

UMPQUA COMMUNITY COLLEGE

Umpqua Community College provides accessible and affordable quality college education; life-long learning opportunities; workforce training, and cultural programs for our communities.

UCC Board of Trustees Goals 2013-14

- **Enhance the relationship between the UCC Foundation and the UCC Board of Trustees**
- **Improve external communication and promotion of the college**
- **Evaluate and adopt Facility Master Plan including advocacy for state match opportunities**
- **Assist staff in creating a useful dashboard for monthly meetings**
- **Continue to monitor political/legislative actions and advocate for UCC**

VOL. XLVIII, No. 10 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, APRIL 9, 2014
Work Session re: Procurement and Achieve the Dream, 5:30 pm
Executive Session per ORS 192.660(1)(i) Board Room, following the regular Board meeting

REVISED AGENDA

MEMBERS:

Elin Miller, Chair _____
Betty Tamm, V. Chair _____
Vanessa Becker _____
Bob Bell _____

Sharon Rice _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
Rick Aman _____

I. CALL TO ORDER

Chair Miller

II. ATTENDANCE

Chair Miller

III. CONSENT AGENDA

pp 1 - 5

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.

IV. CHANGES TO THE AGENDA

Chair Miller

V. CITIZEN COMMENTS

Each citizen wishing to address the Board will, prior to speaking, fill in his or her name and city of residence on the sign-in sheet. At the time specified in the agenda, the citizen will begin by stating his or her name and city of residence. Comments will be limited to three to five minutes per individual, at the discretion of the Board Chair. At the conclusion of public comment, Board members may respond to the comments, may ask staff to review a matter, may ask that a matter be put on a future agenda, or may move directly to the next item on the agenda.

VI.	PRESENTATION		
	A. Sabbatical Update	Susan Rochester	pp 6 - 7
VII.	ASUCC REPORT	Sarah Gordon	
VIII.	ACEUCC REPORT	Debbie Hill	
IX.	UCCFA REPORT	Emery Smith	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 8 - 22
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
XIII.	NEW BUSINESS		
	A. Ford Childhood Enrichment Center Fee Increase	Rick Aman	pp 23 - 24
	B. Instructional Fee Increase Request	Roxanne Kelly	p 25
	C. Tuition Proposal	Rebecca Redell	p 26
	D. Fee Increase Request	Rebecca Redell	p 27
	E. Community College Rules of Procurement	Rebecca Redell	pp 28 - 29
	F. Personnel Employment Agreements	Rebecca Redell	pp 30 - 32
	G. Financial Reports FY 2013-14	Natalya Brown	pp 33 - 36
XIV.	BOARD COMMENTS	Chair Miller	
XV.	ADJOURNMENT	Chair Miller	

IMPORTANT DATES:

- Cow Creek Awards Banquet, Saturday, April 12, Convention Center
- UCC Student Veteran's Center Open House, April 17, 11:30 am
- All Oregon Academic Team Awards & Brunch, April 22, Salem Conference Center
- Budget Committee Meeting, April 23, Lang Center, 5:30 pm
- 25th Annual Advisory Reception, Thursday, April 24, Lang Center, 5:30 pm

NEXT BOARD MEETING:

- Wednesday, May 14, 2014, Board Meeting, Board Room, 7:00 p.m.

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

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item


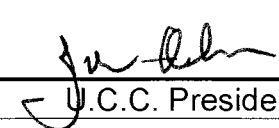
Subject: Consent Agenda	Date: April 9, 2014
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Recommendation:

Recommend approval of:

Minutes of College Board Meeting of March 12, 2014 pp 1-4

Personnel Actions p 5

Recommendation by:  <hr/>	Approved for Consideration:  <hr/> U.C.C. President
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 12, 2014**

The Umpqua Community College Board of Trustees met Wednesday, March 12, 2014, in the UCC Administration Building, Roseburg, Oregon. Board Chair Miller called the meeting to order at 7:06 p.m. and the pledge of allegiance was given.

Directors present:

Vanessa Becker, Bob Bell, Elin Miller, Sharon Rice, Betty Tamm, Wendy Weikum and Joe Yetter

Others present:

Joe Olson	Emery Smith	Krista Johnson	Dennis O'Neill
Robynne Wilgus	Lee Salter	Dan Yoder	
Rebecca Redell	Nancy Nowak	Sarah Gordon	
Rick Aman	Ronda Stearns	Marjan Coester	

Consent Agenda

- A. Board Minutes of February 12, 2014
- B. Personnel Actions

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

Changes to the Agenda

If desired, Chair Miller suggested a discussion under Old Business of the work session which was held prior to the meeting.

Citizen Comments

Jeff Ackerman, Publisher of The News-Review, read a statement to the Board. The statement has been attached to the permanent minutes.

Presentation

Krista Johnson, Scholarship and Donor Relations Coordinator of the UCC Foundation, presented an update on Scholarships. Last Friday the Foundation began taking applications for the new Umpqua Scholarship tuition waivers. Currently, 72 applications have been received with 71 of those being qualified. Applications will continue to be accepted through the end of the week. The GPA of applicants is averaging 3.785 and 52 of the applicants are dual enrolled students. Ms. Johnson said 28% of the applicants were not planning to attend UCC prior to this program. She thanked UCC and Dr. Aman for this program; the Foundation is elated with the results. This coming Friday is also the deadline for the UCC Foundation scholarship applications. Currently, 410 applications have been received; this number is in alignment with previous years. Through funding from the Title III grant the Foundation has purchased

a new software program, Academic Works, for processing applications. It is an exceptional program. The Foundation has been providing bus passes and childcare awards for assisting the needs of students. The Readers Dinner is April 8, in the Lang Center. Dir. Becker commented on the nice website: www.umpqua.academicworks.com . Chair Miller said it is wonderful progress.

ASUCC Report

Sarah Gordon, ASUCC President, reported on recent activities including a pizza party at the compass recognizing the achievement of the women's basketball team. A Study-In will be held this coming Saturday and next week a stress-free zone has been arranged. ASUCC provided funding for five Native Americans to be guest speakers in Emery Smith's class.

ACEUCC Report – There was no report from ACEUCC.

UCCFA Report

Emery Smith, UCCFA President, reported on the finalization of inviting three administrators to become faculty because of their teaching levels. There has been good progress with the Extra Compensation Committee; a rubric is in place and a questionnaire is ready for use. LMC is making progress on procedures and the notification process.

President's Report

In the meeting with the Foundation about the Allied Health & Science building there was conversation about responding to the community need and defending the pursuit of the building. UCC has been continuing efforts, now nearing fruition, with South Umpqua School District (SUSD) to establish a center in south county; the center was a component of the unsuccessful bond. Dan Yoder, Director of Information Technology provided an update on the project. Additionally, in an effort to continue partnership building with k-12 schools, as the College refreshes computers the machines will be cleaned up and donated to SUSD. Dir. Bell noted how the College has been able to refurbish the pool and develop a south county center without a bond; the college is renovating the south county center space in SUSD through a \$400,000 grant through lottery bonds. In closing, Mr. Yoder noted the climate survey will be taken prior to finals week in either late April or early May; the Board will be provided a draft of the questions.

OCCA Report – Dir. Bell said there is no OCCA report.

OLD BUSINESS

Rebecca Redell, Chief Financial Officer, presented the second reading of Policy #302.10 Post-Retirement Employment and requested the Board's approval.

Motion: I move for approval of the second reading of Policy 302.10 Post-Retirement as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

Ms. Redell requested Board approval in the second reading of revised Policy #400 Facilities/Events, allowing SOWI to have the first right of refusal for alcohol service, and new Policy #720.07 Credit Hour, which defines the College's current practice of establishing a credit hour.

