given to those applicants who have a continued record of self-improvement undertaken at their own initiative and expense. <ul style="list-style-type: none"> i. Expenses for approved sabbatical-related travel are not automatically covered/reimbursed. A faculty member must apply for professional development funds for approved sabbatical-related travel. Such requests will be subject to the approval process used for all faculty professional development funds; a travel reimbursement award is not guaranteed. d. Development of original creative work within the faculty member's discipline or area of specialization. e. Other relevant activity that supports the candidate's teaching assignment or meets the instructor and College strategic priorities. <p>4. While on leave, the faculty member shall receive 100% of one term's salary. If circumstances warrant and funds are available, faculty may be awarded two or three terms of leave; however, awards of more than one term are rare. Note: The salary for a sabbatical is the same, regardless of the number of terms for which the sabbatical is taken; for example, a faculty member with an annual salary of \$60,000 will receive \$20,000 for a one-term sabbatical and \$40,000 for the two terms taught (\$60,000</p> |
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| | | <p>total for the year); \$20,000 spread out over two terms for a two-term sabbatical and \$20,000 for the term taught (\$40,000 total for the year); or \$20,000 spread over three terms for a three-term sabbatical (\$20,000 for the year). Multi-term sabbaticals are typically supported through additional revenue from faculty-obtained grants or other sources.</p> <ol style="list-style-type: none"> 5. The applicant must agree to inform the College of any other salaries, grants, fellowships, or other financial support the applicant expects to receive or does receive while on sabbatical leave. Additional services performed for compensation during the sabbatical must be approved in advance by the Faculty Professional Development Committee and cannot be Umpqua Community College related. Additional compensation during a sabbatical leave that results in a salary that exceeds the faculty member's UCC annual salary is typically not acceptable and requires approval by the Provost/Vice President for Academic Services. 6. Should the sabbatical involve advanced study, the period of the sabbatical leave shall conform to the academic calendar of Umpqua Community College and not the academic calendar of the institution where advanced study is being undertaken. 7. If the goals or activities of the leave are altered, or a postponement is required, the recipient shall notify the Faculty Professional Development Committee in writing immediately, and the Committee must approve all changes before the work continues. Each request will be reviewed, and the applicant will be notified in writing of the Committee's decision in a timely manner. 8. Once an individual is on sabbatical leave, there is to be no College involvement/participation unrelated to the sabbatical until the sabbatical expires. 9. Upon return from a sabbatical leave, the faculty member will submit a written report to the Provost/Vice President for Academic Services and to the Board of Education and will share findings with the College community. <ol style="list-style-type: none"> a. Written reports should, at a minimum, include: <ol style="list-style-type: none"> i. An introduction that includes a summary of the purpose, goals, and objectives of the sabbatical project. ii. A discussion of the methods and/or processes you used to complete the project; i.e., details of what occurred during the sabbatical, including any changes that had to be made from the original action plan in the proposal. |
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| | | <ul style="list-style-type: none"> iii. A description of the results and/or outcomes of the sabbatical project, including any supporting documents, creative works, or products that are relevant to the outcomes. iv. A final reflection on the significance of this project to the discipline, to teaching, the Department, Division, and the College as a whole. <ul style="list-style-type: none"> b. Reports deemed to be insufficient will be returned to the faculty member for revisions and re-submission. Final reports will be filed with the Office of the Provost and will be posted on the Faculty Professional Development website. c. In addition to the required written reports, the faculty member will be encouraged to choose additional ways to share sabbatical findings and information gained. The faculty member may contact the Faculty Professional Development Committee, Department Chair, or Dean for assistance in arranging an extended department report or an academic colloquium. <ul style="list-style-type: none"> 10. Upon the completion of the sabbatical, the faculty member is required to return to Umpqua Community College for a period of one academic year. 11. Provisions shall be made so that the faculty member may repay the sabbatical salary in lieu of his/her return to Umpqua Community College. 12. In order to be eligible for a subsequent sabbatical leave award, the faculty member must have completed all requirements, including written reports, for all previous paid sabbatical leaves. Failure to do so will result in the ineligibility for future awards. 13. The applicant must agree to accept the conditions listed in these procedures. <p>C. Restrictions</p> <ul style="list-style-type: none"> 1. A paid sabbatical is not intended to be used for the writing or production of materials for classroom use (i.e., curriculum development). 2. A paid sabbatical cannot be for personal business interests outside of College employment. 3. A paid sabbatical cannot be used for immediate, direct, or indirect financial gain. |
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| | | <p>4. The total remuneration from the College and other sources shall not exceed 100% of the faculty member's contracted salary. Tuition, fee grants, and scholarships shall not be considered additional salary. Funding for the faculty member's travel, relocation, or other extraordinary expenses associated with the sabbatical leave activities shall not be included in the limitation on remuneration nor shall the College be responsible for payment of these. Note: Faculty may apply separately to the Faculty Professional Development Committee for funds related to sabbatical-related travel expenses.</p> <p>5. No faculty member on leave will teach for UCC during the paid sabbatical.</p> <p>D. Application Procedures</p> <ol style="list-style-type: none"> 1. The sabbatical leave application is to be submitted via email to the Faculty Professional Development Committee, department chair, Academic Dean, and Provost/Vice President for Academic Services one full academic year prior to the request. Late applications will not be accepted. 2. All applications must be complete. The application must be typed/word processed, have all appropriate signatures, include all requested information, and have sufficient supporting documentation when required. Responses to questions in the application should be clear, detailed, and thorough. <p>E. Review Process</p> <ol style="list-style-type: none"> 1. Following the receipt of applications, the Faculty Professional Development Committee shall review, evaluate, score, and rank the applications. The committee shall submit to each applicant in writing a statement of its recommendation. 2. The Faculty Professional Development forwards its written recommendations and rankings to the Provost/Vice President of Academic Services for additional review. 3. The Provost/Vice President of Academic Services will present a written summary of all applications, the Faculty Professional Development Committee's recommendations, and the Provost's recommendation to the Board of Education at the next regular meeting. The Board will make the final decision on all aspects of the application and the Board's decision will be final. |
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POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: Whistleblower Protection |
| New BP #: 7700 Old BP # & Title: 302.14 Whistleblower |
| New AP #: Old AP # & Title: |
| Revision Date: 11/19/2018 |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>Umpqua Community College will be in compliance with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley) and under OAR 839-010-0000.</p> <p>The Board encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Umpqua Community College.</p> | <p>The Board strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229, including disclosure of information otherwise protected under Oregon's public records law (ORS 192.311 to 192.478).</p> <p>An employee who in good faith has an objectively reasonable belief that the actions of the college or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon's Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:</p> <p style="margin-left: 40px;">1. A state or federal regulatory agency;</p> | <p>The Board strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229, including disclosure of information otherwise protected under Oregon's public records law (ORS 192.311 to 192.478).</p> <p>An employee who in good faith has an objectively reasonable belief that the actions of the College or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon's Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:</p> <p style="margin-left: 40px;">5. A state or federal regulatory agency; 6. A law enforcement agency;</p> |

