

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session at 4:00 p.m. per ORS 192.660(2)(d); TAP 15

VOL. LIV, No. 11 BOARD OF EDUCATION MEETING

May 13, 2020; 4:30 P.M., Via Zoom, call:

+1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 301 715 8592

Meeting ID: 935 5250 9993; Password: 701525

AGENDA

MEMBERS:

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

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

I. CALL TO ORDER **Chair Loosley**

II. ATTENDANCE **Chair Loosley**

III. CITIZEN COMMENTS
The Board values input from citizens of the Umpqua Community College District. Due to Oregon Executive Order 20-12 the Board of Education meeting will be conducted online. Public comments may be submitted to robynne.wilgus@umpqua.edu up until the start of the meeting and they will become part of the record. Please include your name, address, and city of residence. The Board may not respond directly to issues raised but refer those issues to the President for appropriate action.

IV. CONSENT AGENDA **Chair Loosley** **pp 1-4**
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.	REPORTS		p 5-20
	A. Standing Report		
	1. President’s Report	Debra Thatcher, President	
	B. Informational Report		
	1. Accreditation Report	Debra Thatcher	
	2. Senior Leadership Team Reports	Debra Thatcher	
VII.	OLD BUSINESS		
VIII.	NEW BUSINESS		
	A. First Reading of Policies	Debra Thatcher	21, see addendum
	B. ACEUCC & UCC Collective Bargaining Agreement MOA	Kelley Plueard	pp 22-25
	C. Reduction in Force <i>(updated)</i>	Kelley Plueard	p 26
	D. Termination of Toyota T-TEN Program & General Automotive AAS Degree	Kacy Crabtree	p 27
	E. Notice of Intent to Award – Campus Copier Fleet	Natalya Brown	p 28
	F. Resolution No. 16, Increase Appropriation	Natalya Brown	pp 29-30
	G. Resolution No. 17, Adopting the Budget	Natalya Brown	pp 31-34
IX.	BOARD COMMENTS	Chair Loosley	
X.	ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, June 10, 2020, 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: May 13, 2020

Recommend approval of:

- | | |
|--|--------|
| 1. Minutes of College Board Meeting of April 8, 2020 | pp 1-2 |
| 2. Personnel Actions | p 3 |
| 3. Res. # 18, Establishing a Clerk, Deputy Clerk, and Budget Officer | p 4 |

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 8, 2020**

The Umpqua Community College Board of Education met on Wednesday, April 8, 2020, via Zoom conference connection. Board Chair Loosley called the meeting to order at 4:30 p.m. The meeting was opened with a formal budget hearing. There was no one who wished to comment nor were any comments submitted on the budget, so the regular meeting began.

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

Director excused: Randy Richardson

Others present: Debra Thatcher, Robynne Wilgus, Natalya Brown, Marjan Coester, April Hamlin, Tiffany Coleman, Katie Workman, Jesika Barnes, Carol McGeehon, Missy Olson, and Sanne Godfrey

Citizen Comments: There were none.

Changes to the agenda: Resolution #15 will be added under New Business.

Consent Agenda:

Recommend approval of:

- 1. Minutes of College Board Meeting of March 11, 2020
- 2. Minutes of Budget Committee Meeting of March 12, 2020
- 3. Minutes of College Special Board Meeting of March 17, 2020
- 4. Personnel Actions
- 5. The following policies are coming to the Board for a second reading:

Old #	New #	Title
N/A	2432	Designation of Acting President
N/A	4010	Academic Calendar
344	4030	Academic Freedom
N/A	4106	Nursing Programs
600.08	5800	Prevention of Identity Theft in Student Financial Transactions

- 6. Personnel Agreements

A minor wording edit is in policy 2432. The Consent Agenda was approved by general consent; the items are attached to the permanent minutes.

REPORTS

President Thatcher provided a brief overview of her written report which is attached to the permanent minutes. The report provides mid-year progress status on the strategic plan and explains the various aspects of the College’s response to the COVID-19 crisis.

OLD BUSINESS – There was none.

NEW BUSINESS**Resolution No. 15 – Emergency Declaration Extension**

Natalya Brown, Chief Financial Officer, requested Board approval of Resolution No. 15, an extension of the emergency declaration. The current declaration is scheduled to expire on April 15, 2020. The only change from Res. 14 is the new expiration date of June 30, 2020. There was a brief discussion regarding the expiration date.

MOTION: I move to approve Resolution No. 15, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.

Ms. Brown stated the financial reports for fiscal year 2019-20, ending March 31, 2020, have been submitted. Her presentation was focused on the financial impact of COVID-19. The College is expecting a stimulus package which will be divided between direct payments to students and coverage for college operations. A brief fiscal update was given on how the college may be impacted.

Chair Loosley briefly reviewed the discussion at the March Board meeting about considering a bond for a new Industrial Technology Center, remodeling of Lockwood Hall, and deferred maintenance. Because of the changes since that meeting, he revisited the topic of funding options; time is short for preparing a bond for November. After a discussion and input from the Board members, there was a suggestion for President Thatcher to request an extension on state funding for the project. A decision on whether to pursue the project will be followed up in May. It is important to be sensitive and to do the right thing for students, business partners, and the community; both now and in the future.

