

UMPQUA COMMUNITY COLLEGE

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

UCC Board of Trustees Goals, 2011-12

- **Develop and Implement a new president assessment process**
- **Complete a climate assessment for campus**
- **Increase Board engagement in setting budget priorities**
- **Ensure approval of capital bond**
- **Move toward paperless board meetings**
- **Begin 2013-18 Strategic Planning process**

VOL. XLVI, No. 5 BOARD OF DIRECTORS MEETING 7:00 P.M. Board Room, December 14, 2011

A G E N D A

MEMBERS:

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

Sharon Rice _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Lynn Moore _____

I. CALL TO ORDER Chair Becker

II. ATTENDANCE Chair Becker

III. PLEDGE OF ALLEGIANCE Trustee

IV. CONSENT AGENDA pp 1-6

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 Becker

VI. CITIZEN COMMENTS

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

VII. INTRODUCTIONS AND PRESENTATIONS

A. Focus Presentation – SOWI Program Update Chris Lake pp 7-8

VIII. ASUCC REPORT Ethan Snyder

IX. ACEUCC REPORT Victoria Sawyer

X. UCCFA REPORT Honora NiAodagain

XI. PRESIDENT’S REPORT Dr. Olson pp 9-32

XII. OCCA REP. REPORT Dir. Bell

XIII. OLD BUSINESS

A. Second Reading, Policy Deletion Joanne Hayes pp 33-35

B. Second Reading, Policy Revisions Joanne Hayes/Board pp 36-40

C. Accreditation – Core Values Mark Williams pp 41-42

XIV. NEW BUSINESS

A. ACEUCC Collective Bargaining Agreement Change Joanne Hayes p 43

B. Res. No. 9 – Approval to Spend Funds Lynn Moore pp 44-45

XV. BOARD COMMENTS Chair

XVI. ADJOURNMENT Chair

IMPORTANT DATES:


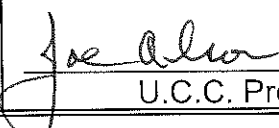
- Roseburg Chamber First Citizen’s Banquet: January 19, 6 p.m. DC Fairgrounds
- GED/ABSD Graduation: January 20, 7 p.m. Jacoby Auditorium

NEXT BOARD MEETING: Wednesday, January 11, 2012, 7 p.m.

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

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Consent Agenda	Date: December 14, 2011
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of November 9, 2011 pp 1-4</p> <p>Personnel Actions p 5</p> <p>Statement of Commitment p 6</p>	
Recommended by: 	Approved for Consideration:  U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
November 9, 2011**

The Umpqua Community College Board of Trustees met on Wednesday, November 9, 2011 in the Administration Building Board Room, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7:00 p.m., and the pledge of allegiance was given.

Directors present: Vanessa Becker, Bob Bell, Sharon Rice, Betty Tamm, Joe Yetter and Wendy Weikum

Excused: Elin Miller

Others in attendance:

Joe Olson	Ethan Snyder	Jason Aase
Lynn Moore	Honora NiAodagain	Bentley Gilbert
Dennis O'Neill	Teri Wichman	Lorrie Ranck
Joanne Hayes	Victoria Sawyer	Pete Bober
Lee Salter	Mark Williams	Natalya Brown
Ellen Brown	Matt Graves, Auditor	Marjan Coester
Dan Yoder	John Blakely	Kevin Mathweg

Consent Agenda:

A. Board Minutes of October 12, 2011

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

Citizen Comment

Marjan Coester, Dir. Student Life, spoke of UCC's PTK's involvement in the "Commit to Complete" as part of President Obama's call on community colleges to produce another 5 million certificates and degrees by the year 2020. Six national organizations signed the pledge to participate of which Phi Theta Kappa was the only student organization. Each chapter is doing something on their campus to show their commitment. Next Wednesday, November 16, UCC's PTK will be having a Commit to Complete pledge signing activity. There will be both a large banner for all to sign as well as individual pledges. Miss Oregon will be here that day to speak about the importance of education.

Chair Becker made an adjustment in the order of the agenda and moved the Audit Report which was first under "New Business" up so the auditor could leave early to go back to Portland.