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| | <ol style="list-style-type: none"> 2. A law enforcement agency; 3. A manager employed by the college; or 4. An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon's attorney-client privilege protection under ORS 40.225. <p>The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.</p> <p>The affirmative defense does <i>not</i> apply to information that:</p> <ol style="list-style-type: none"> 1. Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or 2. Is stated in an agreement that is not related to the employee's employment with the employer and is either: <ol style="list-style-type: none"> a. a commercial exclusive negotiating agreement, or b. a commercial nondisclosure agreement; 3. Is disclosed by an attorney or his/her employee if the information disclosed is related to the representation of a client; or | <ol style="list-style-type: none"> 7. A manager employed by the College; or 8. An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon's attorney-client privilege protection under ORS 40.225. <p>The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.</p> <p>The affirmative defense does <i>not</i> apply to information that:</p> <ol style="list-style-type: none"> 5. Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or 6. Is stated in an agreement that is not related to the employee's employment with the employer and is either: <ol style="list-style-type: none"> c. a commercial exclusive negotiating agreement, or d. a commercial nondisclosure agreement; 7. Is disclosed by an attorney or his/her employee if the information disclosed is related to the representation of a client; or 8. Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family |
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| | <p>4. Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and under these circumstances may only be disclosed in accordance with federal law.</p> <p>Any employee who invokes his or her rights under this policy has the right to file a complaint under the College’s harassment complaint procedure; and, is entitled to all remedies available under Oregon’s unlawful employment practices law, ORS 659A.200 to 659A.224.</p> <p>NOTE: The following is additional sample language that is <i>recommended as good practice.</i></p> <p>The [CEO] shall establish procedures regarding the reporting and investigation of suspected unlawful activities by [entity] employees, and the protection from retaliation of those who make such reports in good faith or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity — intentional or negligent — that violates state or federal law, local ordinances, or [entity] policy.</p> <p>The procedures shall provide that individuals are encouraged to report suspected incidents</p> | <p>Educational Rights and Privacy Act (FERPA) and under these circumstances may only be disclosed in accordance with federal law.</p> <p>Any employee who invokes his or her rights under this policy has the right to file a complaint under the College’s harassment complaint procedure; and, is entitled to all remedies available under Oregon’s unlawful employment practices law, ORS 659A.200 to 659A.224.</p> <p>The President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by the College employees, and the protection from retaliation of those who make such reports in good faith or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity — intentional or negligent — that violates state or federal law, local ordinances, or college policy.</p> <p>The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities or assist the College in its investigation.</p> |
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| | <p>of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities or assist the [entity] in its investigation.</p> <p>Furthermore, [entity] employees shall not:</p> <ol style="list-style-type: none"> 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; 2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or 3) directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the [entity]. The [entity] will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination. | <p>Furthermore, UCC employees shall not:</p> <ol style="list-style-type: none"> 4) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; 5) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or 6) directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the College. The College will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination. <p>RESPONSIBILITY: The Human Resources director is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> |
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POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: | |
| New BP #: | Old BP # & Title: |
| New AP #: 7700 | Old AP # & Title: 302.14 AP Whistleblower's Policy Procedures |
| Revision Date: 11/19/2018 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>1. Encouragement of reporting.</p> <p>Umpqua Community College encourages complaints, reports or inquiries about illegal practices or serious violations of Umpqua Community College's policies, including illegal or improper conduct by Umpqua Community College itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.</p> <p>2. Protection from retaliation.</p> <p>Umpqua Community College prohibits retaliation by or on behalf of Umpqua Community College against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose</p> | <p>Individuals are encouraged to report suspected incidents of unlawful activities by [entity] employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities or assist the [entity] in the investigation will be protected from retaliation.</p> <p>This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 Whistleblower Protection, and addressing complaints of retaliation for making such reports.</p> <p>Filing a Report of Suspected Unlawful Activities Any person may report allegations of suspected unlawful activities.</p> | <p>Individuals are encouraged to report suspected incidents of unlawful activities by the college employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities or assist the College in the investigation will be protected from retaliation.</p> <p>This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 Whistleblower Protection, and addressing complaints of retaliation for making such reports.</p> <p>Filing a Report of Suspected Unlawful Activities</p> |

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| <p>allegations are made in good faith but prove to be mistaken. Umpqua Community College reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.</p> <p>3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Umpqua Community College President or the Chair of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chair-Elect. Umpqua Community College will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize the Umpqua Community College may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.</p> | <p>Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.</p> <p>Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the [entity's] ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.</p> <p>Normally, a report by a [entity] employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another [entity] official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of</p> | <p>Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.</p> <p>Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the College's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.</p> <p>Normally, a report by a college employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another college official whom the reporting employee believes to have either responsibility</p> |
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| | <p>the [<i>entity</i>]. [<i>For multi-college Entities: When the alleged unlawful activities involve a College President, the report should be made directly to the District President.</i>] When the alleged unlawful activity involves the [<i>CEO</i>], the report should be made to the president of the Board of Education. When the alleged unlawful activity involves the Board of Education or one of its members, the report should be made to the [<i>CEO</i>] who will confer with the president of the Board of Education or legal counsel on how to proceed.</p> <p>Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.</p> <p>Once the receiving supervisor or administrator has received or prepared a written report of the alleged unlawful activity, he/she must immediately</p> | <p>over the affected area or the authority to review the alleged unlawful activity on behalf of the College. When the alleged unlawful activity involves the President, the report should be made to the Chair of the Board of Education. When the alleged unlawful activity involves the Board of Education or one of its members, the report should be made to the President who will confer with the Chair of the Board of Education or legal counsel on how to proceed.</p> <p>Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.</p> <p>Once the receiving supervisor or administrator has received or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the president</p> |
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| | <p>forward to the president of the college where the alleged activity has occurred [multi-college entity: or to the [CEO] if the activity involves the entity office or is entity-wide]. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or Board of Education member who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel or an outside investigator is secured if deemed necessary.</p> <p>In the course of investigating allegations of unlawful conduct, all individuals who are contacted or interviewed shall be advised of the [entity's] no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.</p> | <p>of the college where the alleged activity has occurred. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or Board of Education member who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel or an outside investigator is secured if deemed necessary.</p> <p>In the course of investigating allegations of unlawful conduct, all individuals who are contacted or interviewed shall be advised of the College's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.</p> |
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| | <p>In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.</p> <p>Protection from Retaliation When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. [Entity] employees and applicants for employment who make a protected disclosure are protected from retaliation. A [entity] employee or applicant whose family member makes a protected disclosure is also protected from retaliation.</p> <p>Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their college president, [multi-college entities: the District President or the District President's designee]. If the</p> | <p>In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.</p> <p>Protection from Retaliation When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. The College employees and applicants for employment who make a protected disclosure are protected from retaliation. A college employee or applicant whose family member makes a protected disclosure is also protected from retaliation.</p> <p>Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their college president. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President, the</p> |
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| | <p>allegations of retaliation, or the underlying allegations of unlawful conduct involve the [CEO], the supervisor shall report to the highest level administrator or Board of Education member who is not implicated in the reports of unlawful activity and retaliation.</p> <p>All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial or disciplinary action will be taken where the allegations are verified or otherwise substantiated.</p> <p>NOTE: Oregon law prohibits a public employer from “prohibiting, discouraging, restraining, dissuading, coercing or otherwise interfering with any employee responding to an official legislative request to discuss the activities of the state or any branch, agency or political subdivision thereof, or from discussing the activities of any person authorized to act on behalf of those entities.” To receive protection under this provision of law, a public employee must be responding to an official legislative request, whether orally or in writing. The request must be made by or at the direction of a legislator and must invite discussion</p> | <p>supervisor shall report to the highest level administrator or Board of Education member who is not implicated in the reports of unlawful activity and retaliation.</p> <p>All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial or disciplinary action will be taken where the allegations are verified or otherwise substantiated.</p> <p>Whistleblower Contact Information</p> <p>Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the College, its leadership, employees, or others on the College’s behalf should contact the https://umpqua.edu/anonymous-reporting.</p> <p>Other Remedies and Appropriate Agencies</p> |
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| | <p><i>with a legislator or legislative committee staff acting under the direction of the legislator.</i></p> <p>Whistleblower Contact Information Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the [<i>Insert contact information</i>].</p> <p>Other Remedies and Appropriate Agencies In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.</p> | <p>In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.</p> <p>RESPONSIBILITY: The Human Resources director is responsible for implementing and updating this procedure.</p> |
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BOARD POLICY