Meeting adjourned at 5:50 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 the permanent minutes:

Personnel Actions; Policies: 2432, 4010, 4030, 4106, 5800; President's Report; Res. 15

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: May 13, 2020

Board approval is requested on the following personnel actions:

Administrative Contracts:

N/A

Faculty Contracts:

N/A

Resignations/Separations:

Bonnie Ankle, Director of Special Events – Effective June 30, 2020

Jason Mitchell, Director of Advising – Effective June 30, 2020

Kristen Watson, Athletic Trainer – Effective June 30, 2020

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #18, Establishing Clerk, Deputy Clerk, and Budget Officer</p>	<p>Date: May 13, 2020</p>
<p>Board approval is requested to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2020-2021 fiscal year.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Thatcher</i></p>

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>						
<p>Subject: Reports</p>	<p>Date: May 13, 2020</p>						
<p>STANDING REPORT:</p> <table><tr><td>President's Report</td><td>Debra Thatcher, President</td></tr></table> <p>INFORMATIONAL REPORT:</p> <table><tr><td>Accreditation Report</td><td>Debra Thatcher, President</td></tr><tr><td>Senior Leadership Team Reports</td><td>Various</td></tr></table>		President's Report	Debra Thatcher, President	Accreditation Report	Debra Thatcher, President	Senior Leadership Team Reports	Various
President's Report	Debra Thatcher, President						
Accreditation Report	Debra Thatcher, President						
Senior Leadership Team Reports	Various						
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 						

Overview

- Due to the impact of COVID-19, we are working slightly behind of schedule. Plans are in place to get back on track. There are no immediate concerns at this time. We are still on track to submit our ad-hoc report by September.
- The Institutional Effectiveness Committee meets bimonthly. In addition, a transition team is in place to continue assessment and accreditation work until a Director of IE can be named. Our accreditation timeline has been updated as a result of discussions from the transition committee. Provost is leading both groups.
- Emily Fiocco is on retainer to write the adhoc report this summer. Our hope is to have a director named by August so that we can engage in proper training before Emily leaves her temporary position on September 1.
- Dr. Thatcher, Natalya Brown and Kacy Crabtree participated in a NWCCU town hall meeting on May 5 to ensure we are current on all information and mandates coming down from the Commission.
- The transition team, along with Dr. Thatcher, will meet with our liaison at NWCCU on May 6 to present questions and verify progress.

Student Learning Assessment - UCC faculty and administration must collaboratively develop and implement a systematic approach to assessing student learning.

Status: *On Track*

Current Actions: ACSC is currently providing feedback on student learning to all faculty.

Next Steps:

- Plans for Spring In-service have been approved by the Provost. The only part that needs to be finalized is non-academic assessment. Spring In-service will be held on June 15 and June 16.
- The annual academic program assessment process will be re-introducing during the In-service.
- Faculty and the Division of IE will work to introduce academic program data to campus for stakeholder review, and then use during the In Service days at the end of the academic year.

Data-Informed Decision-Making - UCC must implement an institution-wide system of data-informed evaluation and planning to guide institutional decisions, continuous improvement, resource allocation, and measurements of institutional effectiveness.

Status: *On Track*

Current actions:

- IR and ACSC chair will present new Program Assessment Data Packet to academic chairs and program coordinators/directors on May 5 that will be used in program assessment work.
- Institutional Indicators will be introduced to campus groups during May. These institutional indicators will be used for analysis of the Strategic Plan report. They will also be posted publicly to meet the new NWCCU requirements that data is used and made public.

Next step:

- Close the loop on the resource allocation process.
- Close the loop on the strategic planning process.
- Consider developing an IE Dashboard.

Governance - UCC must increase institutional stability through effective leadership and governance processes.

- Governance Council Year-End Reports – Governance councils, including College Council, will complete the annual year-end report. The contents will cover participation, action items, and goals achieved. A report template was sent out on April 14; the reports are due to College Council by April 30.
- Governance Survey – The annual survey will be sent to students and another survey to faculty and staff on May 11. EvalKit will be the survey tool and participants will be able to choose from five rankings. The survey will be open for one week.
- Communications – All of the governance councils provided feedback regarding the recommendations for communicating to campus (sharing the agenda, meeting summary, and meeting minutes).

OFFICE OF THE PROVOST
Report to the Board of Education
May 2020

ACADEMIC SERVICES

1. Danielle Haskett became Assistant Vice President of Academic Services on January 15.
2. Robin Van Winkle became Dean of Community Education and Partnerships on March 30.
3. Department chairs now report to the Provost.
4. Discussions are underway about possible new or current programs that can be delivered online.
5. 2020 Commencement will most likely be held virtually.
6. All spring classes are either being delivered online or remotely.
7. Summer and fall classes will be delivered remotely. However, if the mandates change allowing for face to face instruction, UCC will reconsider its current plans for Fall term.
8. UCCOnline and support teams did an amazing job supporting the transition of all face to face courses to remotely deliver for Spring term in addition to supporting staff and students' usage of zoom. Zoom data for April 1-23 (meetings = 2658, meeting minutes = 449,306). Drop-in Help via Zoom is available during Spring term to ensure faculty and student have the resources needed (immediate, real-time assistance).
9. Enrollment services and learning support services collaborated on the submission of the First Generation Student Success (FGSS) grant that addresses developmental education with a co-requisite learning model.
10. In March Danielle Haskett attended the *Evaluation of Institutional Effectiveness Workshop* and the *Accreditation Liaison* office workshop as it relates to assessment hosted by the NWCCU.

Program Specific Information

11. Dental Assisting has learned that non-emergent services will begin in local dental offices in early May. This increases student's odds on regaining access to critical clinical sites for practice hours which are vital for graduation.
12. Nursing Assistant 1 currently has access to clinical placements which take place the last four weeks of SP20, and has a plan ready to submit to the OSBN should we lose access to this site/placement.
13. Both 1st and 2nd year RN cohorts have OSBN approved plans to meet necessary clinical hours.
14. RN faculty and staff are working diligently to grow program enrollment from 48 to 64 students starting in FA20.
15. To meet the needs of interested students during this uncertain time, Melinda Benton, our journalism instructor, is working to move her fall journalism courses and UCC's award-winning student newspaper, The Mainstream, to fully online delivery for the 20/21 school year. This will help the paper to lower their budget while continuing to offer students the opportunity to work on a student-run periodical.
16. Melinda Benton is currently working with Jessica Richardson to develop a live Q & A session online for students interested in working on the student newspaper.
17. UCC's new speech communications instructor, Alyssa Harter, has been working since Summer 2019 to update and revamp our online courses in her area.
18. The humanities department has streamlined their Summer 2020 offerings to ensure high enrollments over as few sections as necessary.

