

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

**Work Session - 3:30 P.M., HNSC 101:
Information Technology – Tim Hill**

**VOL. LIV, No. 4 BOARD OF EDUCATION MEETING
November 13, 2019; 4:30 P.M., HNSC 101**

AGENDA

MEMBERS:

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

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- I. **CALL TO ORDER** **Chair Loosley**
- II. **ATTENDANCE** **Chair Loosley**
- III. **PLEDGE OF ALLEGIANCE** **Chair Loosley**

IV. 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.

V. CONSENT AGENDA **Chair Loosley** **pp 1-10**
 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.

VI. CHANGES TO THE AGENDA **Chair Loosley**

VII.	REPORTS		pp 11-14
	A. Standing Reports		
	1. ASUCC Report	Jesika Barnes	
	2. ACEUCC Report	Susan Neeman	
	3. UCCFA Report	John Blackwood	
	4. UCCPTFA Report	Jeri Frank	
	5. OCCA Report	Doris Lathrop	
	6. President's Report	Debra Thatcher, President	
	7. Chair's Report	Chair Loosley	
	B. Informational Reports		p 15
	1. Accreditation Update (standing)	Emily Fiocco	
	2. Enrollment Management Update	Missy Olson	
	3. Forestry Program Update	Jarred Saralecos	
	4. Program Accreditation	Jason Aase	
VIII.	OLD BUSINESS		
IX.	NEW BUSINESS		
	A. Policies – First Reading	Katie Workman/April Hamlin	pp 16-40
	B. Quarterly Financials	Natalya Brown	pp 41-54
X.	BOARD COMMENTS	Chair Loosley	
XI.	ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, December 11, 2019, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

<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: Consent Agenda</p>	<p>Date: Nov. 13, 2019</p>
<p>Recommend approval of:</p> <ol style="list-style-type: none">1. Minutes of College Board Meeting of Oct. 2, 2019 pp 1-22. Resolution #8 – Increase Appropriation pp 3-43. Resolution #9 – Transfer of Appropriation pp 5-64. Resolution #10 – Increase Appropriation pp 7-85. Resolution #11 – Adoption of Community College Rules of Procurement pp 9-10	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
October 2, 2019**

The Umpqua Community College Board of Education met on Wednesday, October 2, 2019, in Room 100 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 4:37 p.m. and the pledge of allegiance was given.

Directors present: Guy Kennerly, David Littlejohn, Doris Lathrop, Steve Loosley, and Erica Mills

Directors excused: Randy Richardson and Twila McDonald

Others present:

Debra Thatcher	Carol McGeehon	Emily Fiocco	Brenna Hobbs
Robynne Wilgus	Jeri Frank	Cathy Chapman	Joy Yori
Natalya Brown	Danielle Haskett	Sanne Godfrey	

Citizen Comments – There were none.

Consent Agenda

- | | |
|---|---|
| 1. Minutes of College Board Meeting of Sept. 11, 2019 | 3. Budget Committee Appointment |
| 2. Notes of College Board Retreat of Aug. 28, 2019 | 4. Resolution #6 – Increase Appropriation |

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

Changes to the Agenda – There were none.

STANDING REPORTS

ASUCC, ACEUCC, and UCCFA – There were no reports.

UCCPTFA – Jeri Frank, President: The administration and Board were thanked for their support and ratification of the collective bargaining agreement.

OCCA – Dir. Lathrop: The first OCCA meeting for the year will be on Oct. 11.

President – Dr. Thatcher: An addendum to the written report was read and is attached to the permanent minutes. There was consensus from the Board to not move students into the Flegel Center until a healthy environment has been confirmed. A UCC donor has agreed to designate funding to cover the loss of the CCAMPIS grant.

Chair – Chair Loosley: Earlier in the week, the Chair had a nice visit with the headmaster and students at Maple Corner Montessori School.

INFORMATIONAL REPORTS

Accreditation – Emily Fiocco: The progress report shows the effort of putting systems in place; timelines have been developed for keeping on track. The focus is on accreditation, data-informed decision-making, academic assessment, and governance. The timelines are on track at this point. Appendix A, Fall Assessment Task Breakdown, was referenced by the Board with an expectation to receive updates on a periodic basis.

Strategic Plan – Emily Fiocco: The report covers the strategic plan progress during 2018-19. It includes a description of last year’s work to put processes in place and then link it with institutional effectiveness, planning, assessment, and resource allocation. There are several pages listing the achievements of goals and

objectives. Indicators of success have been put into place for measuring the strategic plan progress from the Provost Council and Senior Leadership Team levels. In discussion, the Board requested a review at the next meeting of the universal learning outcomes that have been adopted by the college.

Governance Report – Pres. Thatcher: The process of collecting and analyzing the data was explained. Eight areas of improvement were identified. College Council has mapped out the responsible parties.

Enrollment Management – The report was postponed until November.

OLD BUSINESS

Natalya Brown, CFO, requested Board approval on the second reading of Policy 6250 Budget Management. Recommendations from the previous meeting have been incorporated in the revision.

MOTION: **I move to approve Policy 6250 Budget Management, as presented. Motion by Dir. Littlejohn, seconded by Dir. Mills and carried unanimously.**

NEW BUSINESS

Ms. Brown requested Board approval for Resolution #7, to refund Full Faith and Credit Obligations, Series 2010 and pay costs of issuance. Concern was expressed regarding refinancing and prolonging the length of debt obligation even though there would be an interest savings. Discussion included options, pay schedule length, and interest rates. There was consensus to wait at this time but to continue looking at the interest environment.

Brenna Hobbs, Director of Registration and Records, requested Board approval for the 2020-2021, 2021-2022, 2022-2023, and 2023-2024 academic calendars. The calendars are in alignment with universities. It is anticipated to bring a calendar annually to the Board to assist with long-term planning.

MOTION: **I move to approve the academic calendars for 2020-2021, 2021-2022, 2022-2023, and 2023-2024, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

Board Comments:

- The Legacy Ball is Nov. 1. Robynne will coordinate attendance.

Meeting adjourned at 5:36 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: Board Retreat Notes, Budget Comm. Appointment, Res. #6, Policy 6250, Academic Calendars: 2020-2021, 2021-2022, 2022-2023, and 2023-2024

<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: Resolution #8, Increase Appropriation</p>	<p>Date: November 13, 2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC was awarded an additional \$97,500 to aid in increasing the number of underserved, low-income and first-generation college-bound students who enroll in community college and make progress toward a degree or a certificate (First Generation Student Success – SOAR).</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 8 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has been awarded \$97,500 from Higher Education Coordinating Commission, and;

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

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

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$97,500 to aid in increasing the number of underserved, low-income and first-generation college-bound students who enroll in community college and make progress toward a degree or a certificate (First Generation Student Success – SOAR).

Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 7	Adjustment	19-20 Budget Through Resolution 8
REVENUES:	\$ 7,178,340	\$ 97,500	\$ 7,275,840
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	2,022,266	97,500	2,119,766
College Support Services	1,912,406	-	1,912,406
Community Services	920,975	-	920,975
Contingency	193,230		193,230
TOTAL	<u>\$ 7,178,340</u>	<u>\$ 97,500</u>	<u>\$ 7,275,840</u>

ADOPTED: NOVEMBER 13, 2019

Clerk of the Board

UCC Board Chair

<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: Resolution #9, Transfer of Appropriation</p>	<p>Date: November 13, 2019</p>
<p>This is a resolution to transfer appropriation in the Capital Projects fund.</p> <p>A transfer of appropriation of \$75,270 from Capital Projects fund Contingency to Capital Projects fund Facilities Acquisition/Construction is required to ensure sufficient budget for expenditures.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 9 - FY 19-20
Transfer between categories

WHEREAS,

the provisions of ORS 294.463 (2) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution to reduce Capital Projects fund Contingency in the amount of \$75,270 and increase Capital Projects fund Facilities Acquisition/Construction in the amount of \$75,270.