TITLE: COLLEGE GOVERNANCE

BOARD POLICY # 2510

Umpqua Community College's governance system provides the means for faculty, staff, students, and administration to participate equitably and collegially in decision-making that supports the College's vision, mission, values, strategic direction, and core themes.

- A. By Oregon statute, authority to govern Umpqua Community College is vested in the Board of Education. The Board, in turn, delegates authority for the general operations, supervision, and control of the College to the College President. The president, to achieve College ends, delegates authority to College administration and to the College governance system, while retaining final authority over both.
- B. The focus of the governance system is at the institutional planning and policy level, not the operational or implementation level, which are the responsibility of administrators. All campus governance groups are advisory; final authority lies with the College President and/or the Board of Education.
- C. The College President is responsible for developing and sustaining the governance system and is responsible to the Board of Education for the governance system.
- D. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- E. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record.
- F. Pursuant to Oregon law, authority to act lies in the Board of Education and not in individual Board members. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

RESPONSIBILITY:

The College 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: College Governance

ADMINISTRATIVE PROCEDURE # 2510

RELATED TO POLICY # 2510 COLLEGE GOVERNANCE

A. Definitions.

Governance and Administration are distinguished in the following manner:

1. **Governance:** Governance is concerned with planning and policy development and includes representative voices from all constituent groups on campus. Governance groups develop plans and policies designed to fulfill the college's mission and make recommendations to the Board of Education through the College President. Governance includes the Board of Education, College President, College Council, and councils/committees that report to the Council; the Senior Leadership Team is included in governance through its membership on governance councils and committees.)
2. **Administration:** Administration is not the same as those individuals on campus who have administrative titles. Instead, administration is made up of those groups who put plans and policies into action; i.e., they administer/manage/direct/oversee plans and policies. The administrative groups set goals and objectives, implement plans and policies, assess progress, and report progress to the board through the president. (These groups include members of the Senior Leadership Team; and administrative/operational committees and councils report to the Senior Leadership Team, either as a collective team or to individual team members.)

B. Shared Governance Principles. Shared governance is the means by which employees and students participate equitably and collegially in the decision-making process of the College. UCC's shared governance is guided by the following principles:

1. Shared governance is a central value that requires open communication, reciprocal respect, implicit trust, and diligent effort.

2. The president, faculty, staff, administrators, students, and Board of Education work together as shared governance partners to support and achieve the College vision, mission, strategic direction, values, and core themes.
3. The governance system is efficient and effective, balancing the need for timely, informed decisions with the need to provide adequate time for meaningful participation in the decision-making processes.

C. Shared Governance Features.

1. Authority
 - i. All campus governance groups are advisory.
 - ii. Recommendations advanced by governance groups require the approval of the Senior Leadership Team.
 - iii. Recommendations are moved from the Senior Leadership Team to the College Council, which seeks feedback from constituent groups before advising the College President.
 - iv. Final authority lies with the College President and/or the Board of Education.
2. Structure
 - i. In addition to the Board of Education, College President, and Senior Leadership Team, the governance system includes groups (councils and committees) that have defined responsibilities for major functional areas of the college, including but not limited to institutional effectiveness, academic planning and policies, student services planning and policies, facilities, technology, communications, and diversity/inclusion/equity. All governance groups report to the College Council.
 - ii. Each governance body creates, and modifies as necessary, a charter that defines its membership.
 1. Typically, membership requires representation from each of the four constituent groups: faculty, classified staff, administrators, and students. Exceptions to this representation must be justified and approved by the College Council.
 2. Charters and any modifications are presented to the College Council for endorsement.

3. Timelines for policy and planning work will be established by the responsible administrators. College Council may assign tasks to governance bodies that are appropriate for their scope of work.
 - v. Administration monitors governance body membership to assure that the needs and interest of all campus constituents are adequately represented.
 - vi. Meetings are open to any campus member.
3. Responsibilities
- i. As part of its charter, each governance body creates, and modifies as necessary, a statement of purpose, list of duties/responsibilities, and procedures for conducting the business of the governance body.
 - ii. Each governance body may deem it necessary at times to form sub-committee work groups to accomplish specialized tasks or focused work.
 - iii. Governance body members are responsible for full participation in council work.
 - iv. Governance body members are responsible for ensuring council charters are followed.
 - v. Governance body members are responsible for contributing to the annual assessment of the governance system and, based upon the findings of the assessment, taking action to improve the system.
4. Communication
- i. Each governance body develops appropriate methods for listening, dialogue, and communication with the College community prior to, during, and following its deliberative process.
 - ii. Each governance body is responsible for coordinating with the other governance councils and committees, keeping in mind the best interests of the College as a whole.
5. Documentation
- i. Each governance body maintains notes or minutes of its meetings, documenting discussions, decisions, and recommendations.
 - ii. Each governance body posts meeting minutes/notes in a timely manner on the UCC Intranet.

- iii. Each governance body prepares a report to present to the College Council, showcasing the work of its committees. The College Council will determine the frequency and timing of the reports.
6. Assessment
 - i. The governance system is assessed annually by the College Council in concert with governance groups. Assessment must address:
 1. Clarity of roles, responsibilities, and processes
 2. Wide and explicit communication with campus constituencies
 3. Participation of employees and students in problem-solving and decision-making
 4. Decision-making at the appropriate level by the appropriate group with the requisite expertise
 5. Efficiency and timeliness
 6. Contribution to the effective guidance of the campus
 - ii. The annual assessment report is shared with the College and with the Board of Education.
 - iii. Results of the assessment are used to refine and improve governance policy, procedures, and processes.