Library/Success Center

19. Winter 2020 OER cost savings: OER estimated savings \$63,280. Low cost estimated savings \$28,550.
20. Academic coaching (tutoring) is now online for spring term using Zoom and a Canvas course shell for security.
21. Library has checked out 11 older iPad tablets for spring term for student use.
22. Library has applied for a Michelson 20MM foundation grant for \$25,000 for student laptops.
23. Library has moved all of the information literacy sessions online, all of the Ask-A-Librarian sessions and is now introducing chat through the library web pages.
24. Library has 232,000 ebooks and 103 databases available for students and staff to use 24/7.

COMMUNITY EDUCATION AND PARTNERSHIPS*Apprenticeship*

25. Apprenticeship is moving 80% of classes online for summer term. The remaining applied courses will be delivered in compliance with the social distancing and sanitation protocols. UCC is working with Oregon Labor and Industries Apprenticeship Division to explore options and partnerships to host a Pre-Apprenticeship program at UCC with local school districts.

Care Connections and Education

26. With a grant from the Ford Family Foundation and assistance from UCC, the staff at Care Connections gave out (via curbside pick-up) 75 care package kits, made of disinfection supplies and program materials, to childcare providers serving emergency workers. The local CCRR is also encouraging childcare providers to take advantage of this time when ECE classes are online and accessible to non-traditional students.

Adult Basic Skills

27. Adult Basic Skills faculty completed CANVAS training and 98% of ABS, GED and English Language Acquisition courses (excluding tutoring) are being delivered online Spring term. The ABS department is working with Wolf Creek Job Corp to deliver their Trades classes in UCC's CANVAS platform which will be ready to go May 11. This will generate new FTE and expand services to the Job Corp.

Community & Workforce Training

28. Community & Workforce Training was hit hard by this Covid-19 crisis. The department is working with instructors and partners to reschedule trainings or deliver them remotely. More than 40 courses are planned for summer term, including virtual camp classes for youth. The department is delivering a successful "Managing Remote Employees" series, several exercises classes, Flagger, First Aid/CPR, and Employer Seminar virtually. Truck Driver training is also continuing with social distancing and sanitation protocols in place.

JOBS

29. The JOBS Department served 154 TANF participants in the month of March with 30% of those being enrolled in UCC Adult Basic Skills, College Credit programs, or vocational training.

Small Business Development Center

30. The Small Business Development Center has moved classes to online delivery. The center is serving as an important resource for Cares Act questions regarding funds available to small businesses. SBDC recently held a series of workshops called "Surviving & Thriving Disaster

Workshop” and had 61 attendees participate. This series will be continued bi-weekly to provide new updates surrounding the Covid-19 crisis

STEAM/Career Connected Learning

31. Bright Futures Umpqua is working with local school districts, the Douglas ESD and UCC to make virtual learning modules to create a Career and Education Plan/Profile. The modules will be available on multiple platforms. STEAM thinking “Challenges” are being posted on social media and News Review. The STEAM Extravaganza, typically held at UCC, is going virtual this year led by emerging STEAM school Hucrest Elementary.

ENROLLMENT SERVICES

32. Admissions Applications Comparison:

- 20-21 (summer and fall terms only as of 4/27): 821
- 19-20: 3,941
- 18-19: 4,234

33. Enrollment Management Fall and Winter Outreach

- Simplified and improved the student onboarding process to accommodate the virtual setting.
- Actively reaching out to summer and fall newly admitted students, as well as spring term students who did not enroll
- Planning virtual events for various academic areas, admissions, and other student support areas.
- Conducting senior spring advising virtually.

34. Financial Aid

- FAFSA application numbers are down. Financial Aid office is sending out 800 “Still Interested in College” postcards reminding students to complete the FAFSA and created Zoom appointments to assist students with completing the FAFSA.

35. Testing

- A successful transition to virtual placement testing for students has been made.

36. College Transitions

- Dual credit was able to be offered by working closely with the high schools and offering support. This included Canvas training and working individually with students and instructors to ensure that everyone was registered.

37. Special Projects

- We had a 77% increase in new Soar students this term vs last term and we were able to provide Soar funding for around 64 students this term.

INSTITUTIONAL EFFECTIVENESS

38. A director of institutional effectiveness is needed as soon as possible and by August 2020.
39. Steve Rogers, Institutional Researcher, works diligently to make sure UCC is compliant with all state and federal data reporting.
40. The Strategic Plan Oversight Committee met in March to develop next steps in the strategic planning process.
41. Institutional Effectiveness Committee meets bimonthly to ensure that our IE operations are on track.
42. Institutional Effectiveness Committee meets bimonthly to ensure our accreditation process stays on track and will continue to meet until a director is named.
43. Program Assessment Data Packets will be released on May 5. This is a first and major milestone for UCC in being able to collect, assess and report data pertaining to academic programs.
44. Institutional Effectiveness Handbook will go live for review and feedback during May.
45. Institutional Indicators will go live for review and feedback during May.
46. Institutional Effectiveness Committee will participate in a conference call with our NWCCU representatives to ask pertinent questions and ensure we are progressing as planned.

STUDENT SERVICES

47. Kimberly Meinhardt was hired as the Director of SSS-Transfer Opportunity Program and started her role on April 6, 2020; Inez Orozco was hired as the Student Job Placement (JDL) Specialist in Career Services and started her role on March 23, 2020
48. Hanna Culbertson, Life Coach, led efforts to have Umpqua Community College join the Creating Community Resilience Leadership Team – a community-based collaborative intended to promote training and awareness to the community for how to respond to crisis.
49. All Student Services departments created robust contingency plans for continuing to provide services to students in response to the Governor’s requirements to engage in physical distancing as a protective measure against COVID-19.
50. The UCC Alpha Sigma Phi chapter of Phi Theta Kappa received a 5-star status as a chapter – the first time in over a decade and the highest level of achievement a chapter can earn. The chapter is also a REACH Chapter with a 22.9% acceptance rate (recognized as a REACH chapter when they meet or exceed 15% membership acceptance rate).
51. ASUCC President, Jesika Barnes, Campus Compact C2C AmeriCorps Member, Alexander Fitzhugh, Life Coach Hanna Culbertson, and April Hamlin all presented in individual sessions at the 2020 Student Success & Retention Conference in February.
52. SafeSpace Workshops were facilitated by Destiny Hunt, Ellis Poole, Jantyne Bunce, and Ronda Stearns in February. 21 staff, faculty, students, and community members attended.