Motion: I move for approval of the second reading of Policy 400 Facilities/Events and Policy 720.07 Credit Hour as presented. Motion by Dir. Yetter, seconded by Dir. Rice. Motion was approved by Directors Yetter, Rice, Bell, Becker, and Weikum; Chair Miller and Dir. Tamm abstained.

Ms. Redell presented an updated 2014-2015 Academic Calendar (attached to the permanent minutes) with minor changes to the 2014 Veterans holiday and Spring Term 2015 Registration beginning date. Board approval was requested.

Motion: I move for approval of the revised 2014-2015 Academic Calendar as presented. Motion by Dir. Tamm, seconded by Dir. Becker and carried unanimously.

NEW BUSINESS

Ms. Redell presented a request from Ms. Nancy Nowak, Learning Skills Instructor, for a one-quarter sabbatical leave for fall 2014 in order to research, draft, and revise a writing project. The request has been reviewed and approved by Instruction.

Motion: I move for approval of the Sabbatical Leave Request as presented. Motion by Dir. Becker, seconded by Dir. Bell and carried unanimously.

Instructional Fee Increase Requests were presented by Ms. Redell. After consulting with Vice President Roxanne Kelly, Ms. Redell requested to remove the fees for Dental Assisting from the current request. The fee adjustments related to the Viticulture program will provide the opportunity to bring in better wines for teaching. The application fee for the LPN to RN Bridge will help with the cost of processing applications.

Motion: I move for approval of the Instructional Fee Increase Requests as presented with the removal of the Dental Assisting Program fees. Motion by Dir. Yetter, seconded by Dir. Tamm and carried unanimously.

Resolution No. 7 – Approval to Spend Funds

Ms. Redell presented resolution 7 (attached to permanent minutes) requesting Board approval to increase appropriations in the Special Revenue Fund – Grants and Contracts. Douglas County Partners for Student Success was awarded \$325,230 for a Regional STEM Hub Grant from the State of Oregon. Umpqua Community College will be the fiscal lead on this grant.

Motion: **I move for approval of Resolution #7, Approval to Spend Funds of \$325,230, as presented. Motion by Dir. Tamm, seconded by Dir. Becker and carried unanimously.**

As new business, Chair Miller addressed the concerns shared by Jeff Ackerman. Prior to the meeting Chair Miller was aware Mr. Ackerman may be addressing the Board and received a legal interpretation of the law. The attorney affirmed the college has no flexibility to focus on local vendors. It was desired to do further research into the limits which require a request for proposal; bringing clarity of the purchasing process to constituents is important. Chair Miller thanked Mr. Ackerman for his input and opening the door to a larger discussion.

Chair Miller felt there was a good path forward in working with the Foundation on the Allied Health & Sciences building and asked for any other questions or discussion. She expects a subcommittee will be doing research to bring back answers for the Foundation. The Board discussed the inclusion of "Nursing" to the name of the building. Dr. Olson was confident of opportunities to see how other schools are naming similar buildings.

Board Comments

- Dir. Tamm said UCC's 50th anniversary celebration was wonderful. Ms. Salter thought there were about 400 people present. Chair Miller said it was nicely done.
- Dir. Rice thanked Stephanie Newman, Director of Theatre, for coordinating the showing of NLT's War Horse. It was absolutely marvelous and nicely done.
- On Saturday the UCC Theatre Department will be hosting Oregon One-Act. Dir. Weikum recognized this event as a wonderful opportunity for students.
- Dir. Bell mentioned the William Stafford Centennial which will be held at the Douglas County Library on April 22.
- On a policy level the Board will address options for doing business locally.

Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Elin D. Miller
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Statement by Jeff Ackerman, Policies 302.10, 400, and 720.07, 2014-15 Academic Calendar, and Res. #7



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Rebecca Redell, Chief Financial Officer
SUBJECT: Personnel Actions
DATE: April 9, 2014

Administrative/Confidential-Except Contract:

Toni Clough, Interim SBDC Director
Cynthia Horkey, Title III Grant Project Manager

Full-Time Faculty Contract:

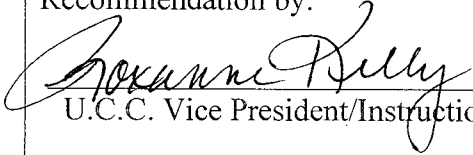

N/A

Administrative/Confidential-Exempt Separation

Jan Baxter, Director of Human Resources

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Sabbatical Presentation	Date: April 9, 2014
<p>Susan Rochester will share her experience and outcomes from her Sabbatical trip taken March 31-April 21, 2013 to Kiev, Kremenchuk, Uzhhorod, Budapest, Vienna and Prague.</p>	
Recommendation by:  _____ U.C.C. Vice President/Instructional Services	Approved for Consideration:  _____ U.C.C. President

Susan Rochester Sabbatical Report

During spring term 2013 I took a one term sabbatical granted by the Board of Trustees of Umpqua Community College. My stated goal for the sabbatical was to create a body of photographs documenting historic examples of birds and mammals of Douglas County. This evolved into a photographic series examining boundaries, both real and imagined, and what might happen if those boundaries were to disappear.

I am happy to report I completed this project, entitled *Trespases*, which in turn spawned two additional projects, also completed. Furthermore, I was able to conduct research for a fourth project, currently in production.

This sabbatical also made it possible for me to accompany the UCC delegation to the Ukraine. While in Ukraine, then later in Vienna and San Francisco, I was able to view natural history collections that informed my perspective while completing this project. It was an amazingly fruitful time, and I extend my sincerest gratitude to the Board and the College for this incredible support.

Below is a breakdown of what I accomplished:

Sourcing materials for set constructions:

I sketched out and constructed maquettes for each photograph. As the project evolved, I developed a very particular concept of what each set piece needed to look like. I tried to repurpose materials as much as possible, using local river stone, floorboards from a demolished coastal hotel, and heirloom linens and china, combined with second-hand scientific implements and library furniture.

Set construction

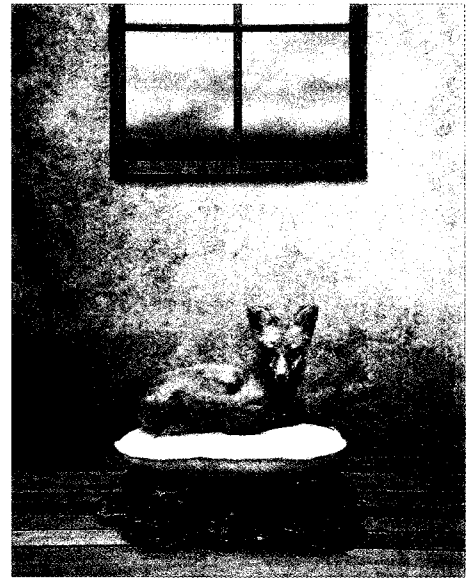
I built the main set installation in my studio. I set up lights and reflectors to supplement and enhance natural light in the studio space.

Specimen selection and tableau set up

The staff of the Douglas County Museum of Natural and Cultural History gave me unrestricted access to the museum's collection of over 1,000 freeze-dried specimens. About once a week I would travel to the museum and select pieces to work with. I'd return to my studio and piece together the elements in a tableau that I would then photograph.

Photography

I initially worked with a large-format film camera. The cost, however, for scanning and printing the images was prohibitive. I then turned to a digital camera, and was able to maintain the



Men have forgotten these truths
© Susan Rochester

quality I wanted at a fraction of the price.

I spent, on average, 5-8 hours photographing each tableau. These sessions involved shooting, then rearranging and reshooting each collection of elements in order to find the most compelling composition and lighting combination.