RESPONSIBILITY:

The President, in concert with the College Council and Senior Leadership Team, is responsible for implementing these procedures and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 01/29/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Incomplete "I" Grade Contracts

ADMINISTRATIVE PROCEDURE # 4234

RELATED TO POLICY # 711 GRADING SYSTEM

1. An incomplete grade (I) is a conditional grade only granted under the following circumstances:
 - Extenuating circumstances occurred (serious illness, personal injury, death in immediate family, etc.) that hindered class work and occurred after the seventh week of a ten week term or the equivalent of time in various term lengths.
 - An incomplete "I" grade is not a substitute for a failing grade. Therefore, an incomplete grade should not be granted if the student is failing a class and wants additional time to submit make-up work in order to improve a grade.
 - The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment in all or part of the same course during a subsequent term may not be required as part of the contract. The general length of time to fulfill the requirements of an incomplete contract is one additional term; however, if circumstances warrant, the instructor may contact Registration and Records to extend the length of the contract. Failure to complete the conditions of the contract will result in the "I" grade converting to grade earned based on points completed.
 - Instructor approval is mandatory, and the instructor may choose not to allow an incomplete contract since it requires the instructor to individually work with the student in addition to his or her normal workload.
2. Incomplete Contract forms are available from most academic department offices. Once an agreement has been made and the form has been completed by the faculty member and the student, the contract will be submitted by the faculty member according to the instructions on the form.

Once all conditions of the contract have been met, the faculty will submit a final grade to Registration and Records.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 1/22/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: "E" or "Extended" Grades

ADMINISTRATIVE PROCEDURE # 4233

RELATED TO POLICY # 711 GRADING SYSTEM

1. An "E" (extended) grade represents a temporary grade assigned for a course that does not fall within the normal academic deadlines of any given term (e.g., internships, student teaching, tours, field trips, etc.).
2. An E grade is not a substitute for a failing grade. An E grade should not be granted for a student failing a class or that needs additional time to submit make-up work in order to improve a grade.
3. E grades can only be assigned by the Registration and Records Office for courses that meet the conditions in #1 above.
4. E grades do not impact a student's GPA but may impact satisfactory academic standing in that the credits for the course are counted as attempted but not yet earned. Therefore, instructors over courses for which E grades are assigned are encouraged to submit their final grades as soon as the coursework is completed, typically within 7 days of course completion.
5. An E grade must be converted to a regular letter grade (A, B, C, D, or F) within one month after the scheduled completion date of the course.

RESPONSIBILITY:


The Provost is responsible for implementing and updating this procedure.


NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 3/1996 by Board; 1/22/2019 by CC

DATE(S) OF PRIOR REVIEW:

| | |
|---|---|
| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item</p> <p><u>X</u> Action Item</p> |
| <p>Subject: Ford Childhood Enrichment Center - revised</p> | <p>Date: Feb. 13, 2019</p> |
| <p>First reading (<i>implied: with a second reading in March for a final decision</i>): Board approval is requested to close the Ford Childhood Enrichment Center at the end of the academic year subject to any public employee collective bargaining obligations or requirements.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p>  |

| | |
|---|--|
| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Senate Bill 3-Applied Baccalaureate Degrees</p> | <p>Date: Feb. 13, 2019</p> |
| <p>Board approval is requested in support of Senate Bill 3, which gives community colleges the option to offer applied baccalaureate degrees.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p> <p></p> |

Senate Bill 3

Sponsored by Senator COURTNEY (Presession filed.)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Permits community colleges to offer applied baccalaureate degree programs under specified conditions and upon receiving approval from Higher Education Coordinating Commission.

A BILL FOR AN ACT

Relating to community colleges offering baccalaureate degrees; creating new provisions; and amending ORS 341.005 and 341.009.

Be It Enacted by the People of the State of Oregon:

SECTION 1. Section 2 of this 2019 Act is added to and made a part of ORS chapter 341.

SECTION 2. (1) As used in this section, "applied baccalaureate degree" has the meaning given that term in ORS 348.910.

(2) A community college may offer applied baccalaureate degrees under the provisions of this section.

(3) For each applied baccalaureate degree program a community college wants to offer to its students, the community college shall submit to the Higher Education Coordinating Commission:

(a) A description of the program to be offered;

(b) The method by which the program will be created, including any necessary accreditation by the relevant accrediting agency;

(c) Documentation of local unmet workforce needs that would be addressed by offering the program; and

(d) Documentation that the community college has the expertise, resources and student interest necessary to make the program successful.

(4) A proposed applied baccalaureate degree program must be approved by the commission. The commission shall approve a proposed applied baccalaureate degree program if:

(a) The community college submits all of the information and documentation required under subsection (3) of this section; and

(b) The commission determines that the criteria set forth in ORS 350.075 (3)(g) are satisfied.

(5) The commission may adopt rules to implement this section.

SECTION 3. ORS 341.005 is amended to read:

341.005. As used in this chapter, unless the context otherwise requires:

(1) "Academic year" means the year beginning July 1 of each year and ending June 30 of the following year running concurrently with the fiscal year.

(2) "Board" means the board of education of a community college district.

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 (3) “Board member” means a member of the board of education of a community college district.

2 (4)(a) **Except as provided in paragraph (b) of this subsection,** “community college” means a
3 public institution operated by a community college district for the purposes of providing courses of
4 study limited to not more than two years’ full-time attendance[, *with the exception of technical pro-*
5 *grams in which the curriculum may require more than two years of attendance but less than four*
6 *years,*] and designed to meet the needs of a geographical area by providing educational services,
7 including but not limited to career and technical education programs or lower division collegiate
8 programs.

9 **(b) The two-year limitation described in paragraph (a) of this subsection does not apply**
10 **to:**

11 **(A) Technical programs in which the curriculum may require more than two years of**
12 **attendance but less than four years; or**

13 **(B) Applied baccalaureate degree programs approved under section 2 of this 2019 Act.**

14 (5) “Community college district” or “district” means a district formed under this chapter to op-
15 erate one or more community colleges or to secure educational services available at a community
16 college. “Community college district” includes a community college service district.

17 (6) “Director” means the Director of the Office of Community Colleges and Workforce Develop-
18 ment appointed under ORS 350.160 by the executive director of the Higher Education Coordinating
19 Commission.

20 (7) “Full-time equivalent student” means a student or combination of several students who car-
21 ries or carry among them, within a single academic year, a minimum number of clock hours of in-
22 struction, in any program, to be specified by rule by the Higher Education Coordinating Commission.

23 (8) “Paying agent and registrar” means the county treasurer or county fiscal officer of the
24 county in which the chief administrative officer of the community college district maintains the ad-
25 ministrative office.

26 (9) “Petitioning territory” means a community college district petitioning to have an area out-
27 side the district included in the district or to have an area inside the district excluded from the
28 district, or an area outside the district petitioning to be included within the district.

29 (10) “Principal county” means the county in which the chief administrative officer of the com-
30 munity college district maintains the administrative office.