Matt Graves, Auditor with Pauly, Rogers & Co. met with the Board in a work session prior to this meeting to go through the full audit findings for the 2010-11 fiscal year in detail. He reviewed the audit letter which noted the audit was conducted and submitted according to Oregon Revised Statute. No significant findings were noted and no recommendations/suggestions made for improvement. Mr. Graves noted one finding from the prior year which has been addressed by the College and is not repeated this year. He commended the UCC staff for their cooperation and access to information.

Board Chair Becker informed the audience that the full audit report had been reviewed in a work session prior to the meeting this evening. Dir. Rice said she felt the audit was thorough and easy to understand. She thanked Mr. Graves for his report. Other members of the Board also thanked the audit firm and the UCC administration for their work in commended each for a clean audit.

Motion: I move for approval of the Audit Report as presented. Motion by Dir. Yetter, seconded by Dir. Weikum and carried unanimously.

Focus Presentation:

Dr. Jason Aase, UCC Science Dept. Chair/Instructor introduced this year's UCORE students Michelle Richter and Paul Stanphill. Each described their summer as UCORE students and their experience through the program at the University of Oregon. Ms. Richter spent 9 days of her 10-week program on a ship doing seismometer deployment. She hopes to become a geologist and perhaps a seismologist. Mr. Stanphill spent his time doing hardware

November 9, 2011 Board Minutes

development for Muon Half-life determination at the University of Oregon, which is a physics experience. His goal is to be a film-maker in the field of science.

Dr. Aase said this is the last year of UCORE through the NSF, but it is hoped the program will continue under another organization that can pick up the financial obligation.

ASUCC Report

ASUCC President, Ethan Snyder, reported on ASUCC activities which includes appointment of 5 new senators, being a part of several campus committees, met with the Ukrainian delegation during their visit. He reported that ASUCC received two grants to distribute \$10,000 for cultural activities/events to campus; an enrichment grant (departments can use up to \$1500 for to do a cultural event on campus), and a Student Organization Opportunity grant is a \$500 grant for clubs and interest groups to do cultural enrichment event on campus or to use to attend a cultural event. Conducted a movie night showing Pirates of the Caribbean and a family game night (board games). He said he is working with the City of Canyonville to try and keep Umpqua Transit in South County.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC reported on the involvement of all staff in the food basket project and the blood drive and the huge participation in the employee giving campaign. It is felt that a positive leadership has helped employees to want to give more. She said the Classified Leadership has been working with the Administrative Team in LMC to do some word-smithing in the contract. When completed this will go to the Classified group for approval. She thanked the Administration for their cooperative spirit. She noted that 18 women employees will be attending the AAWCC conference in Portland next week of which 10 are classified. There is a movement to create an AAWCC chapter on campus.

UCCFA Report

Honora NiAodagain, Chair of UCCFA, reported on activities of the faculty including involvement in the budget process, Learning Management System, College Council and various campus committees, and they are very pleased to be participants in the decision-making process. The Labor Management Committee has been having some good discussions with Administration both labor related and non-labor related. She said faculty felt there is a change in our student population this year. . .more stressors such as child care, transportation, homeless, family issues, health problems and unemployment. On a more personal note, she highlighted a first child expectancy and a return from surgery within the faculty group.

President's Report

- Highlighted the LMS implementation has begun. Lorrie Ranck, Dir. Of Curriculum and Instruction is leading this process.
- Noted the tremendous success in receiving grants and praised Susan Taylor for her work in writing the grants and Rebecca Redell for her work in stewardship of the monies received.
- Commended Lynn Moore for her leadership with the budget process.
- Noted we have pulled back on the RFP process for the Allied Health Science Building.
- Dean, Mark Williams, introduced John Blakely and Kevin Mathweg to report on the recent visit by Toyota. All T-Ten schools in the U.S. will be going through this process. Upon completion of their visit here, it was determined that UCC is doing well and this makes them eligible for further assistance from Toyota. A T-Ten association has been formed to write the curriculum for the program. UCC is part of this association. As part of our dues we must write 200 hours of curriculum. If approved, we can share in the curriculum from all other schools in the consortium. Mr. Williams said that when the visitation was over, the accreditation visitor said he had never seen a school do as well as UCC did through this process.
- Mr. Williams then lead the Board through the accreditation framework being done so far. He spoke of the mission statement and the relationship of core themes, goals, objectives, outcomes and indicators of achievement. Open forums are underway on campus. Another report will be forthcoming in December which will need Board approval of the final core themes. Current core themes are: promoting student access and success; supporting quality learning and achievement through Academic Transfer, Career and Technical and Developmental education; and serving our community. He also noted ongoing updates are available on the web with a contact mailbox listed for service as a record of campus conversations.