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OFFICE OF BUSINESS SERVICES BOARD REPORT

April 2020

Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

Key Priority:

Enhance the College's sustainability by fostering fiscally responsible environment supported by data-driven decision making.

Strengthen quality, efficiency and effectiveness of Business Services operations.

- Division was on track and made great progress on strategic/operational goals: budget for FY21 was developed and ready for adoption; resource allocation process is on the final stages of review; majority of business services policies and procedures were on track for review by the Board of Education; efficiencies in various areas developed and users trained. COVID -19 threw a major curve ball to institutional plans. We had to switch and redesign our operations to telecommuting, and/or establishing working shifts to employees. As the College continues to adjust to the extraordinary circumstances of these past weeks, we have been working with our senior leadership team to address many implications of this global pandemic. On March 19th the College implemented steps to manage the potential risks created by the current economic uncertainty in our nation and community: hiring freeze, suspension of spending, travel ban. As more information becomes available, it is becoming clear that the College will need to prepare for the financial impact of state allocation cuts and enrollment declines. In collaboration with senior leaders, we are developing several scenarios for different financial impacts.
- The college is in the process of seeking options to refund Full Faith and Credit Obligations Series 2010. The RFP went out on April 17th, 2020 with the deadline to submit bids by May 7, 2020.

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

- Team concentrated efforts in strengthening efficiency of the department operations: cleaned up all of the UCC employee travel forms on the website; created and provided training to users; updated Business and Travel Expense policy and procedure; rolled out new invoice process campus-wide to eliminate paper process.
- Team assisted student services with reaching out to the returning students transitioning to spring online courses.

Budget; Katie Workman, Budget Manager

- Balanced budget presented to and approved by the External Budget Committee on March 12
- Campus Budget forum held on March 13
- All budgets reviewed comparing actuals to budget; concerns were addressed with budget managers
- Met with team working on program cost analysis to review draft reports and provided feedback to incorporate
- Participated on the Institutional Effectiveness Committee and Strategic Planning Oversight Committee in support of the college seeking reaffirmation
- Strategically reviewed budgets and worked with various budget managers across campus to provide budget and financial analysis with consideration of COVID-19 impact
- Budget website continues to be updated with training and presentation materials

Campus Store; Micque Shoemaker, Manager

- Helped to coordinate and man the drive through pick up service for student online textbook orders and materials supplied by faculty members. Students were contacted and able to drive through over a four-day period. Left over materials were taken back to the store and students were contacted individually to set up a time to pick up the remaining supplies. Materials for 231 students were distributed over the course of ten days.
- Received and processed a total of 540 online orders for Spring term. Last year there were 110 orders so this was a significant increase that we were able to process in real-time.
- Have been working on our online store website to make more items available for customers to purchase online. The number of items for sale online has doubled in the last month and we are continuing to upload photos and descriptions to serve our students.
- A need was identified to continue to serve essential employees working on campus. We worked with Facilities team to put protective measures in place including hand sanitizer at the front door and a plexi-glass shield at the

register. Only three customers are allowed in the store at a time and we are practicing recommended social distancing with tape on the floor. All employees wear masks during the day and sanitize areas after each transaction.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- CM/GC awarded to Vitus Construction Co. for Whipple Fine and Performing Arts building seismic update. Preliminary Phase Contract executed and early work begun. Guaranteed Maximum Price (GMP) and final contract is expected by mid-May. COVID Restrictions requirements are to be included. Actual construction work is to begin mid-June and completed by mid-August.
- Work is in process on Copier fleet contract review and renewal. Working with Network Administration, developed a ZOOM process effective enough to handle five (5) formal Supplier Presentations, all compliant with Oregon governing statutes, for the 5-year Campus Copier Fleet Lease Agreement.
- Five (5) interested suppliers completed presentations to UCC Evaluation Team. Evaluators are in final discussions to choose a supplier. Award announcement are set by 4/15/20. Contract and transition begins 7/1/2020.
- Working with IT Programming, created a direct-to-email pathway for an official Purchase Order. Replaced a process that printed 3 copies and required scanning and sending. The new process eliminated all paper and reduced the number of steps from 10 to 2.
- Participating on IDEAL Committee. Goals and Objectives being drafted to guide Campus Culture toward improving understanding and application of current concepts of Inclusion, Diversity, and Equity.

Special Events; Bonnie Ankle, Director of Special Events

- COVID-19 impacted over 100 events that had to be cancelled or rescheduled
- Team is working on rebuilding and improving 25Live Pro system for scheduling events. The needed work will provide greater efficiency, automation and security while using the system.
- Team added 350 user profiles to help instructors with scheduling of the five conference rooms on campus utilized for virtual learning.
- With the help from UCC Foundation, Jacoby auditorium will receive a much needed fire retardant curtain upgrade.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
May 2020
Tim Hill, Director of Information Technology

- Major Successes:
 - Completed automation of Docuware use for Accounts Payable within Finance department.
 - Completed implementation of all Lab virtual PC's to build a new image upon demand increasing security and reducing the maintenance.
 - Covid-19: Transition to remote work for campus, including phones, PC's, camera's, headsets, etc.
 - Wait listing for classes has been implemented.

- Challenges:
 - Covid-19 has had an impact on wide area network upgrade implementation.

- Tactical Projects update:
 - Virtualization architecture for faculty and staff has started early. We are now building and configuring the required servers and ahead of schedule.
 - Reduction of manual processes/documentation flow within Finance completed.

**Department of Athletics
Board Report
May 2020
Craig Jackson, Director of Information Technology**

- Updates:
 - Recruiting is going well, despite the uncertainty of a fall sport start date, with around 65 athletes signed to letters of intent so far.
 - The NWAC has opened up recruiting to all domestic and international students increasing our ability to fill roster spots
 - Around 15 student-athletes, so far, have accepted offers to continue their education at 4-year institutions

FACILITIES REPORT

Jess Miller, Director of Facilities and Security

May, 2020

Campus Paint Project

- As Goal 3 of the Facilities Tactical Plan we are utilizing staff and students to paint the UCC Campus. This project will provide professional development opportunities for students and assist them in learning a trade in a real world environment. Dollars earned by students may assist in continuing their education and their experience will make them more marketable in the workplace.

