

# UMPQUA COMMUNITY COLLEGE

*Umpqua Community College transforms lives and enriches communities.*

Executive Session per ORS 192.660(2)(d); 4:00 P.M., HNSC 100  
**VOL. LIII, No. 11 BOARD OF EDUCATION MEETING**  
June 12, 2019; 4:30 P.M., HNSC 100

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## AGENDA

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### MEMBERS:

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

Joelle McGrorty \_\_\_\_\_  
Betty Tamm \_\_\_\_\_  
Wendy Weikum \_\_\_\_\_

### ADMINISTRATION:

Debra Thatcher \_\_\_\_\_  
Kacy Crabtree \_\_\_\_\_

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- I. CALL TO ORDER** Chair Loosley
- II. ATTENDANCE** Chair Loosley
- III. PLEDGE OF ALLEGIANCE** Chair Loosley
- IV. CONSENT AGENDA** Chair Loosley pp 1-12  
All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.
- V. CHANGES TO THE AGENDA** Chair Loosley
- VI. CITIZEN COMMENTS**  
The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.
- VII. INFORMATION**
- A. Open Educational Resources** Mick Davis p 13

<b>VIII.</b>	<b>REPORTS – Discussion of report for future meetings</b>		<b>pp 14-18</b>
	A. ASUCC Report	Katherine Hicks	
	B. ACEUCC Report	Susan Neeman	
	C. UCCFA Report	John Blackwood	
	D. UCCPTFA Report	Jeri Frank	
	E. OCCA Report	Doris Lathrop	
	F. President’s Report	Debra Thatcher, President	
	G. Chair Report	Steve Loosley	
<b>IX.</b>	<b>OLD BUSINESS</b>		
	A. Ford Childhood Enrichment Center Recommendation	Debra Thatcher	p 19
	B. Cafeteria Recommendation	Natalya Brown	pp 20-24
<b>X.</b>	<b>NEW BUSINESS</b>		
	A. Policies – 1 <sup>st</sup> Reading	Natalya Brown	pp 25-43
	B. Resolution No. 11, Adopting the Budget	Natalya Brown	pp 44-47
	C. International Student Application Fee	Missy Olson	p 48
	D. International Student Deposit	Missy Olson	pp 49-50
<b>XI.</b>	<b>BOARD COMMENTS</b>	Chair Loosley	
<b>XII.</b>	<b>ADJOURNMENT</b>	Chair Loosley	

**NEXT BOARD MEETING:**

- Board Meeting, July 10, 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.

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

Information Item

Action Item

Subject: Consent Agenda

Date: June 12, 2019

Recommend approval of:

- 1. Minutes of College Board Meeting of May 8, 2019 pp 1-4
- 2. Personnel Actions p 5
- 3. Resolution No. 10, Transfer of Appropriation pp 6-7
- 4. Second reading of policies:
 

Old #	New #	Title	
N/A	6200	Budget Preparation	p 8
N/A	6400	Financial Audits	p 11

Administrative procedures are being shared as an information item:

Old #	New #	Title	
N/A	6200	Budget Preparation	p 9-10
N/A	6400	Financial Audits	p 12

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
May 8, 2019**

The Umpqua Community College Board of Education met on Wednesday, May 8, 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 4:33 p.m. and the pledge of allegiance was given. The meeting was opened with a formal budget hearing. There was no one who wished to comment on the budget, so the regular meeting began.

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

**Others present:**

Debra Thatcher	Katie Workman	Kelton Sivola	Ashleigh Akers	Jeri Frank
Robynne Wilgus	Becky Kipperman	Garrett Wené	Jessica Stout	Karen Carroll
Kacy Crabtree	Elizabeth Bastian	Natalya Brown	Courtney Moczizuki	Steven Fair-Harrison
Joy Yori	Susan Neeman	Carol McGeehon	Matthew Figuerora	
Cathy Chapman	Emily Fiocco	Sanne Godfrey	Frank Smith	
Tiffany Coleman	April Hamlin	Katherine Hicks	Erica Mills	

**Consent Agenda**

1. Minutes of College Board Meeting of April 10, 2019
2. Minutes of College Budget Meeting of April 11, 2019
3. Personnel Actions
4. Resolution #8, Transfer of Appropriation
5. Resolution #9, Transfer of Appropriation
6. Second reading of policies:

Old #	New #	Title
N/A	6100	Delegation of Authority
N/A	6150	Designation of Authorized Signers

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

**Changes to the Agenda** – there were none

**Citizen Comments**

Four people spoke favorably of and advocated for cafeteria services: Steven Fair-Harrison, Ashleigh Akers, Cathy Chapman, and Courtney Moczizuki. Comments were focused on the affordability, convenience, food quality, and care provided to customers. Mr. Fair-Harrison shared his thoughts on cafeteria sustainability.

**Information**

Kevin Mathweg introduced the SkillsUSA competition students: Cory Long, Kelten Sivola, Zach Vara, Garrett Wené, and Derek Meier (not present). Mr. Meier, state champion in welding, will be participating at nationals in Louisville, KY.

## REPORTS

**ASUCC – Katherine Hicks, President:** Two additional senators have been added. Activities were reviewed and included a focus on sexual assault, autism, the Holocaust, and Earth Day. A candidate forum was held for student government elections. Working in conjunction with the Facilities Department, 16 trees have been purchased to replace storm damaged trees. Student clubs and staff have been involved with the tree replanting project. The last tree will be planted on Monday; it is a white dogwood and symbolic of the snow-apocalypse in late February.

**OCCA – Dir. Lathrop:** Encouragement was expressed to read the OCCA report and review the state funding request. Dir. Lathrop was honored to represent UCC at the recent All Oregon Academic Team luncheon in Salem.

**President – Dr. Debra Thatcher:** As mentioned in her written report, feedback is requested regarding the scheduling of Board reports. A policy and procedure on this matter will be created to assure the Board is kept informed.

## NEW BUSINESS

President Thatcher reviewed the policies presented for a first reading:

- 200 (new # to be determined) Communications & Marketing – The policy, which was created through the Communications Council, aligns with the strategic plan and streamlines the functions within the department.
- 6200 Budget Preparation – The policy originated from the Budget Office and is based on the OCCA proposed language. It is based on Oregon budget law and is also current practice.
- 6400 Financial Audits – Compliance to Oregon statutes requires an audit by an external auditor. The procedure addresses the maximum time for staying with the same auditor. This is current practice.

Natalya Brown, CFO, reviewed a presentation on campus food services. The Enterprise Fund, which is comprised of the Bookstore, Cafeteria, and Catering, has a declining fund balance. The Cafeteria and Catering are operating at a loss. Faculty, students, and staff have been surveyed on their use of the cafeteria, food preferences, and suggestions for operating differently. Ms. Brown said the college recommends closing in-house cafeteria services and bringing a micro-market to campus in the fall of 2019. The micro-market would operate under the Bookstore and food trucks would be brought in during peak times. Discussion of the proposal included questions about current Bookstore food sales, awareness of the impact to campus culture, the proposal aligning with the survey/questionnaire results, and SNAP eligibility.

**MOTION:** **I move to table this issue for one month to allow for any new ideas to be presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

Ms. Brown presented the College administration's recommendation to transition the operation of Catering services to outside caterers effective July 1, 2019. The transition means the College no longer provides catering services. The College will enter into agreements with outside caterers to establish a preferred caterer list published on UCC's Special Events website.