- Dan Yoder, Institutional Researcher, gave the Board a requested dashboard of College information, which include enrollment information as well as budget and financial aid statistics. The Board requested this information be updated each month for them.
- Dr. Olson noted a great Foundation Donor Reception last night and commended the Foundation Staff for a wonderful job.

OCCA Board Report

OCCA Board representative, Bob Bell, reported on the recent OCCA annual conference held at Salishan Lodge the end of October, which several Board members and the President and Executive Assistant to President/Board attended. He had a handout of the key components of the Achievement Compacts and spoke of each, Completion, Quality and Connections. He said he had attended the local OSBA meeting, and as a follow-up will be meeting with the k-12 board member Sam Lee, to talk about how we can work together. Before, we got the students and if they were in the seat for four weeks, we were given our state funding; now, it will be get the students through the class and you get your funding. There is much work to do.

New Business:

Joanne Hayes, HR Director, presented one policy revision for first reading approval by the Board, 347, Working Conditions and one recommended policy deletion, Policy 340, Classified Personnel Performance Appraisal. Also, two Board policies which relate specifically to the Board were presented for first reading approval by Board Chair Becker. Those are Policy 100.08, Duties & Responsibilities of Board of Directors: Code of Conduct, and Policy 104.07, Restrictions on Receiving Gifts. These changes were suggested by Karen Smith, OCCA attorney, to be in compliance with state ethics.

Motion: I move for approval of the first reading of revised policies 100.08 and 104.07 as presented. Motion by Dir. Bell, seconded by Dir. Tamm and carried unanimously.

Motion: I move for approval of the first reading of revised policy 347 as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Motion: I move for approval to delete policy 340 as presented. Motion by Dir. Tamm, seconded by Dir. Yetter and carried unanimously.

Resolution No. 7 - Approval to Spend Funds

Natalya Brown, Dir. Of Accounting, presented resolution 7 (Attached to permanent minutes) requesting Board approval to increase appropriations in the Special Revenue Fund - Grants and Contracts. Pete Bober, SBDC, was awarded \$59,631 to assist incubator clients, and Ali Mageehon, ABSD, was awarded \$93,226 per year for three years to assist with developing new career pathways.

Motion: I move for approval of Res. No. 7 - Approval to Spend Funds as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Resolution No. 8 - Banking Resolution

Resolution No. 8 adds Wells Fargo to the list of financial institutions (Attached to permanent minutes).

Motion: I move for approval of Res. No. 8 - Banking Resolution, as presented. Motion by Dir. Yetter, seconded by Dir. Bell and carried unanimously.

Board approval was requested of the appointment of the following Budget Committee members. Term appointment is July 2011 through June 2014 (3 years) unless noted otherwise.

Zone 2: Dir. Miller recommends appointment of Sandra Henry to fill the current vacancy for the remaining one year of the 3-year term (through June 2012).

Zone 3: Dir. Weikum recommends re-appointment of Verniece Paterson

Zone 5: Dir. Bell recommends the re-appointment of Rex Stevens.

Zone 6: Dir. Yetter recommends the appointment of Diane Phillips

November 9, 2011 Board Minutes

Motion: I move for approval of the Budget Committee membership as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Ms. Hayes presented for Board approval a reduction in force of 1.0 FTE in the grant-funded JOBS program due to severe funding reductions. It was anticipated that staff would be needed to work placing clients in work-sites as part of the SIMS program. The volume of clients referred to the program has not materialized. Therefore, the position of Workforce Mentoring Specialist will be eliminated effective January 13, 2012.