Image Editing

Post-processing entailed fine-tuning exposure. In some instances, there are as many as five images layered together in order to create the best illusion of light. In most images, there is also the inclusion of an outdoor element, digitally inserted into the studio composition, then digitally enhanced to match color and light.

By the Numbers:

2,000+ photographs made

14 finished images for *Trespases*

30 finished images for *4:23 - 5:07 pm, Kyiv*

30 finished images for *Watching Winograd*

3 exhibits to date, 2 exhibits forthcoming, 3 pending


2 Juror's Awards, 1 Purchase Award

2 Publications (*Mighty Tieton* Exhibit Catalog; San Francisco Museum of Modern Art Blog)

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Reports	Date: April 9, 2014
ASUCC Report	Sarah Gordon
ACEUCC Report	Debbie Hill
UCCFA Report	Emery Smith
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommendation by: _____	Approved for Consideration:  _____ UC.C. President

APRIL 2014 BOARD REPORT

Joe Olson, President

Significant Meetings

Mar. 13	Commissioner Doug Robertson	Mar. 28	Open Forum, Jacoby Lobby
Mar. 18	Douglas County Investment Dev. Board		Umpqua Business Center Board Meeting
	Larry Parsons, Roseburg School Dist. Supt.	April 1	Achieve the Dream Cohort Meeting
	Early Learning Hub	April 2	Michael Lasher, Douglas ESD Supt.
Mar. 21	Tom Keel	April 3	Myrtle Creek Chamber Meeting
Mar. 26	Dr. Jeremy Brown, Portland CC President	April 4	State Treasurer Ted Wheeler
Mar. 27	Steve Perkins, Sutherlin SD Supt.	April 5	Douglas Electric Annual Meeting
	Open Forum, Jacoby Lobby	April 8	Superintendents Meeting

In a recent meeting with one of the community's more influential members, he happened to mention the College seemed to be picking up momentum and, with our enhanced marketing campaign, scholars program, and the pool, there seems to be more recognition of all that we offer at UCC. On April 2 I had the opportunity again to hear similar comments from our regional ESD Superintendent. I find these comments encouraging and as a qualitative indicator that we are making sound and effective decisions.

Next year's budget is looking somewhat better than we anticipated and, through Dan's highly reliable research, we believe there will be slight gains in enrollment. This increase is in part due to enhanced community recognition as well as daily efforts in reaching out to the k12 population.

I recognize these words are a theme I have partially conveyed over the last three months. I do feel it is important, however, for us to keep these positive comments in mind as we spend time in the community so we each can respond to the question, "What is UCC doing?" Over and over I have said one of my goals is to develop UCC into the most valued community resource. And while this is difficult to measure I believe we are well on our way to this goal.

**Board Report
Instructional Services
April 2014**

Dr. Roxanne Kelly, Vice President for Instruction

- On March 6th, Jesse Morrow, Jason Aase, Bill Armstrong and I met with Brett Jeter and Penelope Diebel from OSU regarding building UCC's Agriculture Program. This partnership will allow seamless transfer for our students into a number of areas of study.
- The Deans and I attended the Western Alliance of Community college Academic Leaders in Tempe, Arizona March 12-14. We learned about a number of best practices for improving student success.
- Instruction has worked diligently in adjusting our 2014-2015 budgets to meet the necessary cuts.
- Toni Clough, Business Instructor will be serving as the Interim SBDC Director position through June 2014. The search for a permanent SBCD/UBC Director is underway.
- The Achieving the Dream Consortium, which consist of UCC, SWOCC and KCC, will be meeting with the Leadership and Data coaches at UCC on March 31 & April 1st. Both coaches are pleased with the progress UCC has shown toward accomplishing our ATD goals.

Dr. Ali Mageehon, Dean of Academic Support:

ABS:

- André Jacob attended COABE's (Commission on Adult Basic Education) annual conference on March 16 – 19.
- Clay Morrow, Tyler Ramos, Brent Lewis, and Michael Wheeler completed Oregon Adult Basic Skills Learning Standards training on March 14th.
- April Hamlin attended Oregon Adult Basic Skills Learning Standards training for ABS Directors on March 5; and OCABSD's quarterly meeting on March 6 – 7.
- 60 students attended ABS Orientations for Spring Term, with plans to earn the GED or Adult High School Diploma.
- The April 17th Woolley Center Learning Garden's fundraiser "A Locavore's Night Out" is coming up! Please purchase tickets and plan to support the production garden on campus and the Woolley Center Learning Garden!

Success Center:

- The Success Center served 303 students during the 2014 winter term, versus the 261 students served during the 2013 winter term. The number of visits increased from 1223 to 1837.
- Lead Tutor, Daniel Bates and Director Terrance Bradford attended the 2014 National Association of Developmental Educators conference in Dallas, TX. Director Bradford presented the session, "Making Every Student Matter" to over 30 professionals from across the country and Canada.
- The Success Center is now offering Skills Tutors who are available to assist with general tutoring questions, study tips, etc.

eLearning and Educational Partnerships:

- The Educational Partnerships Office coordinated with the Douglas ESD, South Coast ESD, SWOCC, and EOU to submit a grant proposal to ODE to replicate the Eastern Promise college readiness model in our region.
- A group of 24 high school teachers and UCC faculty met at the Danny Lang Center to discuss ways to improve communication about CTE programs of study with students, parents, and

counselors. The group examined existing promotional pieces and will meet again to develop a renewed communication plan.

- Elizabeth Bastian, currently serving as the part-time Perkins Specialist, has been brought on full-time to continue working on Perkins projects as well as to coordinate Career Pathways and CCWD Point of Contact tasks, streamlining the flow of tasks involved in CTE program development, state submission, and student completion.
- The LMS Subcommittee met to review the 25 non-teaching and learning criteria for a new Learning Management System. Previews of the two finalists, Blackboard and Canvas, were held on campus and online of the student and editor views of the LMS. A recommendation will be made to the Campus Technology Oversight Committee in April.

JOBS:

- The JOBS Program will be running a pilot beginning March 31st called, “Workforce Readiness”. Topics will include Career Exploration, Work Ethics and Problem Solving, Effective Communication, and Prioritization and Goal Setting.
- Sara Carson attended the Workforce Partner and SSP Program Meeting on March 12th. The state requested each district to provide each of their sector strategies in helping clients gain employment. In addition, UCC JOBS has been asked to provide a local worksite agreement template to include additional slots for the next contract year.
- UCC JOBS will be offering JOBS clients the opportunity to take Drivers Education courses, and preparation classes to test for their permits. These classes will be offered through Community Education. JOBS can provide this service for the remainder of this contract year.

Jesse Morrow, Dean of Career Technical Education:

Division News:

- CTE Chairs and Program Leads are working on possible Perkins projects (2013-14). Requests are coming in from High School Principals and Superintendents to expand CTE courses and offerings for their juniors and seniors.
- Attendance for Western Alliance Conference was rewarding and the Deans now have access to some useful tools to use towards students success.

Automotive:

- Toyota Corporate has donated \$20,000 to help with minor remodeling, painting and lighting to UCC’s automotive facility. They are encouraging a matching donation from UCC’s T-TEN Toyota dealer group.
- Construction has begun with several updates being completed during spring break. The painting and lighting improvements are scheduled to start as soon as spring term ends.