	Capital Projects		
	19-20 Budget Through Resolution 8	Adjustment	19-20 Budget Through Resolution 9
EXPENDITURES:			
Facilities Acquisition/Construction	\$ 506,133	\$ 75,270	\$ 581,403
Contingency	145,270	(75,270)	70,000
TOTAL	<u>\$ 651,403</u>	<u>\$ -</u>	<u>\$ 651,403</u>

ADOPTED: NOVEMBER 13, 2019

Clerk of the Board

UCC Board Chair

<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: Resolution #10, Increase Appropriation</p>	<p>Date: November 13, 2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC was awarded an additional \$83,088 for the continued operation of the Focus Childcare Network program and \$125,000 for the continued operation of the Childcare Resource and Referral program.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 10 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has been awarded \$208,088 from Higher Education Coordinating Commission, and;

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

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

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$208,088 . \$83,088 is for the continued operation of the Focus Childcare Network program and \$125,000 is for the continued operation of the Childcare Resource and Referral program.

Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 9	Adjustment	19-20 Budget Through Resolution 10
REVENUES:	\$ 7,275,840	\$ 208,088	\$ 7,483,928
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	2,119,766	-	2,119,766
College Support Services	1,912,406	-	1,912,406
Community Services	920,975	208,088	1,129,063
Contingency	193,230		193,230
TOTAL	<u>\$ 7,275,840</u>	<u>\$ -</u>	<u>\$ 7,483,928</u>

ADOPTED: NOVEMBER 13, 2019

Clerk of the Board

UCC Board Chair

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center">___ Information Item __x_ Action Item</p>
<p>Subject: Resolution No. 11, Board Adoption of the Community College Rules of Procurement</p>	<p>Date: 11/13/2019</p>
<p>This is a resolution to request Board approval for the updated Community College Rules of Procurement.</p> <p>This document was originally adopted in 2004. It was revised and adopted by UCC’s BOE in both 2009 and 2014.</p> <p>This set of rules has been updated and is due for another review and ratification at UCC.</p> <p>Background: A group of Purchasing Managers, along with legal input, completed a full review and update of sections 100 and 200 earlier this year and the College recently completed updating section 300, as unique to UCC.</p> <p>100 and 200 are universal throughout all community colleges that adopt, and 300 is focused on the individual College and its local environment.</p> <p>The changes made reflect bringing the document up to date given local market variance, the evolution of Public Procurement, and inflation. In the previous document, several of the thresholds were lower than the State recommendations for Small, Intermediate, Large procurements and Direct Appointments. Purchasing manager recommends that the College align these thresholds with Statute, which will serve to simplify our processes resulting in greater efficiencies.</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>

Four bodies of Statute govern Purchasing & Contracting Activities undertaken by Public Agencies in Oregon.

1. ORS 279A = Public Contracting, General Provisions
2. ORS 279B = Public Contracting, Public Procurements
3. ORS 279C = Public Contracting, Public Improvements
4. Attorney General Model Public Contract Rules, aka Oregon Administrative Rules (OAR) Chapter 137, Divisions 45, 46, 47, 48, & 49.

The simple intent of these legislative statutes is to maintain a transparent process and offer the business community a level and fair playing field, yet directing proper use of public funds.

Recognizing the differences among the various public agencies in the state, Oregon granted Community Colleges the privilege to draft certain modifications that along with defining certain responsibilities would assist the Colleges in efficiently securing best value without infringing on legislative intent.

The result is the **Community College Rules of Procurement**. UCC adopted the initial rule-set in 2004, and the revisions in both 2009 and 2014. As things continue to evolve, here we are again.

CCRP is a targeted sub-set of statute, with modifications intended to cover the majority of procurement activity accomplished by the College in and around Douglas County and the State.

There are four (4) sections to this document.

1. 100 = Purpose and Definitions
2. 200 = Public Contract Special Procurements and Rules of Procedure
3. 300 = Supplementary Provisions – Contracting Rules
4. Appendix A = The Attorney General’s Model Public Contract Rules

Sections 100 & 200 were recently reviewed and revised. A select group of colleagues, with legal oversight, brought the language up to date with current legislation and best practices. These sections are set for all Community Colleges that adopt and will remain so until the next review and changes introduced.

Section 300 was set aside to address the unique philosophies, cultures, operational models, and local business climate of the various community colleges and contract review boards. These rules, once adopted, take precedence over existing rules except as expressly provided.

The recommended updates reflect the changing economic and cultural factors found in our institution and locale. New laws, inflation, as well as national and local business and market elements were considered in building this section to fit UCC’s unique needs. Bringing this rule-set up to match Statute dollar thresholds is the most noticeable change. Matching current legislation with the evolution in the marketplace is another.

Having “our” rules as a subset of Statute, all in one place and easily navigable, significantly simplifies the College’s Procurement processes reducing staff requirements and labor costs. The resulting process efficiencies lead to best value procurement for the College while maintaining the thrust and intent of the original legislation.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>														
<p>Subject: Standing Reports</p>	<p>Date: November 13, 2019</p>														
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 														

UCCPTFA Board Report

November 2019

Jeri Frank, President, UCCPTFA

- 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.
- We hold monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- In fall term there are 105 part-time instructors teaching classes.
- A part-time instructors meeting was held on the evening of October 9. After successful, informative meetings have been held in winter, spring, and fall terms, we hope this practice will continue in future terms.

OCCA Report
 November, 2019
 Doris Lathrop, Trustee

The OCCA Board met at Blue Mountain Community College in Pendleton on Friday, October 11, 2019. The Board meeting was preceded by a forum of the community college board members in an effort to add value to board member participation at the OCCA Board of Directors meetings. Discussion was held on:

- How do we help K-12 invest their state funding so that it will assist community colleges in being successful?
- Clackamas CC implemented an orientation for new full-time faculty that includes weekly meetings to gather more information about the college, the students, and how to advise students. There is no other program like it in Oregon and we may want to look at it as a model for all community colleges. Contact board member: Jane Reed
- Bond: It was stated that if any college is intending to go out for a bond measure we need to make sure we have a facilities master plan BEFORE we attempt it. Rogue CC went out for a bond, was successful, but they didn't have a master plan and could not do what they said they would do during the campaign. Now they are dealing with a very unhappy public.
- SWOCC reported their dorms are full (over 300 students).
- The question arose concerning what our colleges are doing about the new law that allows for community colleges to provide a 4-year degree. The policies have not been written yet, but what are we doing to create 4-year programs at our colleges?

At the Board meeting we

- Watched a tutorial on Basecamp, a website that houses all of the OCCA documents. We need to use it as a one-way communication because we need to abide by Oregon Public Meeting law. This is where the board takeaways are posted. A copy of the October takeaways is posted below. You can also view our OCCA board meeting agendas on Basecamp.
- Discussed how community colleges are partnering with K-12 to make maximum use of their funding. We need to participate in the K-12 student success plans in all of the public schools in the UCC district. The business community is encouraging us to partner with the CPT (Certified Production Technician) programs. Rogue CC has a good relationship with their K-12 program. Measure 98 money pays for K-12 students' tuition, books, etc., to attend RCC half days for a certificate program. They have 34 students in the program, many being high risk students from dropping out of high school. This year they are expanding to three programs, including healthcare.
- Learned that the new board member orientation by OCCA is on the website and can be accessed whenever a new board member comes on our board, or can be used as a refresher.
- Learned that as soon as the HECC finishes writing the policy community colleges can begin to submit requests to offer AB degrees (Applied Baccalaureate).

The OCCA annual conference will be held November 6-8 at Salishan on the coast. Any information from that conference will be reported orally at the board meeting.