Motion: I move for approval of the Reduction in Force, as presented. Motion by Dir. Yetter, seconded by Dir. Rice and carried unanimously.

Board Comments:

Dir. Yetter said he attended Pete Bober's presentation at the OCCA Conference and thought he did a superb job!

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Lee Salter

Attachments to Permanent Minutes:

Res. No. 7-8
Policies 340, 347, 100.08 and 104.07

TO: UCC Board of Directors
FROM: Joanne Hayes, Director of Human Resources
SUBJECT: Personnel Actions
DATE: December 14, 2011

Full-Time Administrative Contract:

Glen McDuffy, Small Business Management Teaching Administrator,
effective November 1, 2011.

STATEMENT OF COMMITMENT

For nearly a decade, Oregon and the Oregon Department of Community Colleges and Workforce Development (CCWD) has made improving student success at postsecondary colleges a priority, as evidenced by the many programs and initiatives discussed in the narrative. But, CCWD recognizes the need to take the next step to improve student success, particularly at small, rural community colleges that have fewer resources for data collection and analysis. With that knowledge, CCWD strongly supports the consortium of rural colleges joining the national body of Achieving the Dream colleges—the goal being the development of a highly focused, systematic process for gathering and interpreting longitudinal data at the state level in order to shape future policies, strategies and programs at the state's rural community colleges. The end result is a significant improvement in student success rates at these colleges, and potentially the expansion of Achieving the Dream methods and strategies to the state's other community colleges.

Though joining Achieving the Dream is a significant commitment by the consortium colleges, CCWD appreciates that involvement will directly support the past and current student-focused work happening at the state's community college campuses, as well as at the state level. CCWD recognizes that Achieving the Dream will ultimately improve student progression and completion at the consortium colleges (and vicariously, at the other Oregon community colleges the consortium shares what it learns with the larger community college community) at a much faster pace, and with higher success rates. The investment cost is worth the final outcome.

Commissioner, Community Colleges and
Workforce Development

Each consortium college and its board is fully committed to the Achieving the Dream consortium project for rural, Oregon community colleges.

President, Blue Mountain

President, Southwestern Oregon

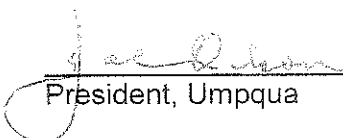
President, Columbia Gorge

President, Tillamook Bay

President, Klamath

President, Treasure Valley

President, Oregon Coast

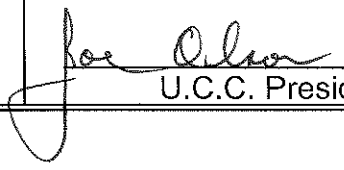

President, Umpqua

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Focus Presentation Date: December 14, 2011

This month's focus presentation is an update on the SOWI program by Chris Lake, Director for the Southern Oregon Wine Institute. Also present will be Dwayne Bershaw and Honora NiAodagain, faculty who will share information from the trip to Spain they participated in over the summer of 2011 as part of the sister city program with our wine institute.

Recommended by: _____
Approved for Consideration:

U.C.C. President

The Southern Oregon Wine Institute

The Southern Oregon Wine Institute is a division of Umpqua Community College that is engaged in developing and delivering an instructional program in Viticulture and Enology to serve students from a seven county area in Southern Oregon. We serve Douglas, Jackson, Josephine, Coos, Curry, Klamath and southern Lane counties. Students are taught in an Online/Hybrid method with lecture components delivered at a distance in on-demand, web-based formats while the laboratory components are delivered in face-to-face sessions at UCC and local vineyards and wineries.

In addition to our educational mission, the Southern Oregon Wine Institute provides service to Southern Oregon through economic development initiatives that promote the growth and development of the grape and wine industries.

Mission Statement:

To create sustainable careers, partnerships, industry support, and economic development within the Southern Oregon wine business cluster through education and training

Activities during 2011:

In our instructional mission, we served 75 students with an average course retention rate of 95% and a student success rate of 85%.