Culinary Arts:

- River Rush Catering had its busiest fall term on record. The Lang Event Center was booked most of the weekends and a majority of the events were off campus groups holding events on UCC’s campus.
- Culinary arts winter capstone dinners were a great success. The students were able to learn real life restaurant service to the largest audience so far for the winter capstones.
- Spring Prix Fixe dates are set:
 - ~4/17: is a Pre Prix fixe dinner designed to teach the student so successfully organize and complete each of their dinners. This is a fundraiser for the Woolley garden coordinated by Vista volunteer Sam Monohon:
 - ~5/08: Prix Fixe #1
 - ~5/22: Prix Fixe #2
 - ~6/05: Prix Fixe #3

Dental Assisting:

- Enrollment is holding at 20 students
- Several of the 2014 students have been offered employment upon graduation
- Many of our local dental offices now have UCC dental assistants working in their practices
- Staff training & development coming up at the Oregon Dental Conference-April 3-5
- Field trip for students at Crown Works in Sutherlin

Nursing:

- Nursing is reviewing the class structure to offer in such a way to reduce Full Time faculty overload to meet the needs of students and program. Low enrolled classes for summer monitoring are in full force and adjustment to the schedules will be appropriate. The Chair and Nursing staff are revising the current job descriptions to align them to the Nursing Accreditation body for future hires. Discussion on the better use of the Nursing Skills Resource Center, with the formation of a task force to have discussion on how to use the facility to enhance the students clinical skills.

Community & Workforce Training:

- Driver Education Coordinator, Judy Ode presented a session to Douglas County's Teen Court. Teen Court is a program that promotes responsibility and accountability for first-time offenders ages 13-17 who have pled guilty to nonviolent charges. Judy spoke about driver safety and how minor and major criminal offenses can affect your ability to qualify for a driver's license or enter certain fields of employment later on in life.
- The Director presented an informational session to SHRM (Society of Human Resource Managers) on the employer services UCC offers businesses and organizations in the district.
- During spring break, the Community Ed and Engineering departments delivered successful continuing education trainings to wastewater operators preparing for certification exams. Forty nine operators attended from the district and around the state.

Jason Aase, Dean of Arts and Sciences:Fine & Performing Arts

- Three pieces from Susan Rochester's sabbatical works were juried into the upcoming PhotoWorks Northwest at UVAA, and one of Susan's pieces was featured on the San Francisco Museum of Modern Art blog.
- The college's recent art acquisitions are in process of being placed around campus.
- The Art Gallery is currently showcasing a collection of works by Holly Andres and Luc Demers
- UCC hosted the first annual Oregon One-Act Festival in March.

VE/SOWI

- Chris Lake attended the annual VESTA conference in Richmond, VA in March.
- Submitted grant request in March to AACC Center for Workforce and Economic Development for \$150,000 (\$50K for each of 3 years). Award will be announced in April.
- Submitted grant request in March to Kauffman Foundation to hire a full-time EIR (Entrepreneur in Residence) to stimulate regional economic development.
- Dwayne Bershaw began the two-year study and testing process for WSET Level IV (Wine & Spirits Education Trust).
- V&E Hosted the Greatest of the Grape Judging on February 28.
- The VESTA State Coordinator position (vacant for the last 2 years) has been filled through VESTA funding.

Communication/Social Science/World Languages

- March is International Listening Awareness Month. To help increase awareness about the importance of listening, one of the SP 105 students set up a “listening table” in the campus center lobby where others could vent, practice a speech, practice interview skills, or simply feel heard. The student who developed the project earned part of her grade for the class as a result of her reflection on the project.

Science

- Becky Chappel and Karen Carroll shared ‘WOW!’ science demonstrations at Cobb Street School and the YMCA. We are looking forward to more opportunities to showcase the expertise of our science faculty to area schools and inspire the next generation of scientists!
- Video interviews have been scheduled for the first week of April for the initial screening of chemistry instructor applicants.

ECE/ED

- Gwen is tirelessly working to organize and guide the Regional Achievement Collaborative (DCPSS) and the two associated hubs – the Douglas County Early Learning Hub, and the Douglas County STEAM Hub (recently created via a \$325,000 state grant awarded to the DCPSS). We are in the process of creating an operational plan for the STEAM hub with 10% of the grant award, which will, upon acceptance of the plan by the state, release the remaining 90% of the grant.

David Hutchison, Library Director:

- The library hosted ASUCC’s Winter Term Study In for students to prepare for Finals Week.
- Valerie has been adding new materials to the Reserve Collection in preparation for Spring Term.
- The library will begin loaning laptops for day use outside of the library for the first time, beginning in April
- In celebration of National Poetry Month the library will have a poetry contest for students during the month of April

Achieve the Dream Board Report

April 2014

Annual Reflection Process Begins:

-March 18, four core team members participated in a webinar regarding the annual reflection process. The document will be looked at by the Lumina foundation and our coaches. We will receive feedback late summer/early fall. We also learned about the three year application process for becoming a leader college, which we will begin this year. Both documents are due May 8.

Benefits: The Leader College Distinction

- Priority opportunity for competitive grants through the Achieving the Dream Grant Program.
- Recognition as sources of expert advice for national and regional events.
- Features in Achieving the Dream promotional and technical assistance materials.
- Branding as a national exemplar through the right to display the Leader College logo on your college's website and in communications materials.
- Opportunity to serve as mentors within the Achieving the Dream National Reform Network and advocate for the principles of Achieving the Dream.

Priority Updates:

PRIORITY 2

Intrusive Advising:

- Advising & Career Services staff along with Admissions/Registration staff attended a webinars regarding intrusive advising and working with veterans with PTSD.
- Subcommittee members have been working in conjunction with Chemeketa CC and Lane CC to understand the pros/cons within Banner in implementing mandatory advising holds and/or pins. Pins have been utilized the past year to ensure all new students attend a new student orientation. Holds will now be utilized as a second phase of advising for pre-registration purposes. Training will be developed for advising staff to use Native Banner.

Peer Mentoring:

- The mentors developed a survey which was sent to all UCC employees to garner feedback about how the program could best serve students. Forty-nine responses were received as of 2/22.
- Collaborating with the Success Center is in process; the mentors met with Terrance Bradford and there is discussion as to how students in his HD courses could be directly connected to the mentors. The mentors will also be meeting with Mary Morris to discuss how the mentors can be tied into New Student Orientation.

PRIORITY 3

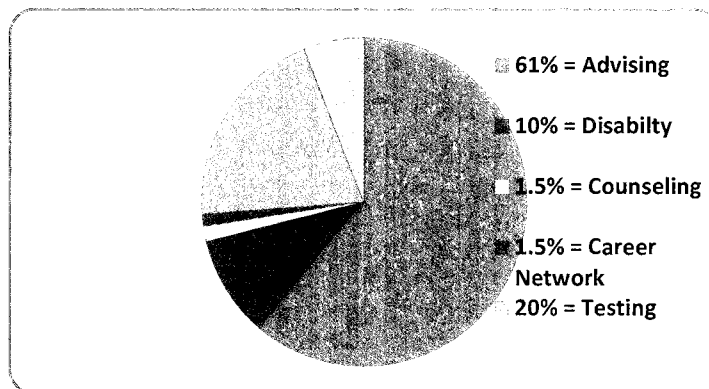
- The Core Skills Mastery College Prep Program has served 80 students this year. Preliminary data suggest that students who participate in this initiative have higher placement test scores, GPAs, and persist.