OCCA Board Meeting Takeaways:

OCCA Goals and Priorities Summary: The OCCA Executive Committee made some significant changes to the Association’s goals during the goal review process, the committee made the decision to drop one of the current goals around workforce because that outcome is embedded in the other goals. Also, “Board Member Engagement”, which had been a stand-alone goal was merged into both “Advocacy” and “Improving Association Operations”. The committee narrowed the focus to three big goals of adequate funding, association operations and student success. The committee also considered the benefits of a longer duration plan – recognizing that much of the work ahead will require multiple years of effort to accomplish – whether it is adopting a new, improved continuing service level to expanding and improving the advocacy plans. The committee agreed to stretch the plan for the next four biennia, or 2027. The full board adopted the goals on October 11, 2019. The committee also spent time creating a draft vision statement related to the overall goals and priorities. The new vision statement was also approved at the October board meeting. Vision statement: “Oregon Community Colleges are deeply engrained in our communities, focused on being student ready, dedicated to equitable student success through the elimination of achievement gaps, narrowing economic disparities, and preparing students to engage with the world they encounter.” Background Materials: OCCA goals and priorities found below. Follow Up: 1. We encourage OCCA Board Members to share the OCCA goals with their local boards. The OCCA board continuously updates the goals and priorities, and feedback from local boards is always valuable as the OCCA Board will discuss the goals and our progress on them in detail throughout the year at regular board meetings. OCCA Advocacy Plan Summary: The OCCA Advocacy Plan is intended to provide direction for statewide efforts aimed at achieving the Association’s legislative and advocacy goals. The plan is a month-by-month guide for activities, materials, participants needed and other elements that go into the state advocacy efforts. The plan was created in collaboration with the Campus Advocacy Coordinators and Oregon Community College Marketing and Public Relations (OCCMPR) group representing all 17 colleges. Each college’s Campus Advocacy Coordinator should also have a local advocacy plan matching up with the statewide goals. This plan differs from the 2018-2019 plan because that plan was developed for the 2019 full legislative session, in which legislators set the state biennial budget. In 2020, the legislature will meet for just the month of the February to make budget adjustments and pass a limited number of policy bills. Background Materials: OCCA advocacy plan found below. Follow Up: 1. If you don’t yet know your colleges’ Campus Advocacy Coordinator, we encourage the Board to arrange a work session with them to learn more about your college’s advocacy plan and find out how board members can support the plan. The involvement of elected board members is critical to OCCA’s advocacy efforts to build legislative and community support for community college priorities. OCCA 2019-20 Committee Members Summary: The Board approved 2019-20 committee appointments as recommended by OCCA President Annette Mattson for the five OCCA standing committees. The OCCA standing committees are Member Services, Nominating, Budget, Howard Cherry Nominating, and Legislative committees.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>								
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<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><u> X </u> Information Item <u> </u> Action Item</p>																											
<p>Subject: First Reading of Policies</p>	<p>Date: Sept. 11, 2019</p>																											
<p>The following policies are coming to the Board for a first reading:</p> <table border="0"><thead><tr><th>Old #</th><th>New #</th><th>Title</th></tr></thead><tbody><tr><td>N/A</td><td>4300</td><td>Field Trips and Excursions</td></tr><tr><td>721</td><td>5500</td><td>Standards of Student Conduct</td></tr></tbody></table> <p>The associated administrative procedures are being shared as an information item:</p> <table border="0"><thead><tr><th>Old #</th><th>New #</th><th>Title</th></tr></thead><tbody><tr><td>N/A</td><td>4301</td><td>Field Trips and Excursions Substantiation</td></tr><tr><td>N/A</td><td>4302</td><td>Field Trips and Excursions – International Travel Substantiation</td></tr><tr><td>N/A</td><td>5014</td><td>Veterans Benefits and Transition</td></tr><tr><td>N/A</td><td>5145</td><td>Disability Discrimination Grievance</td></tr><tr><td>721.2AP</td><td>5530</td><td>Student Responsibilities, Rights, and Freedoms</td></tr></tbody></table>		Old #	New #	Title	N/A	4300	Field Trips and Excursions	721	5500	Standards of Student Conduct	Old #	New #	Title	N/A	4301	Field Trips and Excursions Substantiation	N/A	4302	Field Trips and Excursions – International Travel Substantiation	N/A	5014	Veterans Benefits and Transition	N/A	5145	Disability Discrimination Grievance	721.2AP	5530	Student Responsibilities, Rights, and Freedoms
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p style="text-align: center;"></p>																											



BOARD POLICY

TITLE: FIELD TRIPS AND EXCURSIONS

BOARD POLICY # 4300

While traveling and attending such conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

RESPONSIBILITY:

The Provost 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: Field Trips and Excursions - Substantiation

ADMINISTRATIVE PROCEDURE # 4301

RELATED TO POLICY # 4300 Field Trips and Excursions

1. Transportation of Students in General

- a. As a general matter, employees and Board members may not transport students in personal vehicles and college insurance will not cover any property damage, injury, or other claims arising from the unauthorized transportation of students in personal vehicles.
- b. Traveling to California with 15 passenger vans require CDL – PV endorsement per *California Vehicle Code* §§233 and 15278

2. Suitability of Field Trip Activities

- a. The College cannot guarantee a completely risk-free environment at all times, and some educational activities entail reasonable risks in order to achieve the learning result.
- b. However, should any activity raise concerns about the ability of the College or its agents to conduct the experience within reasonable bounds of safety and security, then the activity should not occur and an alternative learning experience should be substituted.
- c. If a field trip or excursion requires activity that might be unusually challenging for some students, students need to know that ahead of time and have the opportunity to opt out, or be provided an alternative activity. In no case may students be forced to participate in an activity that poses a danger that they feel they cannot negotiate. Similarly, students with disabilities must always be permitted to participate in field trips and excursions which must be designed in ways that reasonably accommodate their needs.
- d. Students under the age of 18 may need to have Parental/Guardian permission for travel. Contact the Office of Business Services for further information.

3. Definitions

- a. The Trip Leader is the employee in charge of the field trip or excursion activity. The trip leader coordinates travel, including but not limited to: authorization, participant contact, form submissions, and financial planning. In addition, the trip leader takes on additional responsibility to ensure appropriate transportation, accommodations, and meals for students.
- b. The trip leader is a responsible employee under Title IX and shall be educated on those duties. The trip leader is a mandatory reporter of all incidents of sexual discrimination (including sexual violence) and shall be trained to handle complaints of sexual assault, domestic violence, dating violence and stalking. Contact the College's Title IX Coordinator for training. Employee trip leaders are also designated as Campus Security Authorities (CSAs) under the Clery Act.
- c. Field Trip is defined as a group activity in conjunction with a course, which includes students and employee(s).
- d. Excursion is defined as a group activity or co-curricular activity unrelated to a course, which includes students and employee(s)
- e. In-district is defined as activity which occurs within UCC's service district. In-district travel may be one-day or multi-day requiring overnight lodging.
- f. Out-of-district is defined as activity which occurs outside of UCC's service district. Out-of-district travel may be one-day or multi-day requiring overnight lodging. For international travel see Administrative Procedure - Field Trips and Excursions International Travel Substantiation.

4. Code of Conduct

While traveling and attending conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus, including but not limited to college policies on alcohol and drug use, harassment, and sexual misconduct.

5. Volunteers

Volunteers who have not worked, or participated in a volunteer capacity, within the past twelve (12) months are required to have background checks conducted. Refer to volunteer policy and procedures.

6. Emergency

The trip leader shall carry the emergency telephone contact list for Umpqua Community College. Should an emergency arise in the course of a field trip or excursion, the trip leader is responsible for contacting the chief of security, dean, provost, and/or the president immediately to describe the emergency and to discuss

plans to address the problem. An incident report shall be filed immediately upon return.

7. Cancellation

The president or designee has the right to cancel a field trip or excursion any time prior to departure or require immediate return for any reason; send personnel to the location for assistance; contact local authorities in the location of the group; or otherwise take action to protect the safety and interests of students, employees, Board members, and Umpqua Community College. Field trip or excursion cancellations include but are not limited to: lack of designated field trip or excursion funding; risk level; failure to follow policy or procedure; low enrollment; or student(s) to trip leader ratio.