As part of their academic requirements for this major, students in the V & E program completed 140 CWE credits, or the equivalent of 4620 CWE Hours. This would equate to an approximate value of \$41,580 (at \$9.00/hr.) of labor contributed to the local wine industry. The students gain an intimate understanding of the local industry and many times are soon hired by the local vineyard or winery where they have completed CWE credits. The local industry gains an understanding of the quality of students produced by the V & E program at UCC and contributes in significant ways to the education of our students.

In service to the industry, we have produced several conferences including:

- Wine Cluster II Conference, 122 Attendees, 3 Staff, 4 UCC Members, generating 29 FTE
- SoWine 2 Conference, 103 Attendees, 3 Staff, generating 69 FTE
- Technical Symposia (6 events), 170 Attendees, 3 Staff, generating 130 FTE

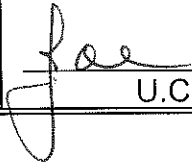
In service to the college, we have generated approximately \$1.4 million in grant-funded activities including:

- US Department of Commerce, EDA = \$1,250,000
- NSF National Center of Excellence – Institutional Partner = \$153,000
- Oregon Community Foundation = \$32,000

In International outreach for the college, Dwayne Bershaw travelled to Spain to initiate a discussion on academic exchange with Roseburg's Sister City, Aranda de Deurro

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reports	Date: December 14, 2011
ASUCC Report	Ethan Snyder
ACEUCC Report	Victoria Sawyer
UCCFA Report	Honora NiAodagain
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommended by: _____	Approved for Consideration:  _____ U.C.C. President

December Board Report
Joe Olson, President

Significant Meetings:

Mondays each week, the OCCA conference calls, with topics covering 40-40-20, Budget, Achieving the Dream and Achievement Compact

- Nov. 8: Monthly Douglas County ESD Superintendents meeting.
- Nov. 10: Welcome to statewide Adult Basic Education Directors hosted by UCC and Ali Mageehon, Dir. Of ABE Woolley Center
- Nov. 22: Dinner with Women's Volleyball team
- Nov. 23: Monthly meeting with Classified leadership
- Nov. 24: Douglas County Partnership meeting
- Nov. 30: Contract and bid process meeting with Meg Kiernan, Attorney
- Dec. 1: Myrtle Creek Chamber meeting
- Dec. 2: Faculty Forum & Festival of Trees
- Dec. 6: Classified Association meeting

Bond Levy: We continue to meet with community leaders and groups to discuss the upcoming bond levy as part of the information phase. Leading up to the Board meeting, Dennis, Joe and Neil will have met with the Surveyors/Engineers group, Commissioner Joe Laurence and Commissioner Doug Robertson in separate meetings.

Danny Lang Teaching and Event Center: Nearing the completion of the project Lynn and I felt it important to more closely review closing expenditures separate from the weekly construction meeting. Consequently Dennis Stutes, Jess Miller, Rebecca Redell, Lynn and I meet each week to review expenditures and brainstorm issues.

Bond Oversight Committee: Working with our Bond Advisor, Dennis O'Neill has proposed a concept for a bond oversight committee. The Board packet includes a "draft" of the concept. I endorse this approach. It is a value added layer that we feel provides community "eyes" to our processes and a very important independent review. I would like the Board to charge us with creating this oversight committee.

Political Outreach: As part of keeping the best interests of the College in the forefront of elected state-wide leaders, in the previous weeks I met personally with Speaker Hanna and Senator Kruse in Salem. A local meeting was held with Representative Freeman and telephone conversations were held with Senator Prozanski.

Achieving the Dream: This is a national initiative that Oregon is interested in becoming a part of. UCC has entered this state-wide proposal as part of a consortium. A signed statement of commitment is included in the Board packet. I will ask Mark Williams to briefly elaborate on the grant and include it in the consent agenda.

Student Graduation and Persistence Analysis: Also included behind this report is an executive summary of Student Graduation and Persistence Analysis. The full report is lengthy and will be given to you at the Board meeting. As you recall, at your board retreat in August, you requested this information in a written report only. . .to be followed by an oral report in the spring from Dan Yoder. After you have read the full report, please let me know if this is the kind of information you were interested in, and if you would want an oral agenda item in the spring, or if you would rather have this as a work session topic.