**Umpqua Community College
Vice President for Student Development
Board Report – April 2014**

Student Services- Rick Aman, Vice President

- Monday, March 3 the Welcome Center held its Open House with a Chili Cook-Off
- Wednesday, March 5th, Douglas County VetNet Meeting was held at the Roseburg National Guard
- Working on the Veteran Center grand opening
- Cynthia Horkey, Title III Manager started March 18th

**Academic Advising, Counseling, Testing, Disability and Career Services
Mandie Pritchard, Director**



Intrusive Academic Advising: An Effective Strategy to Increase Student Success

Chris Grant, Danielle Haskett, Sue Windsor, Mandie Pritchard, Mary Morris, Kira Oerman, Marty Garrison, Marjan Coester, Carol Kidd and Robyn VanCleave participated in a webinar to help improve the success of UCC's students. Participants had the opportunity to receive the following information:

- Learn the principles and philosophy of Intrusive Academic Advising
- Review how and why Intrusive Academic Advising impacts student achievement, persistence, and success
- Learn how to implement Intrusive Academic Advising programs and interventions
- Learn best practices in Intrusive Academic Advising

Student Life Office - Marjan Coester, Director

Student Government:

- Held a pizza feed for our Girls Basket Ball Team
- Student Study In took place in the Library on Saturday, March 15th with snacks and sandwiches
- Offered out Stress Free Zone in Campus Center with healthy snacks and a Massage Therapist

Student Life:

- Student Ambassadors and Mentors attended the SALT training
- The Dental Van came to campus
- Final Preparations are being made for the Veteran Center grand opening
- Went Furniture shopping for Veteran Center

SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$255,473. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

Activities related to meeting grant objectives:

Summary of support to students in order to meet objectives of Good Academic Standing/
Persistence/Graduation/Transfer:

- TOP had a total of 65 students complete the UCC scholarship application. We are looking forward to seeing the results of their hard work.
- TOP students that earned a GED spoke about their experiences as a UCC student to Phoenix school and the Woolley Center.
- Two TOP/ UCC students have been accepted into the Family and Human Services program at the University of Oregon. This is a limited entry, selective program.
- Guest speakers for the First year cohorts include: Dream Savers and Krista Johnson from the UCC Foundation. The theme for winter term is planning college finances. Spring term the first year cohorts will be working on career planning.

Educational Talent Search / Upward Bound – Missy Olson, Director

Educational Talent Search

Since our program serves seven high schools and has over 185 seniors, our staff spent the first two weeks in March helping those seniors apply for the UCC Scholars program and the UCC foundation. They help the high school staff administer the Compass test, as well as write letters of recommendation, confirm FAFSA application status, and ensure all documents are properly uploaded. It is our goal for ETS students to be able to attend the college of their choice with as little debt as possible.

Upward Bound

Upward Bound students have been filling out college profiles on College Greenlight. They attended a Saturday Seminar on March 22, where they compared colleges, reviewed scholarships, and did several activities around Locus of Control. The program is starting to interview potential summer instructors for the summer academy. We will be focusing on "Strengthening the Spirit", so in addition to the regular language arts, math, science and foreign language classes, we will also be working on the students improving their health outlook and confidence. These are key components to future success.

Ford Childhood Enrichment Center – Ronda Stearns, Director



March has been full of all kinds of adventure for the staff and children of the Ford Childhood Enrichment Center. Among our topics for the month was wind and weather, hikes on campus, and where do bubbles go. There was a lot to do, and study, and we managed to close out the winter term and get a handle on what is to come in spring term.

Wind and weather was a rather easy topic to study in March. We practiced language skills by preparing a weather forecast every morning and reporting it to our classmates. We harnessed the power of the wind in handmade shopping bag kites. We measured precipitation on the playground and took a chance at forecasting the weather. Our young scientists were quite willing to accept weather challenges and were not shy in communicating their preferences for warm sunny days over cold wet day. Go figure.

The changes in weather helped us learn the difference between hike and walk. Sunny days allowed us to go off the beaten path and make our way down to the river or along the fence line, past the cows, and up to the water tower. Soggy, muddy trails reinforced what we had learned about precipitation and its effects on the ground. Walks tended to happen in the rain and meant we were to stay on the sidewalks and paved walkways on campus. Walks gave us the opportunity to meet new faces and converse with our new friends. Walks allowed us to find out that bubbles go to places we would like to go like the tops of trees, the coast, and even Idaho (as explained to me by the children). We love a good walk!

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

4629 – Total applications to date for 2013-14

5620 - Total applications to date for 2012-13

Financial Aid Awards

Disbursements for the 2013-14 award year through 3/26/2014 total over \$7.3 million to 1,853 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- After several days testing with IT regarding the annual roll in Banner from the 14/15 we have successfully imported our first batch of FAFSA applications and have officially begun the 14/15 academic year for financial aid.
- The Financial Aid and Veterans Offices have officially rearranged/moved and we are adjusting to our new improved space.
- The Veterans Center recently received great front page coverage in the News Review. Furniture is being ordered and the Open House is set for April 17, 2014 from 10:30am to 4:00pm with ribbon cutting and Color Guard dedication at 11:30. There will be tours continued throughout the day and cake.
- Six Spring term Financial Aid Literacy Seminars have been held on campus for 54 students and two additional are scheduled for this week. Online Financial Aid Literacy Seminars are available to students with 69 students having completed for Spring term. Revisions for next year's seminars are underway with the first 14/15 presentations set for the middle of Spring term for both Summer 2014 and Fall 2014.
- Default management continues with calls being made to students, several contacts have been made and students are being successfully referred to the loan rehabilitation program. Also, numerous webinars have been attended by our default staff in an effort to gain the greatest amount of knowledge when assisting our students.
- Packaging continues in an effort to assist our students with Spring term awarding, there are currently 22 students pending.
- Continued weekly meetings with IT.

Registration and Enrollment Services – David Farrington, Registrar

- Welcome Center now has two touch screen Kiosks for students to use to access services, stop by and check them out they are very nice;
- Students are adjusting to registration, admissions, and advising new location in the Welcome Center and seem to be pleased;
- The most common comment we get in the Welcome Center is: "Looks so nice and is very open."
- The beginning of spring brings the preparation for commencement in June, applicants for graduation have picked up;
- The printed copy of the 2014-15 catalog is due out very soon.

ADMINISTRATIVE SERVICES
April 2014 Board Report

Rebecca Redell, Chief Financial Officer

- Auditors were at UCC March 4-7, there were no findings.
- 2014-2015 Budgets are coming together. Cuts have been made to requested expense budgets to move us closer to balancing the budget.
- Discussions have started with attorneys to enable the viticulture center to begin the incubator program. We expect to have draft contracts ready for summer.
- The extra duties committee continues to make progress. It is expected to be ready to process applicants in the near future.
- We are very pleased to have Micque Shoemaker join our team as the Budget Administrator. Micque has only been here a few weeks but she is diving right in.

Cathy Vaughn, Bookstore Manager

- The bookstore is testing the rental waters this term. Spring term will have two texts available to rent; the texts for MTH 10 and 20 (same text) and HST 203. We are very excited to try this out and hope we can serve students better by adding more titles in future terms.
- Spring term book sales began Monday and are moving right along! Books are being reordered as we learn about enrollment numbers.
- We have a selection of new 'bargain apparel'; inexpensive, non-licensed shirts, yoga pants and sweatshirts that are perfect for those last minute "I left my gym clothes at home" moments.
- The coffee cart is back up and running after a brief hiatus and will be ready to pump out espresso next week. The baristas are busy working on a spring drink menu.

Linda Spaccarotelli, Purchasing Manager

- Ordered and received the fireproof cabinets for the Finance department at Lockwood Hall. These cabinets house all the Finance department's files that for many years were in the Administration building fireproof vault.
- Worked with Community Relations department to award vendors for the 2014-2015 annual catalog and class schedules for the campus.
- Worked on the Campus Art Committee to juror many pieces of art for the campus collection. Created all the purchase orders for the artwork while working with the Artists to set them up as vendors in the college software system.
- Helped with the bidding process for equipment of the Viticulture program.
- Managed the RFP for Crush Pad equipment for the Viticulture program.
- Managed the budget process for the coming year for Purchasing and the Copy funds.
- Finalized the lease for the Diamond Lake building that houses the Workforce Training Center, Jobs and Community Education departments.
- Met with the Golf Tournament Committee for plans for the upcoming event.
- Worked with the Finance department and the IRS matching TIN program for the annual 1099 forms.
- Ordered various supplies and equipment for the South County facility at South Umpqua High School.