**MOTION:** **I move to transition catering to outside vendors and/or the cafeteria, as presented. Motion by Dir. Littlejohn, seconded by Dir. Weikum and carried unanimously.**

Due to concerns of the meeting length, the President's Annual Review and Contract Renewal was addressed a few items earlier than as listed on the agenda. Chair Loosley shared that prior to the current meeting the Board

met in Executive Session for President Thatcher's annual review. He then read a statement: *On behalf of the Umpqua Community College Board of Education it is my pleasure to announce that our evaluation of President Thatcher resulted in a very good performance review. We evaluated her in seven areas including: leadership and strategic direction; educational outcomes; Board relations; financial management; staff management and supervision; community relations and decision making; and governance. The Board is very appreciate of President Thatcher and look forward to her continued service to our community and college.*

President Thatcher is currently on a three-year contract which expires on June 30, 2019. A three-year rolling contract was suggested by Chair Loosley. Dir. Littlejohn said they are very impressed in her leadership with what could be a big challenge. Stating that she has done such a great job (noting the accreditation process, and wanting to be sure she is kept at a competitive point), Dir. Littlejohn recommended placing President Thatcher's salary at a median point with other community college presidents at \$203,500 with future raises based upon the administrative salary schedule increases. Chair Loosley indicated the contract will have "guardrails" to allow either party to break the contract. Directors Tamm and Weikum were excused from the meeting after the vote on the President's contract.

**MOTION:** **I move to renew President Thatcher's contract on a three-year rolling renewal, increase her salary to \$203,500, and have future raises based upon the administrative salary schedule increases, as presented. Motion by Dir. Littlejohn, seconded by Dir. McGrorty and carried unanimously.**

April Hamlin, Dean of Student Services, requested Board approval to authorize uses of the student fee for SUCCESS, which funds services and programs that support student learning. The uses of the fee have expanded since the 2012 initial fee approval. The fee amount is not changing. A Student SUCCESS Fee explanation page is attached to the permanent minutes.

**MOTION:** **I move to approve the request for authorizing the use of the Student SUCCESS fee, as presented. Motion by Dir. Lathrop, seconded by Dir. Kennerly and carried unanimously.**

As an information item, Ms. Brown shared about UCC's partnership with Rogue Credit Union (RCU) in opening a campus branch this fall. The branch will be fully run by students and is a part of RCU's Campus Branch Program. Renovations to the Bookstore are to begin in June; the costs will be covered by RCU.

Human Resources Director Lynn Johnson requested Board approval to ratify Articles XVIII, XIX, and XX, as described below, in the UCC Faculty Association Collective Bargaining Agreement effective July 1, 2019-June 30, 2020. However, Ms. Johnson clarified that Article XIX, Employee Benefits, is only for 2019-20.

#### *Article XVIII – Salary*

- For the 2019-2020, the salary schedule includes a 1% increase in base salary, in addition to the maintenance of 3.4% step and the 1% longevity increase.
- For the 2020-2021, the salary schedule includes a 1% increase in base salary, in addition to the maintenance of 3.4% step and the 1% longevity increase.

#### *Article XIX – Employee Benefits*

- Increase of \$50 in the College contribution toward employee benefits from \$1,280 to \$1,330.

*Article XX – Paid Leaves of Absence*

- Effective with the 2019-2020 academic year, each employee is eligible for three (3) days of personal leave per academic year effective 2019-2020 Academic Year.

**MOTION:**        **I move to approve Articles XVIII, XIX, and XX as presented. Motion by Dir. Lathrop, seconded by Dir. McGrorty and carried unanimously.**

**Board Comments** – There were none.

Meeting adjourned at 6:19 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:

Budget Meeting Minutes of April 11, 2019

Personnel Actions

Resolution #8, Transfer of Appropriation

Resolution #9, Transfer of Appropriation

Student Fee for Success explanation

Policies:

Old #	New #	Title
N/A	6100	Delegation of Authority (2 <sup>nd</sup> reading)
N/A	6150	Designation of Authorized Signers (2 <sup>nd</sup> reading)
200	XXXX	Communications & Marketing (1 <sup>st</sup> reading)
N/A	6200	Budget Preparation (1 <sup>st</sup> reading)
N/A	6400	Financial Audits (1 <sup>st</sup> reading)



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*Serving Douglas County Since 1964*

TO: UCC Board of Education  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: June 12, 2019

Board approval is requested on the following personnel actions:

**Administrative Contracts:**

N/A

**Faculty Contracts:**

Christina Allaback, Theatre Instructor – Effective September 16, 2019

Alyssa Harter, Communication Studies Instructor – Effective September 16, 2019

**Resignations/Separations:**

Kira Oerman, Assistant Director of Athletics – Effective May 31, 2019

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #10, Transfer of Appropriation</p>	<p>Date: June 12, 2019</p>
<p>This is a resolution to increase transfer out from the General Fund to Enterprise Fund in the amount of \$30,000 to aid in covering the deficit in Cafeteria.</p>	
<p>Recommendation by: <i>N. Brown</i></p>	<p>Approved for Consideration: <i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE  
Resolution No. 10 - FY 18-19  
Transfer between categories

WHEREAS,

the provisions of ORS 294.463 (1) 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 increase transfer out from General Fund and decrease General Fund Contingency in the amount of \$30,000.

<b>General Fund</b>			
	18-19 Budget Through Resolution 9	Adjustment	18-19 Budget Through Resolution 10
<b>EXPENDITURES:</b>			
Instruction	\$ 8,615,071		\$ 8,615,071
Instruction Support	1,343,953		\$ 1,343,953
Student Services	2,534,302		\$ 2,534,302
College Support Services	6,797,191		\$ 6,797,191
Financial Aid	937,566		\$ 937,566
Transfers	2,257,844	\$ 30,000	\$ 2,287,844
Operating Contingency	413,094	\$ (30,000)	\$ 383,094
Reserves	2,516,313		\$ 2,516,313
<b>TOTAL</b>	<b>\$ 25,415,334</b>	<b>\$ -</b>	<b>\$ 25,415,334</b>

<b>Enterprise Fund</b>			
<b>RESOURCES:</b>			
Beginning Fund Balance	\$ 122,766	\$ (30,000)	\$ 92,766
Sales/Service Revenue	2,259,836		2,259,836
Transfers	55,016	\$ 30,000	85,016
<b>TOTAL</b>	<b>\$ 2,437,618</b>	<b>\$ -</b>	<b>\$ 2,437,618</b>

ADOPTED: June 12, 2019

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Clerk of the Board

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UCC Board Chair



# BOARD POLICY

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**TITLE: BUDGET PREPARATION**

**BOARD POLICY # 6200**

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**Policy:**

Each year, the Chief Financial Officer shall present a budget to the Board of Education. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board of Education study.

The Board of Education may devise specific criteria as they wish, as long as they comply with any state laws or regulations.

Budget development shall meet the following criteria:

- The annual budget shall support the college’s strategic plan.
- Assumptions upon which the budget is based are presented to the Board of Education for review.
- A schedule is provided to the Board of Education that includes dates for presentation of the tentative budget, public hearing(s), Board of Education study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Education regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Education in a timely manner.
- Budget projections address long-term goals and commitments.

**RESPONSIBILITY:**

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

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



## ADMINISTRATIVE PROCEDURE

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**TITLE: Budget Preparation**

**ADMINISTRATIVE PROCEDURE # 6200**

**RELATED TO POLICY # 6200 Budget Preparation**

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The budget is the primary method of fiscal control and contains all projected revenues and expenditures of Umpqua Community College. The budget preparation process facilitates the translation of Board recommendations and the academic and administrative plans into budgets utilized for state funding requests, internal allocations and utilization, and execution of the College's strategic goals and objectives. Budget planning at UCC is a transparent and participative process that involves representatives of all campus constituencies.

### **Timeline**

The budget process begins in fall each year with revenue projections, estimated expenditures, and enrollment projections for the next fiscal year. A detailed timeline is drafted and reviewed by Senior Leadership Team (SLT) before being posted to the UCC Budget website and is presented to the Board of Education no later than February meeting.