Charge for the Bond Oversight committee (BOC)

Overview: The Board of Trustees (BOT) directs the President to establish a “Bond Oversight Committee,” comprised of nine (9) community members, two Board of Trustees representatives, and necessary administrative and support staff to monitor the implementation of bond projects authorized by voters on May 15, 2012. The Vice President of Administrative Services will serve as liaison to the group.

Type of Committee: Administrative, reporting to the President; with periodic reports to the Board of Trustees.

Charge: The BOT desires ongoing, independent review of the major projects approved by voters. The committee should meet at least quarterly and plan to provide annual written progress reports to the BOT. The committee will be responsible for:

- Review the process to solicit, qualify and select general contractors and vendors for major projects.
- Review financial statements for congruence between the identified bond projects and spending.
- Review requests for major changes in the expenditure of funds (e.g., project change order proposals in amounts greater than \$100,000 or any request to access district-wide contingency funds) and make recommendation for/against such proposals.
- Make recommendations to the BOT as to policies and procedures which will enhance accountability for bond dollars to district stakeholders.
- Assist in maintaining public trust and confidence in the district through active involvement in communications related to the bond projects.
- The committee is to report its findings to the BOT at least annually each spring. A written report should be submitted to the BOT at this time.

Authority: The committee will have no independent authority to obligate district funds or issue directions to the district’s administration. The committee’s recommendations will be used to inform program decisions made by the President and/or BOT.

Staff Cooperation: The committee is to be granted access to reports, construction sites and documents pertinent to their investigation. Staff members and service providers shall also be made available to the committee upon request. The committee will work directly with the Vice President of Administrative Services who will make necessary resources and staff available to the committee.

Duration of Charge: The committee will sunset following completion of all major bond projects, but no earlier than the expensing of 90 percent of all bond proceeds.

Committee Appointments: In order to ensure continuity for this multiyear assignment and to respect the committee’s volunteer members, terms ranging from one to two years will be designated for the original committee members. Appointments to the committee will be made through an application process used by the district and approved by the President.

Student Graduation and Persistence Analysis November 2011
Executive Summary

This report attempts to describe credit student completion and academic persistence behaviors of UCC students over time.

All credit students (excluding Dual Credit) who successfully earned undergraduate credit in an academic year. Each year on average:

- 6.1% earn an associate level degree
- 2.9% earn a college level certification
- 18.82% transfer on to another 2 or 4 year college
- 56.9% persist into the next academic year
- 24.6% stop out (did not graduate or persist the following year)

First Time, Full time, Degree seeking students that start fall term.

On average:

- 11.66% graduate within 2 years
- Students attend 8.93 terms to graduate
- 3.37% earn a college level certification
- 23.14% transfer on to another 2 or 4 year college
- 35.69% earn some college credit and stop out
- 6.28% drop out
- 24.2% persist in their academic studies

First Time, Degree Seeking Freshmen (Full and Part Time) Persistence (starting fall term).

On average:

- 71% persist from fall to winter term
- 56% persist from fall to winter to spring
- 29.4% persist from fall to winter to spring to next fall
- An additional 2.9% start fall term, skip either winter or spring terms, and return the following fall term
- 12.9% start fall term but drop out

All students that have earned an associate level degree.

On average:

- It takes 9 terms attended to complete a first associate degree
- It takes the students 6 calendar years to complete a first associate degree

Course Pass/Success – On average 85% of students receive a passing grade in their classes.

Non-Credit to Credit Transition:

On average:

- 5.58% of GED graduates go on to enroll in post secondary remediation and on to 100 level credit classes.
- 14.56% of AHSD students go on to enroll in post-secondary remediation with 21.92% going on to 100 level classes.