31 **SECTION 4.** ORS 341.009 is amended to read:

32 341.009. The Legislative Assembly finds that:

33 (1) The community college is an educational institution that is intended to fill the institutional
34 gap in education by offering broad, comprehensive programs in academic subjects and in career and
35 technical education subjects. It is primarily designed to provide associate or certificate degree pro-
36 grams for some, serve a transitional purpose for others who will continue baccalaureate or other
37 college work, provide the ability to enter the workforce immediately and serve to determine future
38 educational needs for other students. It can provide means for continuation of academic education,
39 career and technical education or the attainment of entirely new skills as demands for old skills and
40 old occupations are supplanted by new technologies. It may also provide the means to coordinate
41 courses and programs with high schools to accommodate successful transition to college degree
42 programs.

43 (2) Each community college should be so located as to be within commuting time of a substantial
44 majority of its students. As an economical method of providing education close to the student’s
45 home, the community college should remain a commuting institution.

1 (3) The community college should establish its organizational patterns to maintain a unique
2 quality of flexibility and the ability to change to meet changing needs.

3 (4) The community college is a post-high-school institution. It should not be a “starter” insti-
4 tution intended to evolve into a four-year baccalaureate institution. **Except as provided in section**
5 **2 of this 2019 Act**, it should be concerned with programs terminating before reaching the
6 baccalaureate degree.

7 (5) **Except as provided in section 2 of this 2019 Act**, the community college should continue
8 to be prohibited by law from becoming a baccalaureate degree granting institution.

9 (6) Admission to the community college should be open to high school graduates or to persons
10 who have not graduated from high school who can profit from the instruction offered.

11 (7) There should be close cooperation between those directing the community college program
12 and those responsible for public universities listed in ORS 352.002, so that lower-division college
13 transfer programs of the community college will provide adequate preparation for entering
14 baccalaureate degree granting programs, and so that students will be able to transfer with a mini-
15 mum of difficulty.

16 (8) The community college should offer as comprehensive a program as the needs and resources
17 of the area that it serves dictate. Cost to student and quality of instruction in established private
18 institutions should be among the factors in determining necessary duplication of effort.

19 (9) It should be the policy of the community college to open its facilities and make available its
20 resources to the high schools of its area on a sound contractual basis, for appropriate secondary
21 or transitional courses, either academic or as part of career and technical education, when it is
22 within its ability to provide facilities and it is determined that the high school cannot or does not
23 offer them.

24 (10) Programs designed to meet the needs of the area served should be based on the actual ed-
25 ucational and service needs of the district. Specific career and technical education courses should
26 be related not only to the employment opportunities of the area but of the state and nation as well.
27 Such determination should be made in consultation with representatives of labor, business, industry,
28 agriculture and other interested groups.

29 (11) The initiative for the establishment of new community colleges should come from the lo-
30 calities to be served, as a response to demonstrated educational needs of an area. However, these
31 localities must not only be willing to assume the responsibility for the institutions but must be able
32 to provide resources needed for an adequate educational and service program.

33 (12) The governing board of the community college should be charged with the policy-making
34 function. With respect to educational programming, the governing board shall:

35 (a) Identify educational needs of the district; and

36 (b) Bring together the resources necessary to meet the needs.

37 (13) The state should maintain a policy of substantial state participation in community college
38 building costs and the maintenance of an adequate level of state support for operation. However,
39 no state funds should be appropriated for buildings such as dormitories or athletic facilities for
40 spectator sports. The district should provide a substantial portion of the funds for capital improve-
41 ment as well as for operation of a community college.

42 (14) State appropriations for community colleges shall be made separately from those for other
43 segments of education.

44 (15) The formula for the distribution of funds for operating costs should reflect the heavier op-
45 erating costs and capital outlay for certain career and technical education courses. Federal funds

1 received for career and technical education, adult basic education, workforce development or other
2 federal initiatives should be used for those purposes only and be distributed separately from funds
3 appropriated by the state and should be exempted from the computations of the present distribution
4 formula for operating costs.

5 (16) The cost of education to the individual should be sufficiently low to permit students of
6 low-income families to attend. This is particularly true of tuition costs. However, students should
7 pay an amount sufficient to provide an incentive to profit from the instructional program offered.

8 (17) Any eligible Oregon resident should have the right to attend a community college even
9 though not residing in a district operating one, subject to the right of the governing board to limit
10 the size of classes and to give preference to students residing in the district. Local school districts
11 and education service districts should have the authority to negotiate the terms and conditions with
12 the governing boards for the enrollment of students residing in such areas.

13

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|--|---|
| <p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p> |
| <p>Subject: Proposed Budget Calendar for Fiscal Year 2019-20</p> | <p>Date: February 13, 2019</p> |
| <p>Sun., March 24 Publish 1st "Notice of Budget Committee Meeting" (ORS 294.426 – published in News Review, not more than 30 days before the meeting date)</p> <p>Mon., April 1 Publish 2nd "Notice of Budget Committee Meeting" (ORS 294.426 - published on UCC's website, in a prominent manner and maintained on the website for at least 10 days before the meeting date)</p> <p>Thurs., April 11 First Budget Committee Meeting, 6:00 PM</p> <p>Thurs., April 18 Second Budget Committee Meeting (<i>if needed</i>), 6:00 PM</p> <p>Sun., April 28 Publish "Notice of Budget Hearing" (ORS 294.438 – Not more than 30 days and not less than five day before the meeting of the governing body)</p> <p>Wed., May 8 Hold budget hearing</p> <p>Wed., June 12 Regular College Board of Education Meeting: Adopt resolutions, adopt budget, and make appropriations.</p> | |
| <p>Recommendation by:</p> <p align="center"><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p align="center"><i>Debra Thatcher</i></p> |

| | |
|--|--|
| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p style="text-align: center;"><input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item</p> |
| <p>Subject: Financial Report for FY 2018-19</p> | <p>Date: February 13, 2019</p> |
| <p>Natalya Brown, CFO, will present financial reports for fiscal year 2018-19, ending December 31, 2018.</p> | |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p> |

Statement of Net Position - Budget Basis

Assets

| | December 31, 2018 | December, 2017 | % change |
|---|-------------------|-------------------|--------------|
| Current assets: | | | |
| Cash and investments | \$ 12,510,208 | \$ 11,894,195 | 5.18% |
| Receivables, net of allowance for uncollectibles: | | | |
| Property Taxes | 334,409 | 357,214 | -6.38% |
| Accounts/grants | 3,563,806 | 3,028,903 | 17.66% |
| Accounts Receivable - Due from Foundation | 4,681,089 | 4,892,047 | -4.31% |
| Inventories | 199,706 | 195,663 | 2.07% |
| Prepaid expenses | 428,472 | 183,814 | 133.10% |
| Total current assets | <u>21,717,690</u> | <u>20,551,837</u> | <u>5.67%</u> |

Liabilities

| | | | |
|---------------------------|------------------|------------------|---------------|
| Current liabilities | | | |
| Accounts payable | 46,487 | 185,122 | -74.89% |
| Payroll liabilities | 1,281,593 | 742,072 | 72.70% |
| Unearned revenue | 691,476 | 717,981 | -3.69% |
| Total current liabilities | <u>2,019,556</u> | <u>1,645,174</u> | <u>22.76%</u> |