Deadlines in order to comply with Oregon Local Budget Law are:

- Required publications are made 5-30 days before meetings are held
- April: External Budget Committee Meeting with public comment
- May: Public hearing at regularly scheduled Board of Education meeting
- June: Adoption of budget, appropriation of funds, and imposing of permanent tax rate at regularly scheduled Board of Education meeting
- July: Required documents sent to County Assessor, County Clerk, and Higher Education Coordinating Commission (HECC)

### **Phase 1: Preparation of the proposed budget**

Historical data, revenue and enrollment projections are reviewed.

Staff, faculty, and department coordinators and chairs submit their requests to Directors and Deans who revise those requests and forward them to SLT.

The SLT reviews and prioritizes addition and reduction recommendations, aligns requests with strategic directions and shares priorities with the Institutional Effectiveness Council. SLT provides guidance to the work of the Budget Committee (External) and communicates budget information to campus constituencies.

**Phase 2: Approval of proposed budget by Budget Committee**

The Budget Committee consists of the 7 members of the Board of Education and an equal number of community members. The Budget Committee reviews the budget message and document, takes public comment, suggests revisions and approves the budget.

**Phase 3: Adoption of the budget**

The Budget Manager publishes a summary of the approved budget and a Notice of Budget Hearing is advertised in a newspaper. The hearing is held by the Board of Education.

The Board of Education enacts a resolution to formally adopt the budget, make appropriations, and, if needed, levy and categorize taxes.

The resolution is adopted no later than June 30. A copy of the complete budget is sent to the Douglas County Clerk. Notice of property tax levy, categorization certification and resolutions is submitted to the County Assessor's office by July 15.

**RESPONSIBILITY:**

The CFO is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/23/2019 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## BOARD POLICY

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**TITLE: FINANCIAL AUDITS**

**BOARD POLICY # 6400**

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**Policy:**

There shall be an annual outside audit of all funds, books and accounts of the College. The Chief Financial Officer shall assure that an annual outside audit is completed consistent with the requirements of Oregon Municipal Audit Law. The Chief Financial Officer shall recommend a certified public accountancy firm to the Board of Education with which to contract for the annual audit.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE: Financial Audits**

**ADMINISTRATIVE PROCEDURE # 6400**

**RELATED TO POLICY # 6400 FINANCIAL AUDITS**

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1. The Board of Education shall approve the selection of an auditor who shall be a licensed certified public accountant.
2. An auditing firm's contract shall be for no longer than seven years. The audit shall include all funds under the control or jurisdiction of the College. The audit shall identify all expenditures by source of funds and shall contain:
  - a. A statement that the audit was conducted pursuant to appropriate standards and procedures, and a summary of audit exceptions and management recommendations.
3. Audit reports for the preceding fiscal year must be presented to the Board of Education. The annual audit statements must be filed with college administrative records on or before December 31 of the year in which the audit is conducted.

**RESPONSIBILITY:**

The CFO is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/16/2019 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**

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

Information Item

Action Item

Subject: Open Educational Resources

Date: June 12, 2019

Mick Davis, Associate Professor, will make a special presentation regarding Open Educational Resources.

Recommendation by:

Approved for Consideration:



<p align="center"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p>														
<p>Subject: Reports</p>	<p>Date: June 12, 2019</p>														
<table border="0"> <tr> <td>ASUCC Report</td> <td>Katherine Hicks</td> </tr> <tr> <td>ACEUCC Report</td> <td>Susan Neeman</td> </tr> <tr> <td>UCCFA Report</td> <td>John Blackwood</td> </tr> <tr> <td>UCCPTFA Report</td> <td>Jeri Frank</td> </tr> <tr> <td>President's Report</td> <td>Debra Thatcher, President</td> </tr> <tr> <td>OCCA Report</td> <td>Doris Lathrop</td> </tr> <tr> <td>Chair Report</td> <td>Steve Loosley</td> </tr> </table>		ASUCC Report	Katherine Hicks	ACEUCC Report	Susan Neeman	UCCFA Report	John Blackwood	UCCPTFA Report	Jeri Frank	President's Report	Debra Thatcher, President	OCCA Report	Doris Lathrop	Chair Report	Steve Loosley
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Chair Report	Steve Loosley														
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 														

**ACECC REPORT**  
**June 2019**  
**Susan Neeman, President**

- The Classified Association held a Spring meeting on May 13<sup>th</sup>, lunch was provided and various topics were discussed.
- Nominations are being taken for the following classified positions: Vice President, Secretary and Treasurer.
- Nomination requests were sent out for Outstanding Full and Part Time Classified Staff.

## **UCCPTFA Board Report**

**June 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.
- There are currently 108 part-time instructors teaching classes in spring term.
- A Part-time instructors meeting is being held on the evening of May 29 to keep part-time instructors informed and involved.
- We hold monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- We are currently engaged in bargaining sessions. We are addressing the entire part-time instructors' bargaining agreement which expires in August 2019.

OCCA Report  
 June, 2019  
 Doris Lathrop, Trustee

The spring quarter OCCA meeting was held in Salem on May 17<sup>th</sup>.

### **Board Forum**

The Board Forum prior to the Board meeting is moving towards a more structured agenda, where in the past we held a round table to hear what is happening on each campus. We discussed board orientation, since many boards have three or four new members coming on in July. Some members emphasized the idea of having the new board members meet with the student organization on campus, take a campus tour, (including outreach centers), and obtaining organization charges for the departments. They should also meet with the Provost, Vice President(s) and Deans. GISS (Governance Institute for Student Success) training happens on the even years, and they should also attend at least one. This will build board cohesion, as does attending conferences, retreats, and board trainings. The key is for ALL board members to attend. During the odd years OCCA has new Board member training. This is not required, but very strongly recommended. We are moving toward a comprehensive board training, specific to Oregon, every year. Boards are encouraged to create guiding principles as a new board and evaluate them quarterly. Evaluation should take place as an individual and as a board. OCCA is looking at the board member training this year to be in July or August and also a training for new OCCA Board members, maybe dovetailing with a GISS training or in November at the annual conference.

### **Board Meeting**

John Wykoff reported that there is a flat outlook for the revenue forecast. Oregon will have \$2.1B in income plus the kicker, but this is a one-time income for the state and cannot be spent on ongoing costs.

Umpqua is in the second cohort of Guided Pathways.

Board members were asked to complete a six month evaluation on the new Executive Direct, Cam Preus.

Karen Smith, our legal counsel, reminded us that all boards must hold an organizational meeting in July to elect new officers. Some boards had been taking July off.

We had a discussion about the OCCA Bylaw/Board Policy change recommendations. Article IV, Section 5 concerns the OCCA Representative. The change is not a major adjustment for Umpqua, but it emphasizes the need for the OCCA representative to “play an active role in the activities of the OCCA Board and provide the local voice from their district boards of education to the (OCCA) Board of Directors on issues of statewide impact, and actively engaging their fellow district boards of education members in supporting and promoting Association goals and priorities.” Therefore, UCC’s OCCA representative, in the future, may be polling the UCC Board on statewide issues prior to attending the OCCA Board meeting.

### **Capitol Updates**

It appears that the community college budgeted amount will not be ready for another two weeks. This extra time gives us an opportunity for a final push of our message and our ask. We’re trying to get our number up to \$647M. The Governor and the House are on board, but not the Senate.

### **Bill Discussion**

#### *PERS*

Karen Smith reported that the Ways and Means Subcommittee met today on SB 1049 and adopted major amendments. Bill includes redirection of IAP funds into the pension system depending on salary and the

whether the employee is Tier 1 or 2 or OPSRP. In addition, there is a cap of \$195,000 on salary that will be included in the final average salary calculation. The main savings impact is the re-amortization of Tier 1/2 unfunded liabilities from 20 to 22 years. The bill now goes to the senate floor for discussion and 1 vote. It is unclear at this time whether there will be sufficient votes to pass the bill in the Senate. The PERS actuaries estimate that the redirection of the IAP will result in 7% to 12.5% reduction in employee IAP benefits received upon retirement. Most current employee changes go into effect on July 1, 2020. There is no impact or effective dates for existing retirees. Only current and new employees are affected.