Natalya Brown, Director of Accounting and Finance

- March started with the scheduled interim external audit for the Finance office. Pauly, Rogers and Co. visited campus on March 4th through 6th. During their visit they audited various areas like Financial Aid, Cafeteria, Bookstore, Human Resources and Finance. The audit didn't show any findings.
- IPEDS reporting for Finance has been finalized. Accounts Payable submitted 1099 file to IRS and the state of Oregon. Student accounts are settling in their new location at the Welcome Center. They are working on outstanding Accounts Receivable, setting third party contracts, tuition waivers and processing student billings.
- Accounts Receivable finished 3rd party billings for the term. Staff is processing journal entries and reconciling accounts. Grant Accountant has been working on setting up files for new grants and preparing for grant billings in April. Work study student has been helping our office to scan old records. Day to day operations included grant reporting, reconciling accounts, processing positive pay files for payroll payables accounts, processing labor redistributions, processing checks for financial aid disbursements and journal entries for incoming wires, etc.
- Finance office is reviewing American Express Purchasing card program to see if it is something that can benefit the College. More information on this is to come later.
- I have been participating in the Learning Management System (LMS) subcommittee. The subcommittee resumed review of the systems and is preparing to provide a recommendation to the Campus Technology Oversight Committee soon.

Micque Shoemaker, Budget Administrator

- I have been introduced to the Banner System, UCC's budget process and other areas of responsibility.
- Moving along on the 2014-2015 draft budget books and reaching out to individuals with any questions. I followed up on getting any budgets that had not been turned in.
- There have been 2 internal budget committee meetings to review the information. A 3rd meeting has been scheduled for Monday, March 31st to firm up recommendations for the budget.
- The Notice of Budget Committee Meeting has been submitted to the News Review and will be published on Sunday, March 30th.
- I am currently verifying information in the budget as we prepare to compile the 2014-2015 budget books.

Human Resources

- March 20th -21st the HR department and many other met with vendors to discuss options in benefit coverage.
- On March 18, Human Resources Tech, Kelley Plueard attended a training presented by Attorney Jennifer Bouman-Steagall of Redkite Employment Law on *Managing Absences Under OFLA/FMLA*.
- In conjunction with Community Education, the HR Department represented UCC at the Douglas County Job Expo which was held March 19, 2014.



Executive Director's Report

April 9, 2014

BOARD OF DIRECTORS

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Elin Miller
Tom Nelson
Kathleen Nickel
Mo Nichols
Joseph Olson Ed.D
Alex Palm
Brian Pargeter
Lee Paterson
Bob Ragon
Alanson Randol, DDS
Dale Ritter
Dave Sabala
Sue Shaffer
Charley Thompson
Liz Watkins
Gary Wayman
Connie Williamson

Funds for Innovation

The UCC Foundation is releasing a request for proposals to the UCC campus community for grant funding from the UCC Foundation *Fund for Innovation*. Due to an excellent earnings year, the UCC Foundation has \$10,000 to be made available in the form of grants to UCC programs and projects.

Grant applications are reviewed by a panel of UCC Foundation volunteer board members. Grants of up to \$2,500 will be awarded, and the deadline is April 25th.

Scholarship Applications

The UCC Foundation Scholarship application scoring process has changed for the 2014-2015 academic year. We are excited to be using *AcademicWorks*, a scholarship management software. Until recently the Foundation had been employing a hybrid on-line application which we developed when the scholarships were transferred to us in 2011.

This new program allows us to score and monitor applications online through the *AcademicWorks* system. This means we will not have to print each application! If someone would like to review and score applications, all they need is an active email address. Individuals will be able to score with this new process at the 2014-15 Readers' Social. The social is being held April 8th from 2-4pm and from 5-7pm in the Danny Lang Teaching, Learning, and Event Center. Light dinner and refreshments will be provided. If you cannot make either of these scheduled times, you can stop by the office or sign up and score from the comfort of your home at <http://www.umpqua.edu/scholarships-donations-events>.

We received 456 application packages of which 331 will proceed forward to the reader's process. The Foundation's Scholarship Committee will be distributing about \$500,000 in awards for 2014-2015.

The readers have been approved by the Foundation and come from College staff, College and Foundation Boards, benefactors and business members of Douglas County. When the members view applications for scoring there is no personal information included. Each application is scored three times. Waivers have been obtained from the applicants for sharing of their applications with appropriate staff. There are approximately 75 readers each year.

Scoring limits and dollar amounts are determined by the Foundation's Scholarship Committee. As an example only applications scored between 80 and 100 will be awarded. The committee then sets different funding levels. All applications with specific requirements are awarded early leaving those with general qualifications being awarded later in the process.

EXECUTIVE DIRECTOR

Dennis O'Neill



ACEUCC
Board Report
May 12, 2014

With the lower enrollment and a slightly smaller workload in some cases, the association is working with HR and departments to make the best use of positions. There have been MOU's signed to help current employees gain and/or improve on skills so they make take on a position they might not have been able to jump into; also to shift job duties, avoiding the need for a part-time position no longer necessary with the lower enrollment.

We will be working on revising/updating our process for selecting Outstanding Classified Employee of the Year, full-time and part-time. This is an award that's given every year at the end-of-year party and is supported by Dennis O'Neill and the Foundation.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Ford Childhood Enrichment Center
 Fee Increase

Date: April 9, 2014

Dr. Rick Aman, Vice President of Student Services will present the request for fee increase for the Ford Childhood Enrichment Center to the Board for approval.

The Ford Childhood Enrichment Center would like to request an increase for childcare fees charged to off-set increasing labor costs. The current rate for fees was set in the 2008-09 academic year when the center went from an hourly charge basis to a half-day program. There have been no increases since in spite of rising labor costs. The center's projected budget for 2014-15 is made up of 94% labor costs and 6% materials and supplies. Cuts to labor are not an option as state licensure mandates staff to child ratios; cuts to staffing would cut the number of children enrolled.

Fees for care are currently based upon an hourly charge of \$3.50 for all children regardless of age or student status at UCC. Proposed increases in fees would take into consideration student status and age of the child in attendance to better reflect the required staff to child ratios.

Proposed rates:

UCC student with an infant/toddler would increase to an hourly rate of \$4.00.

UCC student with a preschooler would increase to an hourly rate of \$3.75.

Non-student hourly rate for an infant/toddler would increase to \$4.50.

Non-student rate for a preschooler would increase to \$4.00 per hour.

Roseburg High School's rates are based on an hourly rate of \$4.50.

Wellspring's program's rates are based on an hourly rate of \$3.65.

Cobb has not shared their information at this time.


Attached is a Provider Cost Analysis provided by Family Connections of Lane and Douglas Counties. It does not cite the status of providers, center-based or family home, but it gives a range of the costs of local care.