Net Position

Net Position by Fund Groups

| | | | |
|--|----------------------|-------------------|--------------|
| General Fund | 8,724,195 | 6,821,682 | 27.89% |
| Capital Project Fund | 330,987 | 1,627,901 | -79.67% |
| Debt Service Fund | 8,293,369 | 8,227,290 | 0.80% |
| Financial Aid Fund | 180,514 | 248,926 | -27.48% |
| Grants & Contracts | (212,826) | (309,832) | -31.31% |
| Administratively Restricted Funds | 1,685,051 | 1,429,813 | 17.85% |
| Insurance Fund | 155,688 | 139,458 | 11.64% |
| Agency Funds | 29,172 | 26,766 | 8.99% |
| Internal Service Funds | 534,440 | 533,319 | 0.21% |
| Enterprise Funds (Bookstore, Catering, Cafeteria) | (22,452) | 161,339 | -113.92% |
| Total net position | <u>19,698,139</u> | <u>18,906,663</u> | <u>4.19%</u> |
| Total current liabilities and net position | <u>\$ 21,717,690</u> | <u>20,551,837</u> | <u>5.67%</u> |

UMPQUA COMMUNITY COLLEGE

ROSEBURG, OREGON

Statement of Revenues, Expenses, and Changes in Net Position

Budget Basis

| | December 31, 2018 | December, 2017 | % change |
|---|-------------------|----------------|----------|
| Operating revenues: | | | |
| Tuition and fees | \$ 6,512,107 | \$ 6,014,540 | 8.27% |
| Federal student financial aid | 2,528,000 | 2,396,821 | 5.47% |
| Federal grants and contracts | 430,551 | 794,255 | -45.79% |
| State grants and contracts | 878,848 | 857,776 | 2.46% |
| Nongovernmental grants and contracts | 1,341,112 | 1,038,131 | 29.19% |
| Bookstore, food service, special events sales | 757,723 | 800,636 | -5.36% |
| Other operating revenue | 292,311 | 339,920 | -14.01% |
| | <hr/> | <hr/> | |
| Total operating revenue | 12,740,652 | 12,242,080 | 4.07% |
| | <hr/> | <hr/> | |
| Operating expenses: | | | |
| Instruction | 4,270,754 | 4,354,203 | -1.92% |
| Instructional support | 1,150,954 | 1,253,464 | -8.18% |
| Student services | 3,092,664 | 2,875,974 | 7.53% |
| College support services | 2,428,973 | 2,782,835 | -12.72% |
| Community service | 351,084 | 243,983 | 43.90% |
| Student financial aid | 3,908,017 | 3,727,576 | 4.84% |
| Debt Service | 490,684 | 507,064 | -3.23% |
| Plant and operations | 848,947 | 985,684 | -13.87% |
| Facilities acquisition / construction | 128,297 | 2,520,937 | -94.91% |
| | <hr/> | <hr/> | |
| Total operating expenses | 16,670,375 | 19,251,720 | -13.41% |
| | <hr/> | <hr/> | |
| Operating gain / (loss) | (3,929,723) | (7,009,640) | 43.94% |
| | <hr/> | <hr/> | |
| Non-operating Revenues-(expenses) | | | |
| State community college support | 5,723,733 | 5,650,787 | 1.29% |
| Property taxes | 3,478,989 | 3,350,037 | 3.85% |
| Investment Income | 76,367 | 55,360 | 37.95% |
| | <hr/> | <hr/> | |
| Total non-operating revenues-(expenses) | 9,279,090 | 9,056,184 | 2.46% |
| | <hr/> | <hr/> | |
| Capital Contributions | | | |
| Capital State Grant | - | 3,765,164 | -100.00% |
| | | | |
| Change in net position | 5,349,367 | 5,811,707 | -7.96% |
| | | | |
| Net Position - beginning of year | <hr/> | <hr/> | <hr/> |
| | 14,348,771 | 13,094,955 | 9.57% |
| | <hr/> | <hr/> | |
| Net Position - end of period | \$ 19,698,139 | \$ 18,906,663 | 4.19% |
| | <hr/> | <hr/> | |

UMPQUA COMMUNITY COLLEGE

| GENERAL FUND | For the period ending December 31 | | | | | Fiscal Year 2018-19 | | |
|-------------------------------|-----------------------------------|-------------|---------------------|-------------|--------------------|---------------------|---------------------|--|
| | FY 2018-19 | | FY 2017-18 | | | Budget | Forecast | Forecast is Better (Worse) than Budget |
| | Actual | % of Budget | Actual | % of Budget | % of Total Actuals | | | |
| REVENUE | | | | | | | | |
| State comm college support | \$ 5,723,733 | 50% | \$ 5,570,787 | 52% | 50% | \$ 11,454,365 | \$ 11,358,432 | \$ (95,933) |
| Property taxes | 3,478,989 | 94% | 3,350,037 | 92% | 91% | 3,705,363 | 3,823,065 | 117,702 |
| Tuition and Fees | 4,657,254 | 68% | 4,350,339 | 71% | 70% | 6,895,879 | 6,653,219 | (242,660) |
| Other revenue | 113,328 | 47% | 71,666 | 28% | 20% | 239,000 | 283,321 | 44,321 |
| Transfer In | 20,727 | 100% | - | - | - | 20,727 | 20,727 | - |
| Total revenue | <u>\$ 13,994,032</u> | <u>63%</u> | <u>13,342,829</u> | <u>66%</u> | <u>66%</u> | <u>22,315,334</u> | <u>22,138,764</u> | <u>(176,570)</u> |
| EXPENDITURES | | | | | | | | |
| Instruction | 3,576,923 | 42% | \$ 3,574,589 | 41% | 43% | 8,615,071 | 8,424,892 | 190,179 |
| Instructional Support | 616,896 | 46% | 630,278 | 40% | 45% | 1,343,953 | 1,231,740 | 112,213 |
| Student Services | 1,094,682 | 43% | 916,881 | 51% | 54% | 2,534,302 | 2,406,160 | 128,142 |
| College Support Services | 3,095,285 | 46% | 3,299,991 | 48% | 52% | 6,797,191 | 6,683,620 | 113,571 |
| Financial Aid | 324,526 | 35% | 291,219 | 34% | 45% | 937,566 | 721,170 | 216,396 |
| Transfer Out | 1,060,418 | 50% | 1,066,060 | 48% | 48% | 2,107,844 | 2,107,844 | - |
| Total expenditures | <u>9,768,731</u> | <u>44%</u> | <u>9,779,018</u> | <u>44%</u> | <u>47%</u> | <u>22,335,927</u> | <u>21,575,427</u> | <u>760,500</u> |
| Net revenue (expenditures) | 4,225,301 | | 3,563,810 | | | (20,593) | 563,337 | 583,930 |
| Fund balance at start of year | 4,028,956 | | 3,257,871 | | | 3,100,000 | 4,028,956 | 928,956 |
| Fund balance at report date | <u>\$ 8,254,257</u> | | <u>\$ 6,821,681</u> | | | <u>\$ 3,079,407</u> | <u>\$ 4,592,293</u> | <u>\$ 1,512,886</u> |