#### *HB 2016*

HB 2016 relates to collective bargaining and it passed out of the Senate Workforce Committee on a party line vote. The public record request section of the bill was amended, and those provisions were deleted from the bill. There will be a fiscal impact to community colleges, as activities regarding collective bargaining and grievances will not change and the bill requires release time for more union activities.

#### *SB 455 Relating to Higher education contracting*

Karen stated that bill relates to construction contracts over \$8 Million. The -5 amendments will be heard tomorrow. These amendments address some of the concerns about the difficulty of finding general contractors in many areas around the state who are registered training agents (for purposes of apprenticeship). We expect the bill to pass out of the Senate Rules Committee with these amendments and to the full Senate.

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Reduction in Force – Ford Family Enrichment Center</p>	<p>Date: June 12, 2019</p>
<p>Due to financial considerations and after having exhausted all other avenues, the College administration will present a recommendation regarding the operation of the Ford Family Enrichment Center and request approval for a reduction in force.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p style="text-align: center;"></p>

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Reduction in Force - Cafeteria</p>	<p>Date: June 12, 2019</p>
<p>Due to financial considerations and after having exhausted all other avenues, the College administration will present a recommendation regarding the operation of the cafeteria and request approval for a reduction in force.</p>	
<p>Recommendation by: </p>	<p>Approved for Consideration: </p>

## **Proposed Integration of Food Services under Bookstore Leadership into the “College Store”**

Bookstore and Cafeteria are separate cost centers classified as Enterprise Fund intended to be profit making and /or self-sustaining for providing product or services to the College’s customers.

By changing the Bookstore into the UCC Store’s services to include expanded food options, the College maximizes overall cost-effectiveness and sustainability in the following ways:

- **Staff Efficiency** (*SP Goal 1: a & b*)
  - Existing Bookstore staff would oversee the consolidation effort.
- **Expansion of Hours & Operation as Needed for food services** (*SP Goal 1: b*)
  - During the first 1-2 weeks of each term, the cafeteria would be used as a staging area for food options to alleviate the crunch of these busier weeks in the store.
  - An extra register we currently own would be used, eliminating any additional purchase for this service.
- **Eliminating financial losses in the Cafeteria**
- **Increasing sustainability of the Bookstore**

This integration will also allow for expanding services by maintaining centralized control over:

- **Affordable Pricing/Margins** (*SP Goal 1: b*)
  - Margins would be consistent with a priority on affordability.
- **Greater Variety/Options** (*SP Goal 1: a & b*)
  - Dedicated Blue Zone area.
  - Vegan/Vegetarian offerings.
  - Choices between pre-packaged, hot, or prepare yourself.
- **Daily Stock Rotation** (*SP Goal 1: b*)
  - Ensuring freshness and cleanliness.
  - Eliminating in-house food preparation and partnering with food service providers
- **Inventory Based on Customer Preferences** (*SP Goal 1: a & b*)
  - Sales reports that indicate preferred choices would be used to determine offerings.
- **More Qualified SNAP Options** (*SP Goal 1: a*)
  - Centralization would allow for a broader selection of SNAP qualified foods.
- **Community Partnerships** (*SP Goal 4: c*)
  - Partnerships with our community to offer new products.
- **Small Catering Options** (*SP Goal 1: b*)
  - Refreshments, snacks, cookies, and other limited items.

## Other Considerations

- Money spent on campus stays on campus.
- Addressing food insecurities on campus will be a priority in this effort.
- Expansion of food options and upgrades can be made in the future.
- Duplication of efforts and internal competition are eliminated.
- The budgetary loss of our current food services program can be eliminated while bolstering the overall Enterprise Fund.

Ultimately, food services and options would not go away. They may look differently and be presented differently, but a variety of food options will still be available to those on campus.

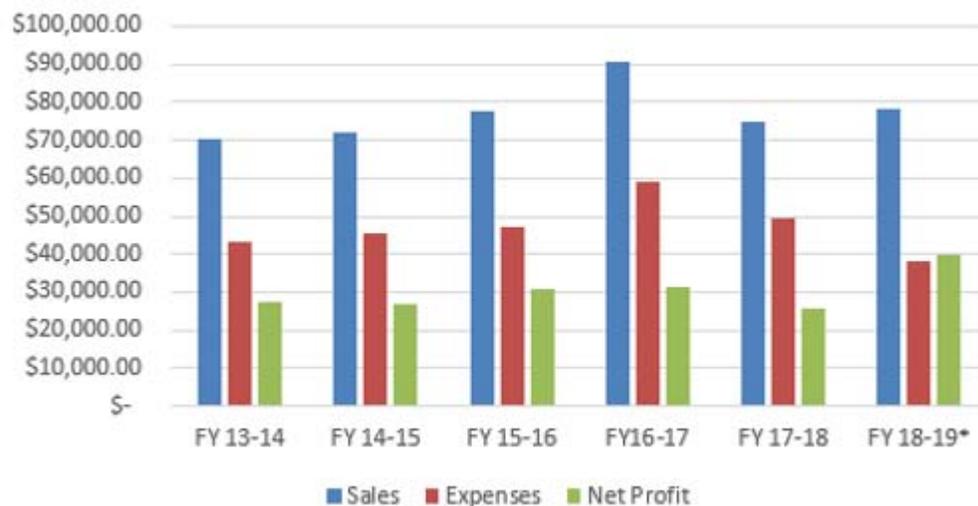
Information presented below reflects historical data for consideration.

The Bookstore has provided food and beverage options for a long time. Below is information from FY 13-14 to FY 18-19 (YTD).

### Bookstore Food Trends

	Revenue	Expenses	Margin Before Labor
<b>FY 13-14</b>	\$ 70,525.42	\$ 43,310.67	\$ 27,214.75
<b>FY 14-15</b>	\$ 72,287.45	\$ 45,259.30	\$ 27,028.15
<b>FY 15-16</b>	\$ 77,676.27	\$ 46,942.43	\$ 30,733.84
<b>FY 16-17</b>	\$ 90,430.64	\$ 58,842.62	\$ 31,588.02
<b>FY 17-18</b>	\$ 74,870.69	\$ 49,360.20	\$ 25,510.49
<b>FY 18-19*</b>	\$ 78,425.47	\$ 38,405.84	\$ 40,019.63

\*(7/1/18 – 5/21/19)



In FY19, Bookstore implemented changes and expanded partnership with vendors for providing food options on campus that resulted in increase in both sales and decreased costs associated with food offerings.

Historically, the Cafeteria operated in a deficit. The following data reflects the Cafeteria Ending fund balance from FY10 to FY 19 (through May 24, 2019) before Bookstore subsidy:

	Ending fund balance									
	FY19 to 05/24/2019	FY 18	FY 17*	FY 16*	FY 15	FY 14	FY 13	FY 12	FY 11	FY 10
Cafeteria	(33,170)	(10,854)	-	-	(172,687)	(111,773)	(53,814)	(39,043)	(61,154)	(70,113)

\*FY16 and FY17- cafeteria outsourced

The main cost driver in the cafeteria is labor.

The following data collected reflects Cafeteria Sale by Category from 09/24/2018 to 05/14/2019.