Recommendation by:



 U.C.C. Vice President Student Services

Approved for Consideration:



 U.C.C. President

NACCRRAware Report Results

Active Provider Cost Analysis by Age Group

Session 1 Shift

Monthly, PT Rates

Age Group	Total	Min \$	Max \$	Avg \$
Under 12 months	2	402.00	482.00	442.00
Toddler	5	30.00	482.00	321.50
Preschool aged children in full time care	7	90.00	450.00	327.64
Preschool aged children in PT preschool program	1	60.00	60.00	60.00
First grade - 12 years, before and/or after school	1	233.00	233.00	233.00
First grade - 12 years, full time care in summer	1	233.00	233.00	233.00

Session 1 Shift

Daily, PT Rates

Age Group	Total	Min \$	Max \$	Avg \$
Under 12 months	3	14.00	21.00	16.92
Toddler	3	14.00	21.00	16.92
Preschool aged children in full time care	3	11.00	19.75	15.50
Preschool aged children in PT preschool program	2	7.50	15.75	11.62
First grade - 12 years, before and/or after school	2	5.50	6.00	5.75
First grade - 12 years, full time care in summer	0			

Session 1 Shift

Monthly, FT Rates

Age Group	Total	Min \$	Max \$	Avg \$
Under 12 months	2	575.00	699.00	637.00
Toddler	4	412.00	750.00	609.00
Preschool aged children in full time care	6	412.00	750.00	560.17
Preschool aged children in PT preschool program	0			
First grade - 12 years, before and/or after school	1	405.00	405.00	405.00
First grade - 12 years, full time care in summer	1	405.00	405.00	405.00

Session 1 Shift

Daily, FT Rates

Age Group	Total	Min \$	Max \$	Avg \$
Under 12 months	3	28.00	31.00	29.58
Toddler	3	28.00	31.00	29.58
Preschool aged children in full time care	3	22.00	65.00	38.92
Preschool aged children in PT preschool program	1	29.75	29.75	29.75
First grade - 12 years, before and/or after school	0			
First grade - 12 years, full time care in summer	1	22.00	22.00	22.00

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject: Instructional Fee Increase
Request

Date:
April 9, 2014

Roxanne Kelly, Vice President of Instruction will be presenting the following Instructional fee changes for the Board approval.

Dental Fees		
Course	Current Fee	Proposed Fee
DA 195 Chair	\$325.00	\$350.00
DA 280 CWE	0	25.00
DA 210 Rad I	306.00	325.00
DA196 Chair II	325.00	350.00
DA 210 Rad II	306.00	325.00
DA192 Den Materials	415.00	425.00
DA108 Den. Health II	0	100.00
DA 102 Adv Chair	375.00	400.00
DA 214 Prep Rad	140.00	165.00
DA 198 Den Mat II	415.00	450.00
Total	2607	2915
Difference		+308
Lane CC \$4500	Blue Mt. \$1500	

Online Fees		
	Current Fee	Proposed
Online	\$25.00	\$35.00
Hybrid	\$15.00	\$25.00
Treasure Valley \$60.00/Credit	Chemeketa \$50.00/Course	Lane \$25.00/Course

Recommended by:



Vice President for Instructional Services

Approved for Consideration:



UCC President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

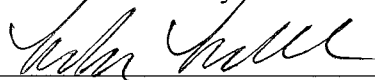
Subject: Tuition Proposal

Date: April 9, 2014

Rebecca Redell, CFO will present the following change to the Tuition Increase proposal approved by the Board on May 8, 2013.

Per credit tuition was increased to \$85 effective Summer 2013. As approved UCC will not increase the tuition the minimal annual increase linked to the consumer price index for the 2014-2015 calendar year.

Recommendation by:



U.C.C. Chief Financial Officer/
 Administrative Services

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Fee Increase Request

Date: April 9, 2014

Rebecca Redell, CFO will present the following fees changes for the Board approval:

	Current Fee	Proposed Fee
Technology Fee	\$5.50 per Credit	\$6.50 per Credit
Registration Fee	\$15.00 per Term	\$25.00 Per Term

Removal of the current \$25 Application Fee:

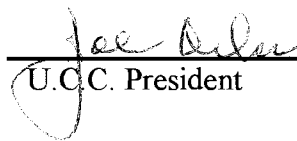
In removing the non-refundable Application fee this will allow student to register without having the barrier of paying an application fee that is not eligible to use their financial aid.

Recommendation by:



U.C.C. Chief Financial Officer/
 Administrative Services

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

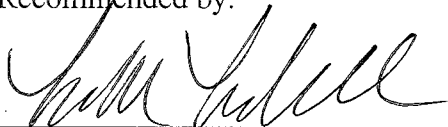
Subject: Approval of CCRP

Date: April 9, 2014

Rebecca Redell, Chief Financial Officer and Linda Spaccarotelli will present the following:

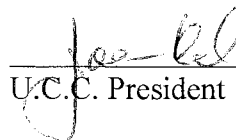
- Board Adoption of the Community College Rules of Procurement, (CCRP)
- Revised and Updated by the Participating Oregon Community College taskforce, (POCC)

Recommended by:



Rebecca Redell, Chief Financial Officer

Approved for Consideration:



U.C.C. President

Information Item 3/12/2014

Prepared by:

Linda Spaccarotelli, Purchasing Manager

HISTORY OF THE ADOPTION OF THE COMMUNITY COLLEGE RULES OF PROCUREMENT

Beginning in spring, 2004, Chemeketa Community College Purchasing department facilitated a task force made up of Oregon community colleges throughout the state. This taskforce is referred to as the Participating Oregon Community College taskforce, (POCC). The focus of this task force was to create a statewide document that would provide continuity in purchasing and contracting decisions throughout the state's community college system, with only minor variations due to institutional philosophies or needs. Umpqua Community College's purchasing manager; Linda Spaccarotelli is currently a standing member of the POCC. The team was spearheaded by new legislation that resulted in significant restructuring to ORS 279. The new ORS 279 was reorganized into three separate sections. It is collectively referred to as the Public Contracting Code, and took effect March of 2005, thereby necessitating the need for rules to be subsequently rewritten and adopted by the state's Attorney General as well as local contracting agencies. Revisions to the college's existing public contracting rules were necessary to avoid reliance upon increasingly inapplicable rules.

The result of the team's effort was adopted by the Board on January 19, 2005, as the "Umpqua Community College Rules of Procurement" (CCRP). This document incorporates rules regarding competitive procurement, personal/professional services, and special procurements. Special procurements are those goods or services that are exempt from competitive processes and which are authorized by the Board in its capacity as the College's Local Contract Review Board.

The revisions to the rules uses the normal "cross-outs" to delete current language, and "underlining" to show proposed new language. The current revisions need to be approved by the UCC Board to be incorporated into the original document.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Personnel Employment Agreements

Date: April 9, 2014

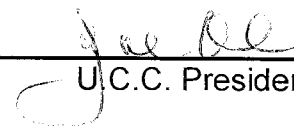
Rebecca Redell, CFO will present the contracts for Administrator/Confidential Exempt employees and contracts for probationary and regular faculty for the 2014-2015 fiscal year.

Recommendation by:



U.C.C. Chief Financial Officer/
 Administrative Services

Approved for Consideration:



U.C.C. President

**Salary Recommendations - Full-Time Faculty
Fiscal Year 2014-2015**

Renew Regular Faculty Status & Step:

	<u>Step</u>		<u>Step</u>
William Armstrong	15*	Kevin Mathweg	9
R. Clay Baumgartner	10	Michael Matteo	15*
Andrea Bean	7	Jillanne Michell	14
Mariah Beck	15*	April Myler	7
Melinda Benton	12	H. NiAodagain	12
John Blackwood	9	Nancy Nowak	15*
John Blakely	10	Cheryl Palmer	8
Sean Breslin	9	Joanne Richards	9
Kenneth Carloni	15*	Susan Rochester	13
Dale Champion	15*	Tamra Samson	7
Toni Clough	10	Emery Smith	11
Katherine Cunnion	10	Gregg Smith	10
Amy Fair	9	Rod Snook	15*
Ian Fisher	9	David Stricklin	15*
Marie Gambill	15*	Crystal Sullivan	6
Jason Heald	15*	Paula Usrey	11
Sandra Hendy	11	Donna Wellington	8
Andre' Jacob	15*	Susan Windsor	15*
Beverly Jensen	13	R. Dee Winn	15
Joy Jones	11	David Wolf	6
Martha Joyce-Test	10	Janet Woodcock	15*
Roger Kennedy	8	Bettie Wright	15*
Gregory Kuk	15	Cheryl Yoder	15*
		Charles Young	13