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. Includes Dec 16-31 payroll posted 01/15

Materials and services: Except where actual is known, projected is 10% 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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|---|--------------------|--------------------|---------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Property taxes | \$ 3,705,363 | \$ 3,705,363 | \$ 3,478,989 | \$ (226,374) |
| Tuition and fees | 6,895,879 | 6,895,879 | 4,657,254 | (2,238,625) |
| State Appropriation | 11,454,365 | 11,454,365 | 5,723,733 | (5,730,632) |
| Interest income | 40,000 | 40,000 | 63,361 | 23,361 |
| Other | 199,000 | 199,000 | 49,967 | (149,033) |
| Total revenues | 22,294,607 | 22,294,607 | 13,973,304 | (8,321,303) |
| Expenditures: | | | | |
| Instruction | 8,615,071 | 8,615,071 (1) | 3,343,462 | 5,271,609 |
| Instruction Support | 1,343,953 | 1,343,953 (1) | 582,556 | 761,397 |
| Student Services | 2,534,302 | 2,534,302 (1) | 1,029,411 | 1,504,891 |
| College Support Services | 6,703,912 | 6,797,191 (1) | 2,958,420 | 3,838,771 |
| Financial Aid | 937,566 | 937,566 (1) | 324,526 | 613,040 |
| Contingency | 656,373 | 563,094 (1) | - | 563,094 |
| Reserves | 2,516,313 | 2,516,313 (1) | - | 2,516,313 |
| Total expenditures | 23,307,490 | 23,307,490 | 8,238,375 | 15,069,115 |
| Revenues over-(under) expenditures | (1,012,883) | (1,012,883) | 5,734,930 | 6,747,813 |
| Other financing sources-(uses) | | | | |
| Transfers in | 20,727 | 20,727 | 20,727 | 0 |
| Transfer out | (2,107,844) | (2,107,844) (1) | (1,060,418) | 1,047,426 |
| Total other financing sources-(uses) | (2,087,117) | (2,087,117) | (1,039,691) | 1,047,426 |
| Net change in fund balance | (3,100,000) | (3,100,000) | 4,695,239 | 7,795,239 |
| Fund balance - July 1, 2018 | 3,100,000 | 3,100,000 | 4,028,956 | 928,956 |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ 8,724,195 | \$ 8,724,195 |

(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 December 31, 2018**

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|---------------------------------------|------------------|-------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Other | \$ - | \$ - | \$ 1,000 | \$ 1,000 |
| Total revenues | - | - | 1,000 | 1,000 |
| Expenditures: | | | | |
| Facilities acquisition / construction | 556,142 | 556,142 (1) | 128,297 | 427,845 |
| Total expenditures | 556,142 | 556,142 | 128,297 | 427,845 |
| Revenues over-(under) expenditures | (556,142) | (556,142) | (127,297) | 428,845 |
| Other financing sources-(uses) | | | | |
| Transfers in | 210,000 | 210,000 | 114,228 | (95,772) |
| Total other financing sources-(uses) | 210,000 | 210,000 | 114,228 | (95,772) |
| Net change in fund balance | (346,142) | (346,142) | (13,069) | 333,073 |
| Fund balance - July 1, 2018 | 346,142 | 346,142 | 344,056 | (2,086) |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ 330,987 | \$ 330,987 |

(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 December 31, 2018

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance With</u> |
|-------------------------------------|-------------------------|---------------------|---------------------|----------------------|
| | <u>Original</u> | <u>Final</u> | <u>Amounts</u> | <u>Final Budget</u> |
| | | | | <u>Positive</u> |
| | | | | <u>(Negative)</u> |
| Revenue: | | | | |
| Tuition and Fees | \$ 509,530 | \$ 509,530 | \$ 343,824 | \$ (165,706) |
| Intergovernmental-state and federal | 71,616 | 71,616 | 37,000 | (34,616) |
| Interest income | 6,100 | 6,100 | 7,858 | 1,758 |
| | <u>587,246</u> | <u>587,246</u> | <u>388,682</u> | <u>(198,564)</u> |
| Expenditures: | | | | |
| Debt service: | | | | |
| Principal | 825,000 | 825,000 (1) | - | 825,000 |
| Interest | 999,764 | 999,764 (1) | 490,684 | 509,080 |
| | <u>1,824,764</u> | <u>1,824,764</u> | <u>490,684</u> | <u>1,334,080</u> |
| Total expenditures | 1,824,764 | 1,824,764 | 490,684 | 1,334,080 |
| Revenues over-(under) expenditures | <u>(1,237,518)</u> | <u>(1,237,518)</u> | <u>(102,002)</u> | <u>1,135,516</u> |
| Other financing sources-(uses) | | | | |
| Transfers in | <u>1,243,196</u> | <u>1,243,196</u> | <u>621,598</u> | <u>(621,598)</u> |
| Net change in fund balance | 5,678 | 5,678 | 519,596 | 513,918 |
| Fund balance - July 1, 2018 | <u>7,774,313</u> | <u>7,774,313</u> | <u>7,773,773</u> | <u>(540)</u> |
| Fund Balance - December 31, 2018 | <u>\$ 7,779,991</u> | <u>\$ 7,779,991</u> | <u>\$ 8,293,369</u> | <u>\$ 513,378</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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|----------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Intergovernmental - federal | \$ 14,148,641 | \$ 14,148,641 | \$ 2,528,000 | \$ (11,620,641) |
| Intergovernmental - state | 3,425,000 | 3,425,000 | 616,570 | (2,808,430) |
| Local & Private Grants | 2,000,000 | 2,000,000 | 619,434 | (1,380,566) |
| Total revenues | 19,573,641 | 19,573,641 | 3,764,004 | (15,809,637) |
| Expenditures: | | | | |
| Student Loans and Financial Aid | 19,573,641 | 19,573,641 (1) | 3,583,490 | 15,990,151 |
| Revenues over-(under) expenditures | - | - | 180,514 | 180,514 |
| Net change in fund balance | - | - | 180,514 | 180,514 |
| Fund balance - July 1, 2018 | - | - | - | - |
| Fund Balance - December 31, 2018 | \$ - | \$ - | 180,514 | \$ 180,514 |

(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 December 31, 2018**

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget |
|--------------------------------------|------------------|---------------|-------------------|-------------------------------|
| | Original | Final | | Positive (Negative) |
| Revenue: | | | | |
| Intergovernmental- federal | \$ 2,858,479 | \$ 2,674,144 | \$ 393,551 | \$ (2,280,593) |
| Intergovernmental-state | 1,741,500 | 2,009,677 | 262,278 | (1,747,399) |
| Nongovernmental grants and contracts | 1,047,295 | 1,183,837 | 689,189 | (494,648) |
| Total revenues | 5,647,274 | 5,867,658 | 1,345,018 | (4,522,640) |
| Expenditures: | | | | |
| Instruction | 1,006,675 | 1,006,675 (1) | 256,002 | 750,673 |
| Instruction Support | 1,006,033 | 1,006,033 (1) | 282,660 | 723,373 |
| Student Services | 2,839,163 | 2,839,163 (1) | 869,600 | 1,969,563 |
| Community Services | 579,776 | 800,160 (1) | 147,584 | 652,576 |
| College Support Services | 215,627 | 215,627 (1) | 29,935 | 185,692 |
| Total expenditures | 5,647,274 | 5,867,658 | 1,585,782 | 4,281,876 |
| Revenues over-(under) expenditures | - | - | (240,764) | (240,764) |
| Fund balance - July 1, 2018 | - | - | 27,939 | 27,939 |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ (212,826) | \$ (212,826) |