8. Finance

The trip leader is required to meet with the Division Dean and Office of Business Services to discuss funding for costs associated with the field trip or excursion. If the field trip or excursion involves collecting money from students, the dean or designee will assist the trip leader in establishing the process for collecting the funds through Financial Aid (if registered for the course) or Student Accounts or the Business Affairs office (if student pays individually).

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/15/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions – International Travel Substantiation

ADMINISTRATIVE PROCEDURE # 4302

RELATED TO POLICY # 4300 Field Trips and Excursions

International Travel

International travel with student groups requires significant planning and extra attention to safety and security precautions. For international trips, a preliminary memo to the provost or president is required to approve the destination. The College reserves the right to refuse approval for an international group trip for any reason. Approval for travel to any country or location that poses a significant threat to U.S. Citizens will be refused.

- 1. Destination:** Before any plans for a group trip are initiated, the trip leader ascertain the status of the proposed destination on the State Department advisory list, and then the trip leader shall write a memorandum to the provost for the areas that he/she supervises or to the president for the areas that he/she supervises describing the nature of the trip and the destination, the learning goals, the likely participants, the costs, the status of the destination on the State Department list, and any other relevant considerations; the trip leader should not spend time on additional arrangements until he or she receives specific preliminary approval in response to this memo.
- 2. Travel Arrangements, Getting There and While There:** The College must be provided details about travel arrangements, both to get and from the location, and while at the location. The College must be provided the credentials of transportation providers, and in all cases trip leaders should shall deal with credible, established providers. Original documents must be on file in the Office of Business Affairs with a copy housed in the respective supervisor's office. Determination of number of vehicles, foreign driver's licensing, and payment of rented vehicles shall be determined prior to trip departure and included in travel details.
- 3. Hotel Arrangements:** Specifics about hotel accommodations and meal plans are important, and the College may ask the trip leader to provide hotel reviews and ratings; the same requirements for overnight accommodations apply as are spelled out in the domestic travel section.
- 4. Trip Activities:** Whether or not a trip entails award of academic credit (inquire with provost for specific requirements for academic credit) the trip leader must provide to the College a proposed schedule of activities reasonably covering each day. The College is not in the travel and leisure business, so the College expects international

travel to be structured in a way that promotes learning for most of the time spent on the trip; proposed trips that have vague activities or primarily leisure activities will not be approved.

5. **Supervision:** The College will evaluate the overall supervision plan for the trip, including the number and qualifications of the volunteers and/or staff accompanying the group, the nature of the activities in relation to the supervisory capacity of the staff, and the overall plan to ensure the safety and wellbeing of the students on the trip.
6. **Travel Documentation:** The required and necessary forms are housed in the Office of Business Services, appropriate Division dean's office, and the College website. Refer to 611.01 AP - Business & Travel Expense for detailed documentation and requirements.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/15/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STANDARDS OF STUDENT CONDUCT

BOARD POLICY # 5500 *(was 721)*

Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the College that are designed to perpetuate its educational purposes.

The College, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

The provisions of the Standards of Student Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein, at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

The Standards of Student Conduct will apply to conduct which occurs on College premises, including hybrid and online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct.

The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.

- Administrative Procedure 5500 will provide definitions used throughout the Administrative Procedures for Standards of Student Conduct;
- Administrative Procedure 5501 will define the conduct that is subject to discipline;

- Administrative Procedure 5506 will define Academic Integrity, violations of Academic Integrity, and sanctions for violation; and
- Administrative Procedure 5520 will identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The procedures defining the Standards of Student Conduct will be made widely available to students through the college catalog, the website, and other means.

RESPONSIBILITY:

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

References:

- NWCCU Standards 2.A.15 and 2.D.5
- ORS 341.290(2)

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Standards of Student Conduct New BP #: 5500 Old BP # & Title: 721.0 Student Code of Conduct; 721.3 Student Misconduct; New AP #: Old AP # & Title: Revision Date: 2/18/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>This Student Code of Conduct describes your rights and responsibilities while a student at Umpqua Community College. It also describes the College’s disciplinary process, and also, how a student can have a grievance addressed.</p> <p>Umpqua Community College Board of Trustees has adopted the following Student Code of Conduct as of summer 2008.</p> <p>721.0 STUDENT CODE OF CONDUCT</p> <p>Students at Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purposes.</p> <p>The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.</p> <p>Through this Student Code, Umpqua Community College describes 1) the responsibilities, rights and freedoms afforded to students and 2) conduct that would interfere with the educational mission of the institution.</p> <p>The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any</p>	<p>BP 5500 Standards of Student Conduct</p> <p>References:</p> <p style="padding-left: 20px;">NWCCU Standards 2.A.15 and 2.D.5 ORS 341.290(2)</p> <p style="background-color: yellow;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity’s organizational culture.</i></p> <p>The [CEO] shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.</p> <p>The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions,</p>	<p>BP 5500 – Standards of Student Conduct</p> <p>References:</p> <ul style="list-style-type: none"> NWCCU Standards 2.A.15 and 2.D.5 ORS 341.290(2) <p>Introduction</p> <p>Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the College that are designed to perpetuate its educational purposes.</p> <p>The College, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.</p>

changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College sponsored activity. Off campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Student Code of Conduct.

The Vice President for Student Development (VPSD) is responsible for the administration of the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee to administer the Student Code of Conduct.

721.3 STUDENT MISCONDUCT

The following actions and/or behaviors are the types of misconduct for which students may be subject to disciplinary action. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Committing acts of dishonesty including but not limited to:
 - Engaging or participating in forms of academic dishonesty including cheating and plagiarism. Academic integrity is covered in more detail in UCC policy 721.4.
 - Furnishing false information to any member of the college community or College office with the intent to deceive.
 - Forging, altering, or misusing a College document, record, or instrument of identification.
 - Forging, altering, or misusing a document, record or instrument of identification related to a cooperative work experience placement, supervised field experience placement or clinical placement.
 - Tampering with the election of any College-recognized student organization.
 - Attempting to represent the College, any College-recognized student organization, or any official college group without the explicit prior consent of the officials of that group.

~~including but not limited to the removal, suspension, or expulsion of a student.~~

~~The Board of Education shall consider any recommendation from the [CEO] for expulsion. The Board of Education shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Education on the expulsion shall be taken at a public meeting.~~

~~The procedures shall be made widely available to students through the college catalog and other means.~~

NOTE: *Although the establishment of actual standards of student conduct can be delegated to the CEO, it is **legally advised** that the Board of Education itself do so by policy. The following language is provided as an example.*

~~The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.~~

- ~~Causing, attempting to cause, or threatening to cause physical injury to another person.~~

The provisions of the Standards of Student Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

The Standards of Student Conduct will apply to conduct which occurs on College premises, including online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct.