**Board Report
Instructional Services
December 2011**

Dr. Ali Mageehon, Director of ABSD:

- Our College-For-a-Day event was a success! We had 60 students attend, who learned about the admissions process, applying for financial aid, scholarships, and first year-college success.
- Dan Yoder has compiled data on our AHSD and GED students from 2006 – 2010 regarding graduation and persistence in college courses. We will be focusing efforts in 2012 on finding ways to better transition students from our program to college credit classes and helping students develop the tools they need to persist. Our first major effort will be in winter term when four of our OPABS cohort students will co-enroll between HD100, one credit course of their choosing, and the OPABS writing, reading and math classes offered in ABS.
- The Career Pathways Liaison search for the CASE grant-funded three year position is underway.
- Learning skills has a small scale bridge cohort in place for winter 2012 and is currently enrolling students in the cohort.
- We have started recruiting ABS and AHSD students for our second OPABS cohort that will start in winter term.
- I am attending the noncredit to credit summit at Linn-Benton on November 30th.
- The Oregon Council of Adult Basic Skills Directors (OCABSD) attended the November directors meeting at UCC on November 9 and 10. One highlight of the two day meeting was an evening performance of the Umpqua Singers at dinner on November 8.

Lorrie Ranck, Director of Curriculum Support:

The curriculum support office has been working on a comprehensive plan with the assessment faculty liaison, Nancy Nowak. We plan to roll out an innovative, integrated approach to teaching, learning, and assessment in the next two terms which will involve meeting with faculty in each department, professional development opportunities and data collection. In November, I attended the Oregon Community College Distance Learning Association fall meeting. I also attended and presented at the American Association of Women in Community College Conference on the Ethic of Care paradigm as related to Oregon Student Success and Retention Initiatives.

The following are information points from the three major curriculum support areas:

College Now/Perkins:

- Visits to the high schools for winter term registration will begin soon. Dual credit enrollments are expected to be higher than fall term because many courses at the high school start the second semester of the academic year (our winter term).
- We had a very successful CTE Articulation event that brought representatives from all high schools in the county and UCC faculty.

- For the first time in several years, we have articulated a dual credit science course: Camas Valley will offer the Introduction to Biology series to qualifying juniors and seniors.
- The College Now/Perkins Coordinator had the opportunity to travel to the National Association of Career and Technical Educators (ACTE) Conference as the Oregon ACTE President.
- Perkins 11-12 approved projects have begun throughout CTE program at UCC and at the high schools.
- Elizabeth Bastian was hired following a search and interview process for the part-time Perkins Specialist position. We welcome the skills and experience she brings to the office.

Library:

- Looking for a good book to read during the upcoming break? Two students, Miriam Gilman and Morgan Moore, have created blog posts with book covers and annotations of their suggestions on the library blog, <http://ucclibrary.blogspot.com/>
- On Saturday, December 3, the library hosts the ASUCC Study-In from 11 am to 7 pm and welcomes students, tutors, and faculty to prepare for upcoming finals.
- As we near the end of the Fall Term, Katie Cunnion, the reference librarian, took a moment to look back at her teaching activities by the numbers for the term:
 - 41 Information Literacy one-shot class sessions
 - 731 students reached through the above classes
 - 4 online “Ask A Librarian” forums hosted through Angel
 - 14 students enrolled in LIB 127 (3 credit class)

Center for Innovative Learning:

- The newest project for our CIL intern program was to create an iPhone/iPad app for the college. The app provides general information about the college, contact links for prospective students as well as a link to the library’s mobile website. We are in the final stages of testing with plans to roll it out sometime during winter term.
- This month the CIL is hosting an event called “Teaching and Learning with Educational Technology.” This informal gathering provided an opportunity for faculty to share teaching and learning with technology innovations, tools, and tips with their colleagues.
- The CIL staff is busy preparing courses for winter term as well as training new faculty. There are a total of 111 online and hybrid courses for next term and about 200 enhanced courses.
- We continue to research and collect information about learning management system options since Angel, our current LMS) will not be a viable option in three years. We have determined a framework for reviewing and evaluating learning management systems that is comprehensive and inclusive of faculty, staff, and students. Along with the Director of Curriculum Support, we will meet with full-time faculty and follow up with College Council on the CIL reconceptualization proposal in December.