Seismic Update

- West Coast Construction Solutions will perform Project management consulting services
- ZCS Engineering was selected to perform services related to seismic work on Whipple Fine Arts Building.
- Vitus was selected to perform seismic CMGC services and construction services for project.
- Project to begin in the beginning of June expected completion September 1, 2020

Facilities Condition Assessment

- Dude Solutions was selected to perform our conditions survey and assist in setting up Preventative Maintenance program. This now consists of:
 - Scheduled work orders for all PM required equipment
 - Estimated life of all equipment.
 - Reporting capabilities related to systems.
 - Hours of operation and efficiencies.
- Capital forecasting and estimating
 - Prioritizing
 - Reporting
- Benchmarking to like institutions will begin through APPA program to measure like institutions to others around the US.

Memorial

- Victory Builders was selected to perform construction of UCC memorial
 - Construction of project will begin this spring.

Jackson Hall will undergo minor remodel (possible postponement due to COVID – 19 and budget adjustments).

Likely to include but not limited to:

- Lighting upgrades
- Window shades
- Floor covering
- Paint/paneling removal
- Technology upgrades
- ~~BAS control system upgrade~~

Facilities Condition Assessment and Capital Outlay project

Agreement has been made with Dude Solutions to perform our Facilities Conditions Assessment

The purpose of the facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's DudeSolutions capital forecasting & maintenance solutions.

Deliverables-

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client's capital forecasting solution.
- Import major equipment level detail into client's DudeSolutions maintenance solution.

Evaluation-

At the conclusion of the assessment(s), Certified DSI partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. Certified DSI partner shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

C. Cost Estimating–

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI partners use the Unifomat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

Building Automation System (BAS) Upgrade Continues

The PE Project was completed in June. We continue phasing the BAS project but adding Whipple Fine Arts to be completed September 2020.

HUMAN RESOURCES PRESIDENT'S REPORT

May 2020

Kelley Plueard, Director of Human Resources

Human Resources; Kelley Plueard, Director of Human Resources

- Planning is underway for recognizing 2019-2020 retirements, Years of Service for full-time and part-time employees, and Outstanding Classified and Faculty awards. Due to COVID-19, recognition will be in a different format than the usual in-person gathering. Sue Cooper, HR Systems & Benefits Coordinator is the lead in HR for this event.
- Coffee Breaks (virtual) with Human Resources, has been launched by Kelley Plueard, Director of Human Resources, as a communication platform to address current employee and HR issues pertinent to the changes in the workplace due to COVID-19.
- Two new SafeColleges trainings have been recommended to college employees: *Coronavirus: Transitioning to a Remote Workforce*, *Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings*. More trainings through SafeColleges will be recommended to UCC employees soon.

Payroll; Kelley Plueard, Director of Human Resources

- Yvonne Hernandez, Payroll Manager, is successfully processing payroll remotely with infrequent on campus visits.
- The Payroll Department, Yvonne Hernandez and Lisa Cram, HR/ Payroll Assistant, are keeping abreast of COVID-19 updates to ensure correct tracking of COVID-19 payroll expenses for the college.

ADVANCEMENT PRESIDENT'S REPORT

May 2019

Tiffany Coleman, Director

Advancement:

Strategic Plan Progress

A staffing challenge has limited forward progress on Goal 4: Create an alumni relations program. Work in this area is achievable but will need to be redefined and streamlined to match current resources.

Headline News

The UCC Foundation has canceled the 2020 Legacy Ball.

- Although the hope is COVID-19 restrictions will ease significantly by November, it was felt that the pandemic's financial impact on our community will last for some time. The annual ball is the Foundation's largest annual fundraiser. Other fundraising options will need to be identified so we can continue to support UCC's students, who are perhaps experiencing their greatest financial needs.
- The Legacy Ball Committee is currently reaching out to past sponsors; asking them to consider converting their 2020 sponsorships to a direct donation to the area of greatest need. The next Legacy Ball has been rescheduled to take place Friday, Nov. 12, 2021.

Scholarship applications

- 330 scholarship applications were received for consideration during this awarding cycle.
- A record 64 people volunteered to review the applications.
- The awarding process was condensed to three people from the typical 15-20 who usually participate.
- Students should be notified toward the end of May/beginning of June.

Communications & Marketing:

Strategic Plan Progress

Work continues on the UCC website. The team's number one priority lately has been to make COVID-19 information and resources available and continually updated. The website is the College's top marketing and communications tool. As we move forward with a heavier reliance on technology, a major overhaul on the website will better serve our internal and external audiences.

Headline News

Kudos to the team for drastically changing their typical routines and job functions to accommodate the shift to remote teaching and learning. The team crossed multiple boundaries and areas of operation by jumping in to support UCCOnline and by working with faculty to create videos for their courses.

Additionally, the following stories have also been created and shared with the HECC for inclusion in the state's community college awareness efforts:

- [Heroes in the Fight to Help Financial Victims of COVID-19](#)
- [Making the Massive Shift to Online Learning](#)
- [The Job Market has Just Exploded](#)
- [Climbing the Highest Mountain](#)

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

Information Item

Action Item

Subject: First Reading of Policies

Date: May 13, 2020

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

Old #	New #	Title	Addendum Page #
N/A	3502	Children on Campus	1
N/A	5077	Credit Overload	5
721 & 721.3	5500	Standards of Student Conduct	8-9

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

Old #	New #	Title	Addendum Page #
N/A	3502	Children on Campus	2-4
N/A	5077	Credit Overload	6-7
721.1	5501	Definitions	10-11
721.3	5502	Student Misconduct	12-17
N/A	5505	Hazing	18-22
721.4	5506	Academic Integrity	23-25
721.5-6	5520	Student Discipline	26-34
721.2	5530	Student Responsibilities, Rights, & Freedoms	35-37
721.7	5535	Student Grievances	38-55

See Board Packet Addendum for policies and procedures.