The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the

<ol style="list-style-type: none"> 2. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the college community on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College. 3. Unwanted contact or communication of any nature with another student or other member of the college community after being instructed by a college official that such contact or communication is unwelcome and disruptive to the educational process of UCC, as determined by a college official. 4. Disorderly, offensive, lewd, salacious, lascivious, indecent, or obscene conduct which may violate the rights of another member of the College community. 5. Unlawful sexual harassment, sexual assault and/or unlawful harassment. 6. Discrimination on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College. 7. Planning, directing or committing acts of hazing, as defined by ORS 163.197. 8. Interference by force or by violence (or by threat of force or violence) with any member of the college community who is in lawful discharge or conduct of his/her duties or studies. 9. Failure to identify oneself to college personnel when requested to do so. 10. Failure to leave a building or specified work area when directed to do so by college personnel. 11. Disobedience of the notice against trespass on College premises. 12. Engaging or participating in acts of unauthorized possession, removal or conversion, or intentional defacing, tampering, damage, or destruction of College-owned, leased or rented property, equipment, programs or materials, or of property, equipment, programs, or materials belonging to any member of the college community, guest, visitor, vendor or contractor. 	<ul style="list-style-type: none"> • Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a [entity] employee, which is concurred in by the [CEO]. • Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia. • Committing or attempting to commit robbery or extortion. • Causing or attempting to cause damage to [entity] property or to private property on campus. • Stealing or attempting to steal [entity] property or private property on campus, or knowingly receiving stolen [entity] property or private property on campus. • Willful or persistent smoking in any area where smoking has been prohibited by law or by 	<p>Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.</p> <p>Administrative Procedure 5500 will define the conduct that is subject to discipline and Administrative Procedure 5520 will identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.</p> <p>The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.</p> <ul style="list-style-type: none"> • Administrative Procedure 5500 will provide definitions used throughout the Administrative Procedures for Standards of Student Conduct;
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<p>13. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.</p> <p>14. Committing an act of unauthorized entry in to or use of a College building or facility and/or committing an act of unauthorized use of equipment.</p> <p>15. Manufacture, distribution, dispensing, possession, or use of alcoholic beverages, or use of drugs or controlled substances (other than a drug lawfully prescribed by an authorized medical professional and used in accordance with the prescription) on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College except where expressly permitted by law, College regulations and/or UCC Board approval.</p> <p>16. Appearing visibly under the influence of alcohol or controlled substances on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College.</p> <p>17. Smoking on College premises, except in designated areas outdoors.</p> <p>18. Engaging in gambling activities on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College, except as expressly permitted by law and with approval from the President or President's designee.</p> <p>19. Possession or use, without written authorization, of firearms, explosives, dangerous chemicals, substances, or any other weapons or destructive devices that are designed to or readily capable of causing physical injury, on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College.</p> <p>20. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College.</p> <p>21. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.</p>	<p>regulation of the college or the [entity].</p> <ul style="list-style-type: none"> • Sexual assault or sexual exploitation regardless of the victim's affiliation with the [entity]. • Committing sexual harassment as defined by law or by [entity] policies and procedures. • Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. • Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying; • Willful misconduct which results in injury or death to a student or to employees or which results in cutting, defacing, or other injury to any real or personal property owned by the [entity] or on campus. • Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the 	<ul style="list-style-type: none"> • Administrative Procedure 5501 will define the conduct that is subject to discipline; • Administrative Procedure 5506 will define Academic Integrity, violations of Academic Integrity, and sanctions for violation; and • Administrative Procedure 5520 will identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. <p>The procedures defining the Standards of Student Conduct will be made widely available to students through the college catalog, the website, and other means.</p> <p>RESPONSIBILITY: The Dean of Student Services 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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<p>22. Libel or slander of another member of the college community.</p> <p>23. Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of snooping or recording devices on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.</p> <p>24. Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training or other animals defined in ORS 346.680, or animals used for instructional purpose.</p> <p>25. Engaging in acts of theft, abuse or unauthorized use of College computer time, including but not limited to:</p> <ul style="list-style-type: none"> ○ Unauthorized entry into a file, to use, read, or change its contents. ○ Unauthorized transfer or copying of a file or files or software. ○ Unauthorized use of another person's identification and password. ○ Use of computing facilities to interfere with the work of another member of the college community. ○ Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives. ○ Use of computing facilities to interfere with the normal operation of the College computing system. ○ Unauthorized installation of software on College equipment. ○ Tampering with College computer hardware. ○ Any attempt to gain access to college computers or network, on campus or off campus, without authorization (i.e., hacking). ○ Use of computing facilities to conduct personal business activities or illegal activities. ○ Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy. <p>26. Violation of electronic devices guidelines.</p> <p>27. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval and/or on or in unauthorized places. Removing written or printed messages or</p>	<p>open and persistent defiance of the authority of, or persistent abuse of, college personnel.</p> <ul style="list-style-type: none"> ● Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. ● Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the [entity]. ● Unauthorized entry upon or use of [entity] facilities. ● Lewd, indecent, or obscene conduct on [entity] owned or controlled property or at [entity] sponsored or supervised functions. ● Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful [entity] administrative procedures, or the substantial disruption of the orderly operation of the [entity]. ● Persistent, serious misconduct where other means of correction have failed to bring about proper conduct. 	
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<p>materials approved by the college for posting without specific authorization to do so.</p> <p>28. Engaging in unauthorized canvassing, sales or solicitation on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.</p> <p>29. Material and/or substantial disruption of the regular and essential operation and educational process of the College.</p> <p>30. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.</p> <p>31. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.</p> <p>32. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by college officials on College-owned or controlled property or during any college-sponsored program or activity.</p> <p>33. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.</p> <p>34. Aiding, abetting or procuring another person to breach the peace on college premises, at a college-sponsored or supervised activity; or at functions sponsored or participated in by the college.</p> <p>35. Engaging or participating in abuse of the Student Code of Conduct, including but not limited to:</p> <ul style="list-style-type: none"> ○ Falsifying or misrepresenting information before the VPSD, hearings panel or during an appellate proceeding. ○ Disrupting or interfering with the orderly conduct of the hearings panel or appellate proceeding. ○ Instituting a College judicial complaint or grievance knowingly without cause. 	<ul style="list-style-type: none"> ● Unauthorized — preparation, giving, — selling, — transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy — or — administrative procedure. <p>Adopted:</p>	
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<ul style="list-style-type: none"> ○ Attempting to discourage an individual's proper participation, or use of, the College hearings or appellate systems. ○ Attempting to influence the impartiality of the VPSD, members of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a hearings panel or appellate proceeding. ○ Harassing (verbal or physical) and/or intimidating the VPSD, member of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a College hearings panel or appellate proceeding. ○ Failing to comply with the sanction(s) imposed under the Student Code of Conduct. ○ Influencing or attempting to influence another person to commit an abuse of the College hearings or appellate systems. <p>36. Violating published Board of Directors or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.</p> <p>37. Violating federal, state or local laws on College premises or while in attendance at College sponsored or supervised events or committing off campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.</p> <p>38. Aiding and abetting another person in committing an act that violates the Student Code of Conduct.</p> <p>39. Violations of the rules in this section and any other college regulations that may be enacted.</p> <p>40. Engaging or participating in any act against the best interests of the College community.</p>		
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ADMINISTRATIVE PROCEDURE

TITLE: Veterans Benefits and Transition

ADMINISTRATIVE PROCEDURE # 5014

RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment

Umpqua Community College does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Umpqua Community College will permit any individual covered under VA chapter 31 - Vocational Rehabilitation and Employment, or chapter 33 - Post 9/11 VA Education Benefits, to attend or participate in the course of education for at least 90 days following the certification of enrollment.

The information in this administrative procedure will be published in UCC's catalog, schedule of classes, and website.

References:

38 U.S. Code Section 3679 subdivision (e)
Public Law 115-407 sections 103 and 104

RESPONSIBILITY:

The Veterans Certifying Official is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/22/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Disability Discrimination Grievance

ADMINISTRATIVE PROCEDURE # 5145

RELATED TO POLICY # 5145 Non-Discrimination on the Basis of Disability

I. Definitions

Complainant – A student bringing forth a grievance based on a claim of discrimination on the basis of disability, including concerns about a failure to provide a reasonable accommodation.

Complaint – An informal method to discuss a matter of concern, brought by a student or employee to an employee of the College, which may have implications that a College Board Policy and/or Administrative Procedure may have been violated, in order to determine if a grievance is warranted. A complaint is also a method for voicing dissatisfaction with services and instruction received at UCC to a supervisor of a department or program at the College.

Day – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.

Grievance – A formal process initiated by a student or employee when they believe an employee, department, or the College has acted in violation of the College's Board Policies and/or Administrative Procedures, or local, state, or federal laws.

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" will not include the Grievance Hearing Committee or the College Grievance Officer.

President – The President of Umpqua Community College (UCC) or a designated representative of UCC.

Provost – The Provost of Umpqua Community College (UCC) or a designated representative of UCC.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant will be limited to a complaint regarding denial of admission. Former students will be limited to grievances relating to course grades.

Respondent – Any person claimed by a complainant to be responsible for the alleged grievance.