Category	Units	Amount	Percentage of Total Sales
Beverage	7576	\$ 12,135.20	14.15%
Breakfast	2165	\$ 7,305	8.52%
<b>Lunch</b>			
Cold Sandwich	1120	\$ 6,145	7.17%
Salad	953	\$ 3,279	3.82%
Veggie Bag	138	\$ 345	0.40%
<b>TOTAL Lunch Cold Items</b>	<b>2211</b>	<b>\$ 9,769</b>	<b>11.39%</b>
Lunch Fried items (fries, burgers, tator tots, waffle fries, chicken Sandwich)	7602	\$ 24,531.19	28.61%
Hot Lunch Special	3407	\$ 18,593.63	21.68%
Pizza	503	\$ 1,263.50	1.47%
Hot items:(sandwiches, soups, wraps, etc)	1424	\$ 6,028.00	7.03%
<b>Total hot items</b>	<b>12936</b>	<b>\$ 50,416.32</b>	<b>58.79%</b>
<b>TOTAL LUNCH</b>	<b>15147</b>	<b>\$ 60,185.32</b>	<b>70.19%</b>
<b>Other Snacks</b>	<b>4277</b>	<b>\$ 5,971.22</b>	<b>6.96%</b>
<b>TOTAL SALES</b>	<b>29165</b>	<b>\$ 85,596.94</b>	<b>100%</b>

The College Store will expand food offering by partnering with various vendors to deliver hot/fresh items to campus on a daily basis to satisfy the need and eliminate deficits associated with in-house food service preparation.

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

Information Item

Action Item

Subject: First Reading of Policy

Date: June 12, 2019

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

Old #	New #	Title
N/A	5130	Financial Aid
N/A	5700	Intercollegiate Athletics
N/A	6250	Budget Management
N/A	6540	Insurance
615	6900	Bookstore Operation

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

Old #	New #	Title
N/A	5130	Financial Aid
N/A	5700	Intercollegiate Athletics
N/A	6250	Budget Management
N/A	6540	Insurance

Recommendation by:

Approved for Consideration:



## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b>	Financial Aid		
<b>New BP #:</b>	5130	<b>Old BP # &amp; Title:</b>	703 & Financial Aid Eligibility in Jointly
<b>New AP #:</b>		<b>Old AP # &amp; Title:</b>	
<b>Revision Date:</b>	4/29/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>To qualify for financial aid consideration, students who are enrolled in programs which UCC jointly sponsors with another agency or institution must be admitted at UCC in a financial aid eligible program, take classes at the cooperating agency that fulfills UCC program requirements, and must meet federal financial aid eligibility requirements.</del></p>	<p>References:                      20 U.S. Code Sections 1070 et seq.;                      34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);                      NWCCU Standards 2.D.5, 2.D.e, and 2.D.9                      ORS 348.015 to 348.017 (Third party financial firms)</p> <p>A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans and work and employment programs.</p>	<p>References:                      20 U.S. Code Sections 1070 et seq.;                      34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);                      NWCCU Standards 2.D.5, 2.D.e, and 2.D.9                      ORS 348.015 to 348.017 (Third party financial firms)</p> <p>A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans and work and employment programs.</p>

	<p>All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.</p> <p>The Financial Aid Director shall establish, publicize, and apply satisfactory academic standards for participants in Title IV student aid programs.</p> <p><b>Misrepresentation</b>          Consistent with the applicable federal regulations for federal financial aid, the college shall not engage in “substantial misrepresentation” of:</p> <ol style="list-style-type: none"> <li>1) the nature of its educational program,</li> <li>2) the nature of its financial charges, or</li> <li>3) the employability of its graduates.</li> </ol> <p>The Financial Aid Director shall establish procedures for regularly reviewing the college’s website and other informational materials for accuracy and completeness and for training the college’s employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the college’s education programs, financial charges, and</p>	<p>All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.</p> <p>The Financial Aid Director shall establish, publicize, and apply satisfactory academic standards for participants in Title IV student aid programs.</p> <p><b>Misrepresentation</b>          Consistent with the applicable federal regulations for federal financial aid, the college shall not engage in “substantial misrepresentation” of:</p> <ol style="list-style-type: none"> <li>1) the nature of its educational program,</li> <li>2) the nature of its financial charges, or</li> <li>3) the employability of its graduates.</li> </ol> <p>The Financial Aid Director shall establish procedures for regularly reviewing the college’s website and other informational materials for accuracy and completeness and for training the college’s employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the college’s education programs, financial charges, and</p>
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	<p>employment of graduates to assure compliance with this policy.</p> <p>The Financial Aid Director shall establish procedures wherein the college shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.</p> <p>This policy does not create a private cause of action against the college or any of its representatives or service providers. The college and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.</p>	<p>employment of graduates to assure compliance with this policy.</p> <p>The Financial Aid Director shall establish procedures wherein the college shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.</p> <p>This policy does not create a private cause of action against the college or any of its representatives or service providers. The college and its Board of Education do not waive any defenses or governmental immunities by enacting this policy.</p>
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## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b>	Financial Aid
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 5130	<b>Old AP # &amp; Title:</b>
<b>Revision Date:</b>	4/29/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>No prior procedure</p>	<p>References:                      20 U.S. Code Sections 1070 et seq.;                      34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);                      NWCCU Standards 2.D.5, 2.D.e, and 2.D.9</p> <p>The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families UCC recognizes that many individuals cannot assume the full financial burden of the cost of a college education. For this reason, financial aid is available to help bridge the gap between the cost of an education and the available student and family resources.</p>	<p>References:                      20 U.S. Code Sections 1070 et seq.;                      34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);                      NWCCU Standards 2.D.5, 2.D.e, and 2.D.9</p> <p>The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families UCC recognizes that many individuals cannot assume the full financial burden of the cost of a college education. For this reason, financial aid is available to help bridge the gap between the cost of an education and the available student and family resources.</p>

	<p>To help accommodate the gap, the college provides a variety of financial assistance through the Financial Aid Office.</p> <p><b><u>UCC financial assistance programs include:</u></b></p> <ul style="list-style-type: none"> <li>• Federal Pell Grants</li> <li>• Federal Supplemental Educational Opportunity Grant</li> <li>• Federal Work Study</li> <li>• Oregon Opportunity Grant</li> <li>• Oregon Promise Grant</li> <li>• Chafee Grant for Foster Youth</li> <li>• Scholarships: Foundation and outside donors</li> </ul> <p><b><u>Application procedures:</u></b></p> <p>Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) for undocumented students.</p> <p>Refer to the Financial Aid web page for the full Financial Aid Process checklist and the Financial Aid Calendar for priority deadlines.</p> <p><b><u>Student Eligibility:</u></b></p> <ul style="list-style-type: none"> <li>• Be a U.S. citizen or eligible non-citizen</li> <li>• Have a valid Social Security Number</li> <li>• Register with Selective Service if you are male and 18 to 25 years of age (go to <a href="http://www.sss.gov">www.sss.gov</a> for more information)</li> </ul>	<p>To help accommodate the gap, the college provides a variety of financial assistance through the Financial Aid Office.</p> <p><b><u>UCC financial assistance programs include:</u></b></p> <ul style="list-style-type: none"> <li>• Federal Pell Grants</li> <li>• Federal Supplemental Educational Opportunity Grant</li> <li>• Federal Work Study</li> <li>• Oregon Opportunity Grant</li> <li>• Oregon Promise Grant</li> <li>• Chafee Grant for Foster Youth</li> <li>• Scholarships: Foundation and outside donors</li> </ul> <p><b><u>Application procedures:</u></b></p> <p>Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) for undocumented students.</p> <p>Refer to the Financial Aid web page for the full Financial Aid Process checklist and the Financial Aid Calendar for priority deadlines.</p> <p><b><u>Student Eligibility:</u></b></p> <ul style="list-style-type: none"> <li>• Be a U.S. citizen or eligible non-citizen</li> <li>• Have a valid Social Security Number</li> <li>• Register with Selective Service if you are male and 18 to 25 years of age (go to <a href="http://www.sss.gov">www.sss.gov</a> for more information)</li> </ul>
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- Have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)
- Not owe an overpayment on a federal grant or be in a default on a federal student loan
- Demonstrate financial need (A Stafford Unsubsidized Loan is the exception)
- Maintain satisfactory academic progress
- Not be enrolled simultaneously in a high school diploma completion program

**Payment procedures:**

On the second Friday of each term (with the exception of Summer term) a student's financial aid funds in excess of institutional charges will be mailed in the form of a paper check by US Postal Service or Direct Deposited into the students account. Funds will continue to be mailed or direct deposited Fridays, throughout the term.