Recommendation by:

Approved for Consideration:



<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;">___ Information Item</p> <p style="text-align: center;"><u>X</u> Action Item</p>
<p>Subject: Umpqua Community College Association of Classified Employees – Memorandum of Agreement</p>	<p>Date: May 13, 2020</p>
<p>Board approval is requested to accept this Memorandum of Agreement between the Umpqua Community College District Board of Education (College) and Association of Classified Employees of Umpqua Community College (Association).</p> <p>The College and Association have agreed upon the following changes:</p> <ul style="list-style-type: none"> • To conduct a salary study during 2020 • Article II ASSOCIATION BUSINESS: G. 2. The College will share new employee bargaining unit roster information within 10 days (previously it was 20 days) • Article II ASSOCIATION BUSINESS: J. 2. Was modified only require the association to notify their supervisor prior to participating in association business. (Previous language was: The first sixty (60) hours each fiscal year that the Association president or Association Designee spends participating in Association business shall be considered mutually agreed upon by the College. However, the Association President or Association Designee must notify his/her supervisor and obtain approval before being relieved from duty to participate in Association business. Time spent by Association Representatives participating in Labor/Management Committee meetings, serving as a member of the Association’s bargaining team, or meeting with the College President during his/her workday shall not count toward the sixty (60) hour threshold.) • Article XIV COMPENSATION, A. 1. On July 1, 2020 step 1 of each grade shall again be increased by 1%. The index between each step shall remain 2%. • Article XV EMPLOYEE BENEFITS, A. The College contribution towards insurance benefits will increase by \$50 to \$1,380. (The College will continue the practice of contributing an additional \$50 per month for any full-time member whose annual salary is \$36,000 or less.) • Article XIX PAID LEAVES OF ABSENCE, E. PERSONAL LEAVE: Each full-time employee during the first six (6) months of employment, shall be entitled to use eight (8) hours of paid personal leave, this remains the same. Modified to reflect that after the first 6 months of employment, each full-time employee shall be entitled to use two (2) additional personal leave days (previously 1 day). After the first year of employment, full-time employees shall receive twenty-four (24) hours, of personal leave (previously 16 hours). Part-time employees shall receive eight (8) hours of personal leave per fiscal year (currently part-time employees do not have personal leave time). • Article XXIV TERM AND DURATION, A. DURATION: The agreement will be in effect through June 3, 2021. B. DURATION: Negotiations for a successor agreement shall begin by March 1, 2021. • APPENDIX A: The Salary Schedule has been updated to reflect the step increases. 	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the Umpqua Community College District Board of Education, hereinafter referred to as the “College,” and the Umpqua Community College Classified Association of the Oregon Education Association, hereinafter referred to as the “Association.”

RECITALS:

- Whereas, the current Collective Bargaining Agreement (“CBA”) between the College and the Association expires on July 1, 2020;
- Whereas, negotiations of the CBA are supposed to begin by March 1, 2020 as stated in Article XXIV Term and Execution of Agreement, Section B.;
- Whereas, the position of Director of Human Resources has recently been filled;
- Whereas, the Association has voted on and, by majority, agreed to these terms;

AGREEMENT:

The College and the Association agree:

1. That the college will conduct a salary study of Classified employee positions during the 2020 fiscal year;
2. To the following changes to the CBA language:

ARTICLE II ASSOCIATION RIGHTS

G. BARGAINING UNIT ROSTERS

1. Within twenty (20) College business days of the beginning of each fall term a report containing the names, addresses, and location of all bargaining unit members shall be provided to the Association. Within twenty (20) College business days after the start of winter and spring terms, the Association will be provided a report containing all changes to the bargaining unit.
2. The names of all new employees shall be furnished to the Association within the first ten (10) days of employment.
3. The Association will be notified on new hires and the College will provide a new member packet containing at least communications, membership forms, contracts and contact lists.

J. ASSOCIATION BUSINESS

1. Whenever any representative of the Association or any member participates in Association business (ex. negotiations, grievance proceedings, conferences, meetings, new hire orientation, etc.) during the employee(s) work day he/she shall suffer no loss in pay or disciplinary action.
2. The Association President or Association Designee must notify his/her supervisor before being relieved from duty to participate in Association business.

ARTICLE XIV COMPENSATION

A. WAGE

1. The Classified Wage Schedule (Appendix A) will continue to be implemented with annual steps on July 1st until each employee reaches the top step of their grade, with the following increases:

The first step of each grade on the Classified Wage Schedule was increased by 1% and the index was increased to by 2% retroactive to July 1, 2017.

On July 1, 2018 and July 1, 2019 step 1 of each grade was increased by 1%. The index between each step remained 2%.

On July 1, 2020 step 1 of each grade shall again be increased by 1%. The index between each step shall remain 2%.

ARTICLE XV EMPLOYEE BENEFITS

A. INSURANCE BENEFITS AVAILABLE

For each eligible full-time bargaining unit member who has elected to participate in the 2018-19 benefit year, the College contributed \$1280 per month toward the purchase of the insurance benefits listed below through June 30, 2019.

Effective July 1, 2019 the College contributed \$1330 per month toward the purchase of the insurance benefits listed below for each eligible full-time bargaining unit member who has elected to participate.

Effective July 1, 2020 the College shall contribute \$1380 per month toward the purchase of the insurance benefits listed below for each eligible full-time bargaining unit member who has elected to participate.

- Full Family Medical
- Full Family Vision
- Full Family Dental
- Employee AD&D/Group Life - \$30,000

The College will contribute an additional \$50 per month for any full-time member whose annual salary is \$36,000 or less. Employee contributions shall be deducted from the employee paychecks. Insurance options will be discussed and reviewed with the College at the earliest opportunity.

1. For each employee who selects a plan with a Health Savings Account (HSA) option the College shall contribute any remaining premium contribution, after the monthly premium has been paid, into the employee's HSA account until it is no longer allowed by state law, statute, or OEBC rule.