II. Requesting Accommodations

In order for the College to provide reasonable accommodations for students, students must request accommodations from Accessibility Services each term and provide appropriate documentation.

Students may not receive retroactive accommodations. For more information about how to receive accommodations, please contact the Accessibility Services office and/or refer to Board Policy / Administrative Procedure 5140.

III. Disability Grievance Procedure

In the event that any student enrolled in UCC believes that the student disability procedures (BP/AP 5140) have not been followed properly or feels that any action has been directed against them because of a disability, or perception of a disability, by a College employee, the student may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations, and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

Any timeline set forth in the procedure may be extended by the Dean of Student Services upon written application to do so.

No student will be expelled, suspended, disciplined, or in any other way retaliated against for having pursued a grievance in good faith, whether or not the grievance was substantiated. However, anyone wilfully filing a false grievance is subject to discipline.

A. Informal Grievance Procedure

Any student who feels they have been denied access to any service, benefit or opportunity at UCC because of their disability, may attempt to resolve the issue

through the informal grievance process. The steps to follow in the informal procedure are as follows:

Step 1: The student will meet with the Accessibility Services Coordinator. If the grievance is against the Accessibility Services Coordinator, the student will meet with the Dean of Student Services. If the grievance is against either of these individuals, the student will meet with the Provost or their designee. The meeting will be documented.

Step 2: The Accessibility Services Coordinator will meet with the Dean of Student Services to review the student's complaint.

Step 3: The Accessibility Services Coordinator will meet with the individual believed to be responsible for the discrimination and attempt to find a resolution to the grievance.

Step 4: The Dean of Student Services will meet with the supervisor of the individual believed to be responsible for the discrimination to review the student's complaint and the response from the individual.

Step 5: The results of the Dean of Student Services' attempt to resolve the issue will be documented in writing and a copy provided to all persons involved in the grievance.

Step 6: The Dean of Student Services will monitor the situation to insure that the terms of the resolution are followed or complied with by all persons involved in the grievance.

B. Formal Grievance Procedure

If the student is not satisfied with the informal procedure and any suggested resolution, or chooses to skip the informal complaint process, the student may initiate the formal grievance procedure. The steps in the formal grievance procedure are as follows:

Step 1: The student will schedule a conference with the Dean of Student Services or Provost (if grievance is against the Dean of Student Services) within 30 days of the incident. The Dean of Student Services (or Provost) will advise the student of their options and direct the student accordingly. If the Grievance involves a failure to provide a reasonable accommodation, the College may need to request information from a qualified medical provider regarding the student's limitations, if that has not already occurred, and the student shall cooperate in that process by authorizing the disclosure of such medical information. The Dean may also

endeavor to determine if the charges can be resolved by mutual agreement of the parties involved, on a basis acceptable to the student.

Step 2: If not resolved at Step 1, the student will file a written grievance with the Dean of Student Services (or Provost) within five (5) days of the decision by the Dean (or Provost). A formal grievance form will be available at the office of the Dean of Student Services.

Step 3: Within ten (10) days of receipt of the grievance, the Provost or designee will set a date and time for a hearing with the student and the respondent(s).

The student complainant and the respondent will be notified in writing of the time and place for the hearing with sufficient time to prepare any presentation they may wish to make. All parties may be represented at the hearing and will have the opportunity to examine all witnesses.

Step 4: Following the hearing and within 20 days of receiving the formal grievance, the Provost will report their findings, conclusions, and any actions taken to resolve the grievance in writing to the complainant and the respondent.

C. Appeals

The student may appeal the decision of the Provost or designee to the President within 5 days of receipt of notice of the decision. If the request is not filed within the prescribed time, it will be deemed that the student accepts the findings of the Provost.

Step 1: The written appeal will include a written response to the findings and conclusions and will also address the grounds for the appeal. The following are the only grounds for appeal:

- A procedural error or irregularity, which materially affected the decision.
- New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.

Appeals will be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

Step 2: The President (or designee) will render a decision and submit a written report of findings and will notify the student in writing within 10 days of receipt of the appeal.

The President (or designee) shall decide whether to uphold the original decision.

Step 3: If the student is dissatisfied with the President's (or designee's) response to their appeal, the student may pursue other legal remedies.

For additional information regarding claims of disability discrimination, students are directed to the following:

Seattle Office, Office of Civil Rights, United States Department of Education

Address: 915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: 206-220-7900

FAX: 206-220-7887

TDD: 877-521-2172

Email: OCR.Seattle@ed.gov

And/or

Seattle Field Office, United States Equal Employment Opportunity Commission

Address: Federal Office Building, 909 First Avenue, Suite 400, Seattle,
WA 98104-1061

Telephone: 1-800-669-4000

Fax: 206-220-6911 FAX 206-607-1601

TTY: 1-800-669-6820

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/22/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Responsibilities, Rights, and Freedoms

ADMINISTRATIVE PROCEDURE # 5530

RELATED TO POLICY #

I. Student Responsibilities

A. Students will be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities, and knowing the rules and regulations governing the educational community.
2. Following the lawful direction of college personnel, including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom, including face-to-face, online, and hybrid class formats, and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication, and interactions.
7. Properly using college equipment, computers and facilities, including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in labs and classrooms.
9. Complying with local, state, and federal laws.
10. Utilizing established procedures to influence change or challenge UCC policies and regulations.

II. Student Rights

A. Students will have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing in the syllabus.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students will have the right to be notified of the charges, will be afforded the opportunity to be heard, and will have the right to be assisted without prejudice by an advisor who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

III. Student Freedoms

A. Students will be free to:

1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government, as a condition of institutional recognition.
2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
3. Examine and discuss all questions of interest to them and express opinions publicly and privately. In accordance with Board Policy 723 Free Speech and Distribution of Materials, students will be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the College or violate college policies or procedures.
4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Leadership Board serves as the student government body, and through this body, students are afforded the right to have student representation on selected UCC councils and committees.

5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.

B. Students will be free from:

1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination Umpqua Community College and its Board of Education provide equal educational and employment opportunities and provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, place of birth, age, sexual orientation, gender identity or expression, marital status, disability, political affiliation or belief, GED, veteran status, or/and other status or characteristic protected by applicable state or federal law.
2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/22/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

<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 2019-20</p>	<p>Date: November 13, 2019</p>
<p>Natalya Brown, CFO, will present financial reports for fiscal year 2019-20, ending September 30, 2019.</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

<u>Assets</u>			
	September 30, 2019	September 30, 2018	% change
Current assets:			
Cash and investments	12,579,652	11,087,653	13.46%
Receivables, net of allowance for uncollectibles:			
Property Taxes	346,384	334,409	3.58%
Accounts/grants	3,430,596	3,524,475	-2.66%
Accounts Receivable - Due from Foundation	4,459,823	4,555,953	-2.11%
Inventories	219,283	199,706	9.80%
Prepaid expenses	658,458	779,027	-15.48%
Total current assets	21,694,197	20,481,224	5.92%
<u>Liabilities</u>			
Current liabilities			
Accounts payable	209,783	39,131	436.10%
Payroll liabilities	547,219	303,638	80.22%
Unearned revenue	705,948	692,823	1.89%
Total current liabilities	1,462,950	1,035,591	41.27%
<u>Net Position</u>			
Net Position by Fund Groups			
General Fund	8,577,544	7,442,082	15.26%
Capital Project Fund	237,934	330,200	-27.94%
Debt Service Fund	7,979,874	7,972,736	0.09%
Financial Aid Fund	510,889	995,867	-48.70%
Grants & Contracts	95,285	(67,684)	-240.78%
Administratively Restricted Funds	1,721,751	1,814,168	-5.09%
Insurance Fund	132,818	34,190	288.47%
Agency Funds	24,284	20,112	20.74%
Internal Service Funds	676,207	528,688	27.90%
Enterprise Funds (Bookstore, Catering, Cafeteria)	274,661	375,273	-26.81%
Total net position	20,231,247	19,445,632	4.04%
Total current liabilities and net position	21,694,197	20,481,224	5.92%

UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON

Statement of Revenues, Expenses, and Changes in Net Position
Budget Basis

	September 30, 2019	September 30, 2018	% change
Operating revenues:			
Tuition and fees	3,654,075	3,860,200	-5.34%
Federal student financial aid	-	425,000	-100.00%
Federal grants and contracts	68,405	5,205	1214.21%
State grants and contracts	934,785	671,289	39.25%
Nongovernmental grants and contracts	839,164	929,346	-9.70%
College store, special events sales	378,870	503,905	-24.81%
Other operating revenue	69,595	118,201	-41.12%
Total operating revenue	<u>5,944,893</u>	<u>6,513,146</u>	<u>-8.72%</u>
Operating expenses:			
Instruction	1,412,421	1,056,642	33.67%
Instructional support	586,746	427,214	37.34%
Student services	1,232,893	1,016,583	21.28%
College support services	1,017,376	864,325	17.71%
Community service	143,961	115,148	25.02%
Student financial aid	606,252	595,265	1.85%
Debt Service	-	10	-100.00%
Plant and operations	342,753	275,716	24.31%
Facilities acquisition / construction	41,910	14,856	182.12%
Total operating expenses	<u>5,384,310</u>	<u>4,365,758</u>	<u>23.33%</u>
Operating gain / (loss)	<u>560,583</u>	<u>2,147,387</u>	<u>73.89%</u>
Non-operating Revenues-(expenses)			
State community college support	3,545,508	2,859,544	23.99%
Property taxes	82,279	76,706	7.26%
Investment Income	61,923	13,224	368.28%
Total non-operating revenues-(expenses)	<u>3,689,710</u>	<u>2,949,474</u>	<u>25.10%</u>
Change in net position	4,250,292	5,096,861	-16.61%
Net Position - beginning of year	<u>15,980,954</u>	<u>14,348,771</u>	<u>11.38%</u>
Net Position - end of period	<u><u>20,231,247</u></u>	<u><u>19,445,632</u></u>	<u><u>4.04%</u></u>

UMPQUA COMMUNITY COLLEGE

GENERAL FUND	For the period ending September 30					Fiscal Year 2019-20		
	FY 2019-20		FY 2018-19			Budget	Forecast	Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	% of Total Actuals			
REVENUE								
State comm college support	\$ 3,545,508	28%	\$ 2,859,544	25%	25%	\$ 12,702,701	\$ 12,702,701	\$ -
Property taxes	82,279	2%	76,706	2%	2%	3,892,627	4,113,934	221,307
Tuition and Fees	2,600,017	36%	2,706,292	39%	41%	7,135,244	6,341,505	(793,739)
Other revenue	59,040	18%	15,533	6%	3%	336,000	328,001	(7,999)
Total revenue	<u>\$ 6,286,844</u>	<u>26%</u>	<u>5,658,075</u>	<u>25%</u>	<u>25%</u>	<u>24,066,572</u>	<u>23,486,141</u>	<u>(580,431)</u>
EXPENDITURES								
Instruction	1,036,800	11%	\$ 1,037,179	12%	13%	9,066,334	8,640,003	426,331
Instructional Support	255,745	17%	233,879	17%	19%	1,530,845	1,504,380	26,465
Student Services	499,631	17%	416,917	16%	18%	2,909,496	2,939,005	(29,509)
College Support Services	1,246,312	18%	1,281,601	34%	21%	6,954,364	6,923,958	30,406
Financial Aid	67,582	8%	67,078	7%	10%	861,183	675,815	185,368
Transfer Out	-	0%	-	0%	0%	2,683,776	2,683,776	-
Total expenditures	<u>3,106,070</u>	<u>13%</u>	<u>3,036,653</u>	<u>14%</u>	<u>16%</u>	<u>24,005,998</u>	<u>23,366,937</u>	<u>639,061</u>
Net revenue (expenditures)	3,180,774		2,621,421			60,574	119,204	58,630
Fund balance at start of year	5,396,770		4,028,956			4,807,182	5,396,770	589,588
Fund balance at report date	<u>\$ 8,577,544</u>		<u>\$ 6,650,377</u>			<u>\$ 4,867,756</u>	<u>\$ 5,515,974</u>	<u>\$ 648,218</u>

AMOUNTS USED FOR BUDGET AND FORECAST

REVENUE:

State comm college support: CCSF for 2019-21 (in millions)

Estimates are based on the prior year trend

EXPENDITURES:

Estimates are based on the prior year trend

\$ 640.9 \$ 640.9

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

**Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
GENERAL FUND**

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		Positive (Negative)
Revenue:				
Property taxes	\$ 3,892,627	\$ 3,892,627	\$ 82,279	\$ (3,810,348)
Tuition and fees	7,105,244	7,135,244	2,600,017	(4,535,227)
State Appropriation	11,996,982	12,702,701	3,545,508	(9,157,193)
Interest income	156,000	156,000	53,946	(102,054)
Other	210,000	180,000	5,094	(174,906)
Total revenues	23,360,853	24,066,572	6,286,844	(17,779,728)
Expenditures:				
Instruction	9,066,334	9,066,334 (1)	1,036,800	8,029,534
Instruction Support	1,440,234	1,530,845 (1)	255,745	1,275,100
Student Services	2,891,061	2,909,496 (1)	499,631	2,409,865
College Support Services	6,909,364	6,954,364 (1)	1,246,312	5,708,052
Financial Aid	861,183	861,183 (1)	67,582	793,601
Contingency	386,591	938,264 (1)	-	938,264
Reserves	3,929,492	3,929,492 (1)	-	3,929,492
Total expenditures	25,484,259	26,189,978	3,106,070	23,083,908
Revenues over-(under) expenditures	(2,123,406)	(2,123,406)	3,180,774	5,304,180
Other financing sources-(uses)				
Transfer out	(2,408,776)	(2,683,776) (1)	-	2,683,776
Total other financing sources-(uses)	(2,408,776)	(2,683,776)	-	2,683,776
Net change in fund balance	(4,532,182)	(4,807,182)	3,180,774	7,987,956
Fund balance - July 1, 2019	4,532,182	4,807,182	5,396,770	589,588
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 8,577,544	\$ 8,577,544

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

CAPITAL PROJECTS FUND

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Local & Private Grants	\$ -	\$ -	\$ 13,401	\$ 13,401
Other	-	-	7,296	7,296
Total revenues	-	-	20,697	20,697
Expenditures:				
Facilities acquisition / construction	506,133	506,133 (1)	41,910	464,223
Contingency	145,270	145,270	-	145,270
Total expenditures	651,403	651,403	41,910	609,493
Revenues over-(under) expenditures	(651,403)	(651,403)	(21,214)	630,189
Other financing sources-(uses)				
Transfers in	371,270	371,270	-	(371,270)
Total other financing sources-(uses)	371,270	371,270	-	(371,270)
Net change in fund balance	(280,133)	(280,133)	(21,214)	258,919
Fund balance - July 1, 2019	280,133	280,133	259,148	(20,985)
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 237,934	\$ 237,934

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

DEBT SERVICE FUND

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ 493,891	\$ 493,891	\$ 181,185	\$ (312,706)
Intergovernmental-state and federal	70,890	70,890	-	(70,890)
Interest income	9,000	9,000	4,450	(4,550)
	<u>573,781</u>	<u>573,781</u>	<u>185,635</u>	<u>(388,146)</u>
Expenditures:				
Debt service:				
Principal	6,415,000	6,415,000 (1)	-	6,415,000
Interest	960,564	960,564 (1)	-	960,564
	<u>7,375,564</u>	<u>7,375,564</u>	<u>-</u>	<u>7,375,564</u>
Total expenditures	<u>7,375,564</u>	<u>7,375,564</u>	<u>-</u>	<u>7,375,564</u>
Revenues over-(under) expenditures	<u>(6,801,783)</u>	<u>(6,801,783)</u>	<u>185,635</u>	<u>6,987,418</u>
Other financing sources-(uses)				
Transfers in	<u>1,388,465</u>	<u>1,388,465</u>	<u>-</u>	<u>(1,388,465)</u>
Net change in fund balance	<u>(5,413,318)</u>	<u>(5,413,318)</u>	<u>185,635</u>	<u>5,598,953</u>
Fund balance - July 1, 2019	<u>7,705,986</u>	<u>7,705,986</u>	<u>7,794,239</u>	<u>88,253</u>
Fund Balance - September 30, 2019	<u>\$ 2,292,668</u>	<u>\$ 2,292,668</u>	<u>\$ 7,979,874</u>	<u>\$ 5,687,206</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