**Return to Title IV Funds:**

As a result of the Higher Education Act of 1998, a student who withdraws from classes, receives all F's, or a combination of both during

- Have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)
- Not owe an overpayment on a federal grant or be in a default on a federal student loan
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**Return to Title IV Funds:**

As a result of the Higher Education Act of 1998, a student who withdraws from classes, receives all F's, or a combination of both during the term may

<p>the term by be required to repay a percentage of the Title IV Financial Aid funds received.</p> <p>The Financial Aid office will calculate the amount of federal financial aid a student has earned in accordance with federal law. Refer to the Financial Aid web page for the full Return to Title IV policy.</p> <p><b><u>Accounting/Disbursement of Funds:</u></b></p> <p>Umpqua Community College ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.</p> <p>There is a clear delineation of responsibilities for administering financial programs which are divided by between the Financial Aid Office which authorizes payment of funds and the Student Accounts Office that disburses or delivers funds.</p> <p><b><u>Satisfactory Academic Progress:</u></b></p> <p>Federal regulations require that schools establish SAP standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office review all terms of enrollment history, regardless of whether financial aid was received, to determine if a student is making SAP towards an educational goal. All students who receive financial aid must maintain SAP and work</p>	<p>be required to repay a percentage of the Title IV Financial Aid funds received.</p> <p>The Financial Aid office will calculate the amount of federal financial aid a student has earned in accordance with federal law. Refer to the Financial Aid web page for the full Return to Title IV policy.</p> <p><b><u>Accounting/Disbursement of Funds:</u></b></p> <p>Umpqua Community College ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.</p> <p>There is a clear delineation of responsibilities for administering financial programs which are divided between the Financial Aid Office which authorizes payment of funds and the Student Accounts Office that disburses or delivers funds.</p> <p><b><u>Satisfactory Academic Progress:</u></b></p> <p>Federal regulations require that schools establish SAP standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office review all terms of enrollment history, regardless of whether financial aid was received, to determine if a student is making SAP towards an educational goal. All students who receive financial aid must maintain SAP and work towards an eligible degree or certificate within the maximum time frame, or PACE of progression, allowed.</p>
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	<p>towards an eligible degree or certificate within the maximum time frame, or PACE of progression, allowed. Students are expected to pass the classes that they register for at UCC each term.</p> <p>Refer to the Financial Aid web page for UCC's full Satisfactory Academic Progress Policy.</p> <p><b>Misrepresentation</b> Misrepresentation is defined as any false, erroneous, or misleading statement that the Financial Aid Director, a representative of the college, or a service provider with which the college has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.</p> <p>A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.</p> <p>This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.</p>	<p>Students are expected to pass the classes that they register for at UCC each term.</p> <p>Refer to the Financial Aid web page for UCC's full Satisfactory Academic Progress Policy.</p> <p><b>Misrepresentation</b> Misrepresentation is defined as any false, erroneous, or misleading statement that the Financial Aid Director, a representative of the college, or a service provider with which the college has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.</p> <p>A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.</p> <p>This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.</p>
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## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Intercollegiate Athletics
<b>New BP #:</b> 5700 <b>Old BP # &amp; Title:</b> N/A
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 2/19/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>BP 5700    Intercollegiate Athletics</p> <p>References: 20 U.S. Code Sections 1681 et seq.; NWCCU Standard 2.D.13</p> <p>NOTE: <i>This policy is legally required.</i></p> <p>The [ <i>entity</i> ] shall maintain an organized program for men and women in intercollegiate athletics. The [ <i>entity</i> ] will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.</p> <p>The [ <i>CEO</i> ] shall assure that the athletics program complies with state law and the college athletic governing body regarding student athlete participation.</p>	<p>References: 20 U.S. Code Sections 1681 et seq.; NWCCU Standard 2.D.13</p> <p>The Umpqua Community College Department of Athletics shall maintain an organized program for men and women in intercollegiate athletics. The Department of Athletics will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.</p> <p>The Director of Athletics and President shall assure that the athletics program complies with state law and the Northwest Athletic Conference, National Junior College Athletic Association, and the Women’s Collegiate Wrestling Association regarding student athlete participation.</p> <p>The Director of Athletics is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Intercollegiate Athletics <b>New BP #:</b> <b>Old BP # &amp; Title:</b> <b>New AP #:</b> 5700 <b>Old AP # &amp; Title:</b> N/A  <b>Revision Date:</b> 2/19/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><b>Reference:</b> Title IX, Education Amendments of 1972; NWCCU Standard 2.D.13</p> <p><b>NOTE:</b> <i>This procedure is <b>legally advised</b>. Local practice may be inserted here. Rules for participation in intercollegiate athletics should be developed in accordance with BP 5700 Intercollegiate Athletics. The entity should comply with rules and regulations adopted by voluntary associations, one of whose purposes is to govern intercollegiate athletics.</i></p> <p><i>The authority for developing, implementing, and monitoring these procedures should be stated and should reference appropriate assistance required from the Academic Leadership.</i></p> <p><b>Athletic Drug Testing</b></p>	<p><b>Reference:</b> Title IX, Education Amendments of 1972; NWCCU Standard 2.D.13</p> <p>Umpqua Community College is a member of the Northwest Athletic Conference (NWAC), the National Junior College Athletic Association (NJCAA), and the Women’s Collegiate Wrestling Association (WCWA) and is governed by the rules of the constitution and bylaws of these organizations. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of the governing bodies in which the College is a member.</p> <p>The Department of Athletics is committed to student-athlete academic success and shall monitor and track student-athlete academic performance.</p> <p>The Department of Athletics is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes.</p>

	<p><b>NOTE:</b> <i>If the entity wishes to consider such a procedure, language may be inserted here.</i></p>	<p>Changes to the Intercollegiate Athletics program curriculum will follow current institutional procedures for Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Standard Operating Procedure handbooks within the codebook of each governing body and information is kept in the Director of Athletics' Office.</p> <p>The Department of Athletics shall submit conference, state, and federal compliance reports as required.</p> <p>Any fundraising activities conducted by a member of the Department of Athletics shall follow approval procedures prior to the proposed event as outlined in the Athletics Department's policies and procedures handbook. All fundraising and foundation account activities shall follow the procedures established by the Office of Finance and the Office of Advancement.</p> <p>The Director of Athletics is responsible for implementing and updating this procedure.</p>
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## BOARD POLICY

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**TITLE: BUDGET MANAGEMENT**

**BOARD POLICY # 6250**

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**Policy:**

The budget shall be managed in accordance with Oregon Local Budget Law. Budget revisions shall be made only in accordance with these policies and as provided by law.

The College's unrestricted general fund reserve shall be a minimum of 10% with a target of two months General Fund operating expenditures including transfers.

Revenues accruing to the College in excess of amounts budgeted are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**References: NWCCU Standard 2.A.30  
ORS 294.305 to ORS 294.565 (Local Budget Law)**

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



## ADMINISTRATIVE PROCEDURE

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**TITLE: Budget Management**

**ADMINISTRATIVE PROCEDURE # 6250**

**RELATED TO POLICY # 6250 BUDGET MANAGEMENT**

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Budgetary control is essential to ensure the College meets its fiduciary responsibilities and strategic goals. An operating budget does not stand alone, it is closely related to other college planning efforts; and as a result, operational budget management is essential to the long-term financial stability of the college.