ARTICLE XIX PAID LEAVES OF ABSENCE

E. PERSONAL LEAVE

Effective July 1, 2020 each full-time employee during the first six (6) months of employment, shall be entitled to use eight (8) hours of paid personal leave. After the first six (6) months of employment, each full-time employee shall be entitled to use two (2) additional personal leave days during the remainder of the fiscal year. After the first year of employment, full-time employees shall receive twenty-four (24) hours and part-time employees shall receive eight (8) hours of personal leave per fiscal year. The employee shall not be required to state the reasons for said leave. This leave does not accumulate from year to year. Arrangements must be made in advance as mutually agreed with the immediate supervisor.

ARTICLE XXIV TERM AND EXECUTION OF AGREEMENT

A. DURATION

This Agreement shall be binding on the College and the Association and shall remain in full force and effect through June 30, 2021.

B. SUCCESSOR AGREEMENT

Negotiations for a successor agreement shall begin by March 1, 2021. If the contract expires prior to completion of negotiations, this Agreement shall remain in effect until the successor Agreement is ratified.

APPENDIX A

Effective July 1, 2020

GRADE / STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
100	25.22	25.72	26.24	26.76	27.30	27.84	28.40	28.97	29.55	30.14	30.74	31.36	31.98	32.62	33.28	33.94	34.62	35.31
90	22.53	22.98	23.44	23.91	24.39	24.88	25.38	25.88	26.40	26.93	27.47	28.02	28.58	29.15	29.73	30.33	30.93	31.55
80	20.04	20.44	20.85	21.26	21.69	22.12	22.57	23.02	23.48	23.95	24.43	24.92	25.41	25.92	26.44	26.97	27.51	28.06
70	17.64	18.00	18.36	18.72	19.10	19.48	19.87	20.27	20.67	21.09	21.51	21.94	22.38	22.83	23.28	23.75	24.22	24.71
60	16.61	16.95	17.29	17.63	17.98	18.34	18.71	19.08	19.47	19.86	20.25	20.66	21.07	21.49	21.92	22.36	22.81	23.26
50	14.60	14.90	15.19	15.50	15.81	16.12	16.45	16.78	17.11	17.45	17.80	18.16	18.52	18.89	19.27	19.66	20.05	20.45
40	13.90	14.18	14.46	14.75	15.04	15.34	15.65	15.96	16.28	16.61	16.94	17.28	17.63	17.98	18.34	18.70	19.08	19.46
30	12.37	12.62	12.87	13.13	13.39	13.66	13.93	14.21	14.50	14.79	15.08	15.38	15.69	16.01	16.33	16.65	16.98	17.32
20	11.78	12.01	12.25	12.50	12.75	13.00	13.26	13.53	13.80	14.07	14.36	14.64	14.94	15.23	15.54	15.85	16.17	16.49
10	11.22	11.45	11.67	11.91	12.15	12.39	12.64	12.89	13.15	13.41	13.68	13.95	14.23	14.52	14.81	15.10	15.40	15.71

This Memorandum of Agreement is effective upon execution by the parties. By signing below the parties acknowledge that they have read and fully understand and agree to the terms of this MOA.

FOR THE UMPQUA COMMUNITY COLLEGE CLASSIFIED ASSOCIATION:

_____ **Designated Representative**

_____ **Date**

FOR THE UMPQUA COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION:

_____ **Designated Representative**

_____ **Date**

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

Information Item

Action Item

Subject: Reduction in Force *(updated language)*

Date: May 13, 2020

Board approval is requested to authorize the college to develop an action plan for a reduction in force.

Recommendation by:



Approved for Consideration:



<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center">___ Information Item ___ <u>X</u> Action Item</p>
<p>Subject: Termination of Toyota T-TEN Program & General Automotive AAS Degree</p>	<p>Date: May 13, 2020</p>
<p>The College seeks Board approval to eliminate the Toyota T-TEN program and the General Automotive AAS degree program.</p> <p>Rationale: For several years, the T-TEN program and General Automotive AAS degree program have maintained consistently low enrollment. The cost of operating both programs continues to increase while enrollment remains low. Faculty were given the opportunity to develop and implement a plan to increase enrollment and sustain the programs, but the execution of the plan did not yield positive results.</p> <p>Given the financial impact of COVID-19, the elimination of academic programs is inevitable going forward, thus the recommendation to eliminate the T-TEN and General Automotive AAS degree programs. Market and industry research does not support maintaining the programs.</p> <p>Faculty are developing a teach-out plan for both programs and are developing a one-year certificate program to support the training of auto mechanics.</p>	
<p>Recommendation by:</p> <p align="center"></p> <p>Kacy E. Crabtree, Provost in coordination with the Senior Leadership Team during the budget reduction process.</p>	<p>Approved for Consideration:</p> <p align="center"></p>

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Notice of Intent to Award Campus Copier Fleet – 5 year Lease Agreement/Contract</p>	<p>Date: 5/13/2020</p>
<p>UCC's Board of Education is requested to approve the issuance of the Notice of Intent to Award for the 5-year Lease Agreement to upgrade and re-configure the Campus' Copier/Printer/Multi-Function Device Fleet. This award includes the Production level unit in Community Relations & Marketing as well as all department located units.</p> <p>Our current Lease Agreement is set to expire 8/5/2020. We are targeting a start date for the new contract to line up with our Fiscal Year.</p> <p>After several months of investigation, followed by Formal Presentations by five (5) interested and qualified Firms, the Purchasing Department is ready to recommend the Award.</p> <p>Not only did the to-be-named supplier come in with the lowest cost bid, their level of Service was evaluated to be the hands down favorite of the Evaluation Team.</p> <p>Technology and this equipment type has seen dramatic changes during the past 5 years. The Bid will reduce the College's outlay by more than \$60,000 annually.</p> <p>The Purchasing Department and Evaluation Team are confident that the recommendation is in the best interests of the College, will significantly and immediately improve the College's cost position, as well as the level of service received.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Thatcher</i></p>