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

(Contingent upon funding from outside sources)

	<u>Step</u>
John Druzik	15*

Award Regular Faculty Status & Step:

	<u>Step</u>
Mary Stinnett	9
Nicholas Tratz	6
Vincent Yip	6

Renew Probationary Contract Status:

	<u>Step</u>		<u>Step</u>
Karen Carroll	4	Danielle Haskett	5
Patrice Coate	5	Daniel Leeworthy	4
L. Mick Davis	7	Stephanie Newman	5
Chris Grant	5	Georgann Willis	7
Deborah Gresham	6		

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

(Contingent upon funding from outside sources)

	<u>Step</u>
Todd Mican	3

Non-Renewal of Contract: Nathan Fleming
Joshua McDaniel

* At top step - no change from 2013-14

**Contract Renewals
Administrators and Confidential/Exempt Staff
Fiscal Year 2014-2015**

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

Jason Aase	Ali Mageehon
Michelle Bergmann	Jess Miller
Dwayne Bershaw	Jesse Morrow
Terrance Bradford	Dennis O'Neill
Natalya Brown	Mandie Pritchard
Keith Cooper	Rebecca Redell
Sue Cooper	Lee Salter
David Farrington	Micque Shoemaker
Lisa Fields	Chris VanDyke
Amanda Haines	Robin VanWinkle
April Hamlin	Robynne Wilgus
Roxanne Kelly	Dan Yoder
Chris Lake	

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

Marjan Coester
Ronda Stearns
Cathy Vaughn

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

Ellen Brown	Missy Olson
Joan Campbell	Corrie Sommerfeld
Sara Carson	Susan Taylor
Cynthia Horkey	

Non-Renewal of Contract:

Janet Baxter

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Financial Reports for FY 2013-14

Date: April 9, 2014

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2013-14, ending March 31, 2014.

Recommended by:


 Rebecca Redell, Chief Financial Officer

Approved for Consideration:


 Joe Olson, U.C.C. President

Financial Highlights

March 2014

Financial reports summarize financial information for the College as of March 31, 2014. The reports are prepared on the budgetary basis and reflect 9 months of operations.

The statement of net position summarizes financial position of the College.

Current assets consist of cash and investments, receivables, inventories and prepaid expenses. The college current assets of \$17.3 M are sufficient to cover current liabilities in the amount of \$3.3M. The most significant current assets are split between cash and investments in the amount of \$12.8 M and receivables in the amount of \$3.8 M, consisting of property taxes, student accounts, agency receivables, grants and accounts receivable – due from Foundation. The \$915,334 in Accounts Receivable-due from Foundation consists of \$690,426 balance in pledges from the Foundation for the Danny Lang Center and \$224,908 in scholarship reimbursement due to the College.

Most significant changes in current assets are reflected in the following categories:

- 1) Inventories increased 34.69% compared to last year
- 2) Accounts Receivable – Due from Foundation decreased 23.33% compared to last year indicating collection of funds
- 3) Prepaid expenses decreased by 10.9% compared to last year

Current liabilities of \$3.3 million consist primarily of payroll in the amount of \$2,5M and unearned revenue of \$769,984 split between property taxes, grants/contracts and scholarships. Most significant changes compared to last year are in Accounts Payable.

Net position is presented by fund groups. General fund net position accounts for most of the net position - \$8,834,948 followed by Debt Service fund with net position of \$2,437,515 and Administratively Restricted fund with net position of \$1,595,687. Grants and contracts as well as financial aid funds reflect a temporary negative balance because both operate on a reimbursement basis.

Most significant changes in net position are in the following funds:

- 1) Grants and contracts fund net position temporarily decreased compared to last year due to activities in JOBS and EDA grants. Since the fund operates on a reimbursement basis quarterly billing is expected to restore the fund balance by the end of the fiscal year.
- 2) Agency fund net position is 75% higher compared to last year.
- 3) Internal service fund net position decreased compared to last year.

Statement of Revenues, Expenses and Changes in Net Position summarizes revenues earned and expenses incurred during this period.

Revenues and expenses are reported as either operating or non-operating, with operating revenues primarily coming from tuition and fees, grants and contracts, and enterprise revenues from bookstore and food services. State appropriations and property taxes are classified as non-operating revenues. Because of the dependency on state aid and property tax revenue, it is very typical for all community colleges to reflect an operating loss, although overall change in net position remains positive. Operating loss increased by 17.61% mainly due to a decrease in operating revenues.

Tuition and fees as well as federal financial aid remain the main source of operating revenues. Tuition and fees account for tuition revenue for summer, fall, winter and spring term registrations. Operating revenues overall decreased by about 14.5% from last year. The decrease due to decline in enrollment is reflected in tuition and fees, federal student financial aid as well as bookstore and food services sales.

Total operating expenses decreased by about 6.4% compared to last year with most significant reductions recorded in Student and community services (due to decrease in bookstore operations) and student financial aid disbursements. Facilities acquisition/construction function increased due to activity in the capital projects fund.

There is a 7.76% increase in non-operating revenues due to an increase in the payment from the state. As a result net position has changed slightly, with a reduction of 2.61% compared to last year.

Schedules of Revenue, Expenditures and Changes in Fund Balance Highlights:

½ of Transfer In/Out category has been recorded.

The original budget column reflects the adopted budget information. The final column reflects the adjustments to the budget as adopted by the board during 2013-14 fiscal year. Budget resolutions are reflected in that column.

General Fund includes activities directly associated with operations related to the college's basic educational objectives. The College received about 82% of its anticipated revenue by March 31, 2014. Compared to last year, total revenues increased by about 2%. There are some changes in the composition of revenue categories compared to last year with main changes concentrated between tuition and fees decreasing about 6.6 % compared to last year (drop for nonpayment is not reflected) and state support increasing 10% from last year. There is also a decrease in interest income.

Expenditures represent roughly about 60% of the current budget. Expenditures are about the same compared to last year.

Capital Projects Fund accounts for construction, repairs and maintenance activities.

Debt Service Fund accounts for the payment of the principal and interest of the long-term debt, including repayment of full-faith and credit obligations and pension bonds. Debt service payments are scheduled in December and June.

Financial Aid fund reflects financial aid disbursed to the students as of March 31st, 2014. The College disbursed \$8.1M compared to \$10.5M last year due to enrollment decrease.

Special Projects Fund – Grants and Contracts is dependent on grant and contract awards received throughout the fiscal year. The fund operates mostly on a reimbursement basis. Quarterly billing activities are processed during April. Temporary negative fund balance is due to the timing difference between expenditures and reimbursements.

Administratively Restricted Fund accounts for specific programs that generate revenues primarily through assessed fees. There is about 13% drop in tuition and fees compared to last year. Current revenues reflect 60% of projected resources. Resources overall decreased 8% from last year. Expenses decreased by about 4% compared to last year.

Insurance Fund reflects activities for the retiree and unemployment insurance. There are no significant changes to note comparative to last year.

Agency Fund highlights student club activities. Primary sources of revenues consist of club revenue generated by the students. General fund supports operations of this fund by providing \$45,000 for ASUCC administration, Phi Theta Kappa, Skills USA travel and other club activities.

Internal Service Fund accounts for operations of the motor pool and copiers funds that generate revenues by providing services on cost reimbursement basis to College's operating funds.

Enterprise Funds reflects operation of the bookstore and food services. Sales are about 20% down compared to last year reflecting a drop in student enrollment. Expenditures decreased by about 22.6% compared to last year. The fund is budgeted to transfer \$200,000 to support operations of the General fund.