The Chief Financial Officer with the help of budget manager provides oversight and monitoring of the annual operating budget and related expenditure of funds. Budget monitoring and management trainings and documentation will be provided to all employees with budget responsibility. An in depth review of budget to actuals information will be conducted quarterly with any concerns being addressed with responsible chair, director, dean or Senior Leadership Team (SLT) member.

Each member of the Senior Leadership Team (SLT) is responsible for managing their division's budget.

- Expenditures must be within budgeted limits.
- Account deficits will be cleared monthly by the responsible department/division. Funds may be transferred within each division to meet program needs, with the exception of funding from salary and related benefit accounts.

### 1. **Chairs and Directors/Managers**

- A. Chairs and directors/managers with budget responsibility have the discretion to use budgets, within their cost center(s) of responsibility, to meet program needs identified during the budget development process with the exception of funding from salary and related benefit object codes.
- B. Account deficits are the responsibility of the chair/director/manager and the respective Dean. Any account deficit should be cleared monthly with all efforts made to not close any budget with a negative balance at the end of the fiscal year.

### 2. **College Operational Budget Guidelines**

- A. Funding provided to meet legal requirements, contractual obligations or mandates, salary and related benefits object codes are restricted for that specific

purpose. With the exception of the Grant and Contract Fund, any surplus funding not used for these purposes may be returned to the college central accounts, managed by Chief Financial Officer.

- B. The College retains budget contingency for necessitated spending during the year on items that cannot be specifically identified at the time the budget is being prepared. Funds would be transferred to appropriated categories with the approval of Senior Leadership Team (SLT) and Board of Education when the need arises.
- C. Official functions (ex. Instruction, Instructional Support, College Support Services, Student Services, Community Services, etc.) must be in balance each month.
- D. All operational requests for the current fiscal year must be requested annually if operational funding is required.
- E. Employees must first exhaust professional growth opportunities before expending department funds for travel expense except for specifically designated or required activities approved by the Senior Leadership Team member.
- F. Utility expenses are fully encumbered on July 1<sup>st</sup> to ensure funding availability.
- G. Transfers of appropriations and resources can be made within any given fund or between any two funds when authorized by resolution of the Board of Education. The resolution will state the need for the transfer, the purpose for the authorized expenditure, and the amount of appropriation transferred.
- H. Each year, as part of the budget development, appropriation is budgeted in the Grants and Contracts fund to cover unanticipated funding and carryover in current awards. In order to maintain efficient operations, including the timeliness of ability to spend funds, the appropriation can be used to load budgets for new and additional awards less than \$50,000. Once the additional appropriation is depleted, all new and additional awards will be presented to the Board of Education for approval to spend.
- I. Increases to expenditures in any fund in excess of 10%, and not covered under an exception of Oregon Budget Law will require a supplemental budget and will be completed at the discretion of the Chief Financial Officer.

**References:**

NWCCU Standard 2.A.30  
ORS 294.305 – 294.565  
OAR 150, Division 294  
Oregon Department of Revenue “Local Budgeting Manual” (150-504-420)

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE(S) OF REVISION:**

**DATE OF ADOPTION: 5/21/2019 by CC**

**DATE(S) OF PRIOR REVIEW:**



## BOARD POLICY

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**TITLE:** Insurance

**BOARD POLICY #** 6540

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**Policy:**

The Chief Financial Officer shall be responsible to secure insurance for various college liabilities.

The College may participate in a joint powers arrangements, or may engage in a course of self-insurance for the purposes described in this policy.

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE: Insurance**

**ADMINISTRATIVE PROCEDURE # 6540**

**RELATED TO POLICY # 6540 Insurance**

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The Chief Financial Officer will work with insurance agents to secure the following liability coverages on an annual basis, aligned with the College's fiscal year.

- Liability for damages for death, injury to persons, or damage or loss of property;
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance against "other perils"
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits
- Student/Athlete accident liability
- Professional liability for Nursing, Emergency Medical Services, Phlebotomy, and Dental students
- Automotive liability for College owned and operated vehicles
- Liquor liability for Southern Oregon Wine Institute

References: ORS 30.282  
 ORS 341.290(22)

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this procedure.

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Bookstore Operations	
<b>New BP #:</b> 6900	<b>Old BP # &amp; Title:</b> 615 / Bookstore Operations
<b>New AP #:</b>	<b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 5/1/2019	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>Policy:</b></p> <p>The Bookstore is a self-sustaining, institutionally owned store, operated as a service to its academic and local community.</p> <p>The Bookstore shall support student success by making available adopted course materials and supplies for classes offered each term. Revenue will be used to cover the cost of bookstore operations and staff. Each year, any additional revenue will be distributed as determined by the college’s Senior Leadership Team.</p> <p>The bookstore is responsible for establishing prices.</p> <p><b>RESPONSIBILITY:</b></p> <p>The Bookstore Manager is responsible for implementing and updating this policy. Specific guidance for policy implementation</p>	<p>BP 6900 Bookstore(s)</p> <p><b>References:</b></p> <p style="text-align: center;">NWCCU Standard 2.D.12</p> <p style="background-color: yellow;"><b>NOTE: 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.</b></p> <p>College bookstore(s) shall be established and operated by [ <i>either “the entity” or by “a qualified vendor”</i> ].</p> <p style="background-color: yellow;"><b>Option 1—If the bookstore is run by the entity:</b></p> <p>Operational costs of the college bookstore(s) shall be paid from revenue earned from the bookstore.</p> <p>Fiscal management of the bookstore(s) shall be in accordance with accounting practices as required by state law. An annual audit of the</p>	<p>BP 6900 Bookstore(s)</p> <p><b>References:</b> NWCCU Standard 2.D.12</p> <p>College bookstore shall be established and operated by Umpqua Community College.</p> <p>Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.</p> <p>Fiscal management of the bookstore shall be in accordance with accounting practices as required by state law.</p> <p>The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

<p>may be found in the associated Administrative Procedure(s).</p> <p><b>DATE OF ADOPTION:</b> 6/14/2017</p>	<p>records and accounts of the bookstore shall be provided to the Board of Education.</p> <p><b>Option 2—If a qualified vendor is to provide bookstore services:</b></p> <p>Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board of Education for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference [ <i>if they meet all other bid criteria</i> ].</p> <p><b>Adopted:</b></p>	
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<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #11, Adopting the Budget</p>	<p>Date: June 12, 2019</p>
<p>The Board is requested to adopt the budget and make appropriations for the 2019-2020 year as presented.</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. 11**

**ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby adopts the budget for the fiscal year 2019-2020 in the total of \$64,596,811 now on file in the Library of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon.

**BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:**

<b>GENERAL FUND</b>		<b>CAPITAL PROJECTS FUND</b>	
Instruction	9,066,334	Facilities Acquisition/ Construction	506,133
Instruction Support	1,440,234	Contingencies	145,270
Student Services	2,891,061	<b>Total</b>	<b>651,403</b>
College Support Services	6,909,364		
Financial Aid	861,183	<b>DEBT SERVICE FUND</b>	
Transfers	2,408,776	Debt Service	7,375,564
Contingencies	386,591	Unappropriated End. Fund Balance	2,292,668
Reserves	3,929,492	<b>Total</b>	<b>9,668,232</b>
<b>Total</b>	<b>27,893,035</b>		
<b>Special Revenue Fund</b>		<b>INSURANCE FUND</b>	
<b>GRANTS &amp; CONTRACTS</b>		College Support Services	370,000
Instruction	1,117,139	Contingencies	82,633
Instruction Support	886,053	<b>Total</b>	<b>452,633</b>
Community Services	826,641		
Student Services	1,965,983	<b>ENTERPRISE FUND</b>	
College Support Services	237,906	Instructional Support	120,000
<b>Total</b>	<b>5,033,722</b>	Student Services	1,705,074
		Community Services	226,161
<b>Special Revenue Fund</b>		Contingencies	157,767
<b>ADMINISTRATIVELY RESTRICTED</b>		<b>Total</b>	<b>2,209,002</b>
Instruction	2,483,752		
Instruction Support	859,409	<b>INTERNAL SERVICE FUND</b>	
Community Services	122,000	College Support Services	189,375
Student Services	1,197,938	Unappropriated End. Fund Balance	580,000
College Support Services	549,618	<b>Total</b>	<b>769,375</b>
Transfers	18,195		
Contingencies	25,000	<b>AGENCY FUND</b>	
<b>Total</b>	<b>5,255,912</b>	Student Services	103,879
		<b>Total</b>	<b>103,879</b>
<b>FINANCIAL AID FUND</b>			
Student Loans and Financial Aid	12,559,618		
<b>Total</b>	<b>12,559,618</b>		

**TOTAL APPROPRIATIONS ALL FUNDS** 57,794,651

<b>Total Unappropriated and Reserve Amounts, All Funds</b>	6,802,160
<b>TOTAL ADOPTED BUDGET</b>	<u><u>\$ 64,596,811</u></u>

**Imposing the Tax**

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby approves the imposed taxes provided for in the adopted budget at the rate of \$0.4551 / \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property within the district as follows:

**Categorizing the Tax**

<b>Education Limitation</b>		<b>Excluded from Limitation</b>	
General Fund:	\$0.4551 / \$1,000		-0-

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED BY THE BOARD OF EDUCATION OF UMPQUA COMMUNITY COLLEGE, DOUGLAS COUNTY, OREGON THIS 12TH DAY OF JUNE 2019.

UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

By: \_\_\_\_\_  
Clerk of the Board

By: \_\_\_\_\_  
UCC Board Chair

**Summary of Changes**

	<b>Approved</b>	<b>Adjustment</b>	<b>Proposed for Adoption</b>
<b><u>General Fund</u></b>			
<b>Resources</b>			
Beginning Fund Balance	4,532,182	-	4,532,182
Taxes	3,892,627	-	3,892,627
Interest	156,000	-	156,000
State Support	11,996,982	-	11,996,982
Tuition	6,520,244	-	6,520,244
Fees	585,000	-	585,000
Indirect Cost Revenue	150,000	-	150,000
Miscellaneous Income	60,000	-	60,000
Transfers In	-	-	-
<b>Total Resources</b>	<b>27,893,035</b>	<b>-</b>	<b>27,893,035</b>
<b>Expenditures</b>			
Instruction	9,071,138	(4,804)	9,066,334
Instructional Support	1,442,880	(2,646)	1,440,234
Student Services	2,891,061	-	2,891,061
College Support Services	6,875,281	34,083	6,909,364
Financial Aid - Tuition Waiv.	861,183	-	861,183
Transfers	2,408,776	-	2,408,776
Contingency	417,663	(31,072)	386,591
Reserves	3,925,053	4,439	3,929,492
<b>Total Expenditures</b>	<b>27,893,035</b>	<b>-</b>	<b>27,893,035</b>
<b><u>Grants and Contracts Fund</u></b>			
<b>Resources</b>			
Federal Revenue	2,218,120	59,606	2,277,726
State Revenue	1,543,156	139,211	1,682,367
Local Revenue	1,068,510	5,119	1,073,629
<b>Total Resources</b>	<b>4,829,786</b>	<b>203,936</b>	<b>5,033,722</b>
<b>Expenditures</b>			
Instruction	1,006,191	110,948	1,117,139
Instructional Support	886,053	-	886,053
Community Services	826,641	-	826,641
Student Services	1,872,995	92,988	1,965,983
College Support Services	237,906	-	237,906
<b>Total Expenditures</b>	<b>4,829,786</b>	<b>203,936</b>	<b>5,033,722</b>

**Administratively Restricted Fund****Resources**

Beginning Fund Balance	1,121,284	112,215	1,233,499
Local Revenue	3,453,164	307,636	3,760,800
Transfers	258,613	3,000	261,613
<b>Total Resources</b>	<b>4,833,061</b>	<b>422,851</b>	<b>5,255,912</b>

**Expenditures**

Instruction	2,391,151	92,601	2,483,752
Instructional Support	620,699	238,710	859,409
Community Services	122,000	-	122,000
Student Services	1,197,938	-	1,197,938
College Support Services	461,078	88,540	549,618
Transfers	15,195	3,000	18,195
Contingency	25,000	-	25,000
<b>Total Expenditures</b>	<b>4,833,061</b>	<b>422,851</b>	<b>5,255,912</b>

**Enterprise Fund****Resources**

Beginning Fund Balance	383,500	-	383,500
Sales/Service Revenue	1,763,274	(1,200)	1,762,074
Transfers	60,428	3,000	63,428
<b>Total Resources</b>	<b>2,207,202</b>	<b>1,800</b>	<b>2,209,002</b>

**Expenditures**

Instructional Support	120,000	-	120,000
Community Services	226,161	-	226,161
Student Services	1,703,274	1,800	1,705,074
Contingency	157,767	-	157,767
<b>Total Expenditures</b>	<b>2,207,202</b>	<b>1,800</b>	<b>2,209,002</b>

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p>___ Information Item</p> <p><u> X </u> Action Item</p>
<p>Subject: International Application Fee</p>	<p>Date: 6/5/19</p>
<p>Board approval requested to increase the international student application fee to \$150 with the revenue to be placed into a fund to cover the increase in SEVIS recertification fees.</p>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item</p> <p><input checked="" type="checkbox"/> Action Item</p>
<p>Subject: International Student Deposit</p>	<p>Date: 6/5/19</p>
<p>Board approval is requested to eliminate the \$4,000 tuition deposit for international students.</p> <p>Rationale: International students are required by federal regulations to show evidence of funds to cover an entire year of tuition, fees, books, and housing. In addition, UCC has required a \$4,000 advanced tuition deposit for most incoming students. This is not consistent with the practice of other Oregon community colleges and prevents processing of paperwork.</p>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 



Enrollment Services  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.7743 | Fax 541.440.7713  
 Admissions@umpqua.edu

# International Student Financial Statement

**Documentation MUST be received to support your statement.**

- If funded by... family, friends, relatives or other responsible person, they must complete Section 2 of this form.
- If funded by... your government, a letter certifying sponsorship must be received.
- If funded by... personal savings, a statement from your bank (amount of money to be stated in terms of U.S. currency) must be received.
- If funded by... other, submit supporting documents accordingly.

**Section 1 – To be completed by the student**

I, \_\_\_\_\_ certify that the total amount of money that I have  
Print Full Name  
 available for my expenses is \$ \_\_\_\_\_.

\$	Personal Savings
\$	Family
\$	Friends
\$	Your Government
\$	Room & Board
\$	Tuition Scholarship
\$	(Specify) Other:
\$	TOTAL (Must cover at least \$23,610/academic year)

Signature _____	Date _____
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Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature of Notary Public \_\_\_\_\_ (SEAL)

My commission expires: \_\_\_\_\_

Notary's Address: \_\_\_\_\_

**Section 2 – To be completed by other responsible source**

I, \_\_\_\_\_ certify that the information furnished by the applicant above  
(Please Print Name and Title of Family, Friend, Relative or Organization)  
 is a true and a correct statement of the financial resources that I will make available for the applicant's study in the United States.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature of Notary Public \_\_\_\_\_ (SEAL)

My commission expires: \_\_\_\_\_

Notary's Address: \_\_\_\_\_