(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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget |
|---|--------------------|--------------------|-------------------|-------------------------------|
| | Original | Final | | Positive (Negative) |
| Revenue: | | | | |
| Tuition and fees | \$ 2,249,850 | \$ 2,249,850 | \$ 1,510,955 | \$ (738,895) |
| Intergovernmental - state and federal | 1,800 | 1,800 | - | (1,800) |
| Local/Private Grants & Contracts | 162,594 | 162,594 | 31,488 | (131,106) |
| Other | 902,765 | 902,765 | 172,099 | (730,666) |
| Total revenues | 3,317,009 | 3,317,009 | 1,714,542 | (1,602,467) |
| Expenditures: | | | | |
| Instruction | 2,341,697 | 2,341,697 (1) | 671,291 | 1,670,406 |
| Instruction Support | 678,307 | 678,307 (1) | 259,132 | 419,175 |
| Student Services | 1,034,393 | 1,034,393 (1) | 410,015 | 624,378 |
| College Support Services | 390,094 | 390,094 (1) | 87,840 | 302,254 |
| Community Services | 65,495 | 65,495 (1) | 46,756 | 18,739 |
| Contingency | 70,000 | 70,000 (1) | - | 70,000 |
| Total expenditures | 4,579,986 | 4,579,986 | 1,475,034 | 3,104,952 |
| Revenues over-(under) expenditures | (1,262,977) | (1,262,977) | 239,508 | 1,502,485 |
| Other financing sources-(uses) | | | | |
| Transfers in | 249,648 | 249,648 | 127,592 | (122,056) |
| Transfers Out | (29,743) | (29,743) (1) | (29,594) | 149 |
| Total other financing sources-(uses) | 219,905 | 219,905 | 97,998 | (121,907) |
| Net change in fund balance | (1,043,072) | (1,043,072) | 337,506 | 1,380,578 |
| Fund balance - July 1, 2018 | 1,043,072 | 1,043,072 | 1,347,545 | 304,473 |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ 1,685,051 | \$ 1,685,051 |

(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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|----------------|-------------------|---|
| | Original | Final | | |
| Expenditures: | | | | |
| College Support Services | \$ 358,000 | \$ 358,000 (1) | \$ 123,251 | \$ 234,749 |
| Contingency | 25,585 | 25,585 (1) | - | 25,585 |
| Total expenditures | 383,585 | 383,585 | 123,251 | 260,334 |
| Revenues over-(under) expenditures | (383,585) | (383,585) | (123,251) | 260,334 |
| Other financing sources-(uses) | | | | |
| Transfers in | 370,000 | 370,000 | 185,000 | (185,000) |
| Net change in fund balance | (13,585) | (13,585) | 61,749 | 75,334 |
| Fund balance - July 1, 2018 | 13,585 | 13,585 | 93,938 | 80,353 |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ 155,688 | \$ 155,688 |

(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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|------------------|------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Other | \$ 15,700 | \$ 15,700 | \$ 2,133 | \$ (13,567) |
| Expenditures: | | | | |
| Student Services | 81,147 | 81,147 (1) | 16,034 | 65,113 |
| Total expenditures | 81,147 | 81,147 | 16,034 | 65,113 |
| Revenues over-(under) expenditures | (65,447) | (65,447) | (13,901) | 51,546 |
| Other financing sources-(uses) | | | | |
| Transfers in | 39,000 | 39,000 | 15,850 | (23,150) |
| Net change in fund balance | (26,447) | (26,447) | 1,949 | 28,396 |
| Fund balance - July 1, 2018 | 26,447 | 26,447 | 27,223 | 776 |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ 29,172 | \$ 29,172 |

(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 December 31, 2018

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|------------------------------------|-------------------|-------------------|-------------------|---|
| | Original | Final | | |
| Revenue: | | | | |
| Tuition and Fees | \$ - | \$ - | \$ 76 | \$ 76 |
| Interest income | - | - | 5,148 | 5,148 |
| Other | 185,000 | 185,000 | 68,112 | (116,888) |
| Total revenues | 185,000 | 185,000 | 73,336 | (111,664) |
| Expenditures: | | | | |
| College Support Services | 190,000 | 190,000 (1) | 78,474 | 111,526 |
| Total expenditures | 190,000 | 190,000 | 78,474 | 111,526 |
| Revenues over-(under expenditures) | (5,000) | (5,000) | (5,139) | (139) |
| Net change in fund balance | (5,000) | (5,000) | (5,139) | (139) |
| Fund balance - July 1, 2018 | 535,000 | 535,000 | 539,579 | 4,579 |
| Fund Balance - December 31, 2018 | <u>\$ 530,000</u> | <u>\$ 530,000</u> | <u>\$ 534,440</u> | <u>\$ 4,440</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 December 31, 2018

| | <u>Budgeted Amounts</u> | | <u>Actual</u> <u>Amounts</u> | Variance With |
|--------------------------------------|-------------------------|---------------|---------------------------------|---|
| | <u>Original</u> | <u>Final</u> | | Final Budget Positive <u>(Negative)</u> |
| Revenue: | | | | |
| Sales | \$ 2,259,836 | \$ 2,259,836 | 757,723 | \$ (1,502,113) |
| Total revenues | 2,259,836 | 2,259,836 | 757,723 | (1,502,113) |
| Expenditures: | | | | |
| Instructional Support | 118,016 | 118,016 (1) | 26,606 | 91,410 |
| Student Services | 1,654,319 | 1,654,319 (1) | 767,604 | 886,715 |
| Community Services | 608,470 | 608,470 (1) | 156,744 | 451,726 |
| Contingency | 56,813 | 56,813 (1) | - | 56,813 |
| Total expenditures | 2,437,618 | 2,437,618 | 950,954 | 1,486,664 |
| Revenues over-(under) expenditures | (177,782) | (177,782) | (193,231) | (15,449) |
| Other financing sources-(uses) | | | | |
| Transfer in | 5,016 | 5,016 | 5,016 | 0 |
| Total other financing sources-(uses) | 5,016 | 5,016 | 5,016 | 0 |
| Net change in fund balance | (172,766) | (172,766) | (188,214) | (15,448) |
| Fund balance - July 1, 2018 | 172,766 | 172,766 | 165,763 | (7,003) |
| Fund Balance - December 31, 2018 | \$ - | \$ - | \$ (22,452) | \$ (22,452) |

(1) Appropriation level