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #16, Increase Appropriation</p>	<p>Date: May 13, 2020</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC was awarded \$560,927 from the US Department of Education for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act</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. 16 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has been awarded \$560,927 from the US Dept. of Education, and;

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$560,927 for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act

Special Revenue Fund - Grants and Contracts

	19-20 Budget Through Resolution 15	Adjustment	19-20 Budget Through Resolution 16
REVENUES:	\$ 7,483,928	\$ 560,927	\$ 8,044,855
EXPENDITURES:			
Instruction	\$ 1,117,139	\$ -	\$ 1,117,139
Instruction Support	1,012,324	-	1,012,324
Student Services	2,119,766	-	2,119,766
College Support Services	1,912,406	560,927	2,473,333
Community Services	1,129,063	-	1,129,063
Contingency	193,230		193,230
TOTAL	\$ 7,483,928	\$ 560,927	\$ 8,044,855

ADOPTED: MAY 13, 2020

Clerk of the Board

UCC Board Chair

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #17, Adopting the Budget</p>	<p>Date: May 13, 2020</p>
<p>The Board is requested to adopt the budget and make appropriations for the 2020-2021 year as presented.</p>	
<p>Recommendation by: <i>N. Brown</i></p>	<p>Approved for Consideration: <i>Debra Hatcher</i></p>

**UMPQUA COMMUNITY COLLEGE
RESOLUTION NO. 17**

ADOPTING THE BUDGET

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby adopts the budget for the fiscal year 2020-2021 in the total of \$61,882,032 now on file in the Library of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon and online at <https://www.umpqua.edu/budget-documents>

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated:

GENERAL FUND		CAPITAL PROJECTS FUND	
Instruction	9,543,242	Facilities Acquisition/ Construction	867,417
Instruction Support	1,524,583	Total	867,417
Student Services	3,037,534		
College Support Services	6,934,719	DEBT SERVICE FUND	
Financial Aid	1,016,992	Debt Service	1,685,556
Transfers	2,397,864	Unappropriated End. Fund Balance	2,590,475
Contingencies	1,248,422	Total	4,276,031
Reserves	4,401,888		
Total	30,105,244	INSURANCE FUND	
		College Support Services	373,000
Special Revenue Fund		Contingencies	123,500
GRANTS & CONTRACTS		Total	496,500
Instruction	1,034,240		
Instruction Support	688,005	ENTERPRISE FUND	
Community Services	927,794	Instructional Support	90,000
Student Services	2,078,309	Student Services	264,639
College Support Services	2,084,267	Community Services	1,358,336
Total	6,812,615	Contingencies	75,361
		Total	1,788,336
Special Revenue Fund			
ADMINISTRATIVELY RESTRICTED		INTERNAL SERVICE FUND	
Instruction	2,886,216	College Support Services	180,000
Instruction Support	919,834	Unappropriated End. Fund Balance	656,000
Community Services	139,338	Total	836,000
Student Services	1,244,128		
College Support Services	664,308	AGENCY FUND	
Transfers	91,000	Student Services	110,357
Contingencies	132,709	Transfers	100
Total	6,077,533	Total	110,457
FINANCIAL AID FUND			
Student Loans and Financial Aid	10,511,899		
Total	10,511,899		
TOTAL APPROPRIATIONS ALL FUNDS			54,233,669
Total Unappropriated and Reserve Amounts, All Funds			7,648,363
TOTAL ADOPTED BUDGET		\$	61,882,032

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 2020-21 upon the assessed value of all taxable property within the district as follows:

Education Limitation	Categorizing the Tax	Excluded from Limitation
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 13TH DAY OF MAY 2020.

UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

By: _____
Clerk of the Board

By: _____
UCC Board Chair

Summary of Changes

	Approved	Adjustment	Proposed for Adoption
<u>General Fund</u>			
Resources			
Beginning Fund Balance	6,033,893	-	6,033,893
Taxes	4,103,793	-	4,103,793
Interest	185,000	-	185,000
State Support	12,917,948	-	12,917,948
Tuition	5,876,871	-	5,876,871
Fees	610,000	-	610,000
Indirect Cost Revenue	175,000	-	175,000
Miscellaneous Income	127,739	-	127,739
Transfers In	75,000	-	75,000
Total Resources	30,105,244	-	30,105,244
Expenditures			
Instruction	9,547,521	(4,279)	9,543,242
Instructional Support	1,524,583	(0)	1,524,583
Student Services	3,037,534	-	3,037,534
College Support Services	6,932,036	2,683	6,934,719
Financial Aid - Tuition Waiv.	1,016,992	-	1,016,992
Transfers	2,397,864	-	2,397,864
Contingency	1,246,538	1,884	1,248,422
Reserves	4,402,175	(287)	4,401,888
Total Expenditures	30,105,244	-	30,105,244
<u>Grants and Contracts Fund</u>			
Resources			
Federal Revenue	2,407,626	6,685	2,414,311
State Revenue	3,583,878	26,050	3,609,928
Local Revenue	788,227	149	788,376
Total Resources	6,779,731	32,884	6,812,615
Expenditures			
Instruction	1,034,240	-	1,034,240
Instructional Support	661,806	(11,301)	650,505
Community Services	927,794	-	927,794
Student Services	2,071,624	44,185	2,115,809
College Support Services	2,084,267	-	2,084,267
Total Expenditures	6,779,731	32,884	6,812,615
<u>Internal Service</u>			
Resources			
Beginning Fund Balance	590,000	76,000	666,000
Service Revenue	170,000	-	170,000
Total Resources	760,000	76,000	836,000
Expenditures			
Materials & Services	180,000	-	180,000
Unapp. Ending Fund Balance	580,000	76,000	656,000
Total Expenditures	760,000	76,000	836,000

Agency

Resources

Beginning Fund Balance	30,057	250	30,307
Service Revenue	28,400	750	29,150
	51,000	-	51,000
Total Resources	109,457	1,000	110,457

Expenditures

Materials & Services	109,357	1,000	110,357
Transfers Out	100	-	100
Total Expenditures	109,457	1,000	110,457