FINANCIAL AID FUND

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 8,388,118	\$ 8,388,118	\$ -	\$ (8,388,118)
Intergovernmental - state	2,171,500	2,171,500	626,718	(1,544,782)
Local & Private Grants	2,000,000	2,000,000	422,842	(1,577,158)
Total revenues	12,559,618	12,559,618	1,049,560	(11,510,058)
Expenditures:				
Student Loans and Financial Aid	12,559,618	12,559,618 (1)	538,670	12,020,948
Revenues over-(under) expenditures	-	-	510,889	510,889
Net change in fund balance	-	-	510,889	510,889
Fund balance - July 1, 2019	-	-	-	-
Fund Balance - September 30, 2019	\$ -	\$ -	510,889	\$ 510,889

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

**Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS
For period ending September 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		Positive (Negative)
Revenue:				
Intergovernmental- federal	\$ 2,277,726	\$ 2,229,217	\$ 68,405	\$ (2,160,812)
Intergovernmental-state	1,682,367	3,792,476	308,067	(3,484,409)
Nongovernmental grants and contracts	1,073,629	1,156,647	389,689	(766,958)
Total revenues	5,033,722	7,178,340	766,160	(6,412,180)
Expenditures:				
Instruction	1,117,139	1,117,139 (1)	110,404	1,006,735
Instruction Support	886,053	1,012,324 (1)	139,610	872,714
Student Services	1,965,983	2,022,266 (1)	352,530	1,669,736
Community Services	826,641	920,975 (1)	95,101	825,874
College Support Services	237,906	1,912,406 (1)	-	1,912,406
Contingency	-	193,230 (1)	-	193,230
Total expenditures	5,033,722	7,178,340	697,645	6,480,695
Revenues over-(under) expenditures	-	-	68,515	68,515
Fund balance - July 1, 2019	-	-	26,769	26,769
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 95,284	\$ 95,284

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

**Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
ADMINISTRATIVELY RESTRICTED FUND**

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		Positive (Negative)
Revenue:				
Tuition and fees	\$ 2,617,112	\$ 2,745,362	\$ 872,840	\$ (1,872,522)
Intergovernmental - state and federal	1,800	1,800	-	(1,800)
Local/Private Grants & Contracts	103,455	103,455	13,233	(90,223)
Other	1,038,433	1,038,433	24,289	(1,014,144)
Total revenues	3,760,800	3,889,050	910,362	(2,978,688)
Expenditures:				
Instruction	2,483,752	2,483,752 (1)	265,217	2,218,535
Instruction Support	859,409	859,409 (1)	190,108	669,301
Student Services	1,197,938	1,601,188 (1)	113,734	1,487,454
College Support Services	549,618	549,618 (1)	45,190	504,428
Community Services	122,000	122,000 (1)	34,099	87,901
Contingency	25,000	25,000 (1)	-	25,000
Total expenditures	5,237,717	5,640,967	648,346	4,992,621
Revenues over-(under) expenditures	(1,476,917)	(1,751,917)	262,015	2,013,932
Other financing sources-(uses)				
Transfers in	261,613	536,613	-	(536,613)
Transfers Out	(18,195)	(18,195) (1)	-	18,195
Total other financing sources-(uses)	243,418	518,418	-	(518,418)
Net change in fund balance	(1,233,499)	(1,233,499)	262,015	1,495,514
Fund balance - July 1, 2019	1,233,499	1,233,499	1,459,736	226,237
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 1,721,751	\$ 1,721,751

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

INSURANCE FUND

For period ending September 30, 2019

	<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>
Expenditures:				
College Support Services	\$ 370,000	\$ 370,000 (1)	\$ 45,992	\$ 324,008
Contingency	82,633	82,633 (1)	-	82,633
	<u>452,633</u>	<u>452,633</u>	<u>45,992</u>	<u>406,641</u>
Total expenditures				
Revenues over-(under) expenditures	<u>(452,633)</u>	<u>(452,633)</u>	<u>(45,992)</u>	<u>406,641</u>
Other financing sources-(uses)				
Transfers in	<u>295,000</u>	<u>295,000</u>	<u>-</u>	<u>(295,000)</u>
Net change in fund balance	(157,633)	(157,633)	(45,992)	111,641
Fund balance - July 1, 2019	<u>157,633</u>	<u>157,633</u>	<u>178,810</u>	<u>21,177</u>
Fund Balance - September 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 132,818</u>	<u>\$ 132,818</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

**Schedule of Revenues, Expenditures and Changes in
Fund Balance-Budget and Actual
AGENCY FUNDS**

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 27,000	\$ 27,000	\$ 167	\$ (26,833)
Expenditures:				
Student Services	103,879	103,879 (1)	1,962	101,917
Total expenditures	103,879	103,879	1,962	101,917
Revenues over-(under) expenditures	(76,879)	(76,879)	(1,795)	75,084
Other financing sources-(uses)				
Transfers in	50,195	50,195	-	(50,195)
Net change in fund balance	(26,684)	(26,684)	(1,795)	24,889
Fund balance - July 1, 2019	26,684	26,684	26,079	(605)
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 24,284	\$ 24,284

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

INTERNAL SERVICE FUND

For period ending September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 33	\$ 33
Interest income	-	-	3,527	3,527
Other	181,875	181,875	32,748	(149,127)
Total revenues	181,875	181,875	36,308	(145,567)
Expenditures:				
College Support Services	189,375	189,375 (1)	22,634	166,741
Total expenditures	189,375	189,375	22,634	166,741
Revenues over-(under expenditures)	(7,500)	(7,500)	13,674	21,174
Net change in fund balance	(7,500)	(7,500)	13,674	21,174
Fund balance - July 1, 2019	587,500	587,500	662,534	75,034
Fund Balance - September 30, 2019	<u>\$ 580,000</u>	<u>\$ 580,000</u>	<u>\$ 676,207</u>	<u>\$ 96,207</u>

(1) Appropriation level

UMPQUA COMMUNITY COLLEGE

Roseburg, Oregon

Schedule of Revenues, Expenditures and Changes in

Fund Balance-Budget and Actual

ENTERPRISE FUNDS

For period ending September 30, 2019

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	Final Budget
				Positive
				<u>(Negative)</u>
Revenue:				
Sales	\$ 1,762,074	\$ 1,762,074	378,870	\$ (1,383,204)
Total revenues	1,762,074	1,762,074	378,870	(1,383,204)
Expenditures:				
Instructional Support	120,000	120,000 (1)	1,283	118,717
Student Services	1,705,074	1,705,074 (1)	265,036	1,440,038
Community Services	226,161	226,161 (1)	14,762	211,399
Contingency	157,767	157,767 (1)	-	157,767
Total expenditures	2,209,002	2,209,002	281,081	1,927,921
Revenues over-(under) expenditures	(446,928)	(446,928)	97,790	544,718
Other financing sources-(uses)				
Transfer in	63,428	63,428	-	(63,428)
Total other financing sources-(uses)	63,428	63,428	-	(63,428)
Net change in fund balance	(383,500)	(383,500)	97,790	481,290
Fund balance - July 1, 2019	383,500	383,500	176,871	(206,629)
Fund Balance - September 30, 2019	\$ -	\$ -	\$ 274,661	\$ 274,661

(1) Appropriation level