Mark Williams, Dean of Career Technical Education:

- Frank Cross, full-time business faculty member, passed away unexpectedly on November 21st. Frank had only joined the faculty at the start of Fall term. A memorial service was held on November 25th at the Ross Evans Chapel on the NCU campus in Eugene – at the service a number of people spoke to Frank’s passion for education, his love of teaching for UCC, and his impact on students during his short tenure at the College.
- The Division would like to welcome back RuthAnn Wilfong, our Apprenticeship Coordinator, who returned on November 30th after a year-long sabbatical, and to congratulate her on finishing her Bachelor’s degree.
- **EMS:** the program has a state accreditation review scheduled for December 15th and 16th, coordinated by Roger Kennedy; the EMS program also welcomes a new medical director/physician advisor, Dr. Ryan Petersen. Dr. Petersen has been working closely with the College on EMS program needs.
- **Automotive:** the SkillsUSA annual Holiday Shopping Tour UCC Turkey Raffle was a great success, bringing in \$231. Faculty member Kevin Mathweg runs the fundraiser which directly benefits underprivileged UCC students and their families, providing gifts during the holidays. Several turkeys were also generously donated by the winners to UCC families in need, and to various local non-profit agencies; faculty John Blakely, Kevin Mathweg, and David Wolf were selected to attend the Toyota T-TEN Curriculum Development Conference in San Diego from January 8th to the 13th.
- **Welding:** project work continues for the Toyota inventory and storage rack systems. Additional 2011-2012 welding projects include: an “A”-frame hoist for the Apprenticeship Rigging class, an aluminum vineyard gate and 80 “A”-frame parking/directional signs for the SOWI/Danny Lang Facility, a pallet rack structure for the Automotive and Facilities departments, a money/cash box safe for a local senior center, railings for the Sunset Apartment Complex, and a 4’x15’ trailer rebuild for a student customer.
- **Fire Science:** students are now required to apply and pass written and physical exams before being allowed to intern at Fire District Number 2 to meet their Fire Related Skills (FRP 280) CWE requirements. Testing has just begun to fulfill this new requirement.
- **Green Tech Certificate:** the consortium is exploring the possibility of having an additional funding to create a fifth cohort during the 2012-13 year – this cohort would start this coming Fall term.
- **Apprenticeship:** the program is developing IPV delivery methods to allow apprentices to complete didactic portions of courses at remote locations. The strategy appears promising but still has technical difficulties to overcome before this can become a standard delivery option.
- **Culinary Arts:** after years of work a new program of study has been approved between Roseburg High School and UCC, recently approved by the Oregon Department of

Education's Office of Educational Improvement and Innovation, and the Department of Community Colleges and Workforce Development (CCWD). Prostart is an accelerated cooking curriculum developed by the Oregon Restaurant Association and created for high schools. Phil Hawkins and Chris VanDyke serve as mentor chefs for the Prostart programs at Douglas High School and Roseburg High School; the Culinary Arts program also facilitated a beer and food pairing at the Umpqua Water Sheds Brew Festival on October 22nd. Chef Chris VanDyke and UCC students Michael John and Steve Cripe participated in the event.

- **Practical Nursing:** the Nursing Admission Committee met on November 14th and selected a full cohort of 16 applicants for admission into the Practical Nursing Program. Orientation for new students is scheduled for December 8th and classes begin winter term.
- **Nursing:** the AAS-RN program is currently accepting applications for the HRSA Scholarships for Disadvantaged Students – these scholarships are based on financial need and will be awarded to 8 first-year and 8 second-year students.
- **Dental Assisting:** the program is pleased to have purchased a steam autoclave sterilization machine for student instruction, and would like to express their appreciation for the funding for this purchase that was provided by The Oregon Community Foundation; five faculty members in Dental Assisting have passed the Certified Dental Assistant (CDA) licensing exam – the sixth faculty member is scheduled to take the exam in January; faculty members Andrea Bean and Tamara Loosli are preparing the Dental Assisting program for an accreditation visit by the American Dental Association, with an application deadline of April 30, 2012.

Pete Bober, Director of Small Business Development Center and Workforce:

Small Business Development Center (SBDC):

The SBDC has hired Penny Groth as its new administrative program specialist to replace Jennifer O'Neill who accepted a new position in the Adult Basic Skills Division. The position will be shared with Workforce Development. Penny had been working as a temporary employee in the Apprenticeship Department and had worked previously at the SBDC.

The SBDC has hired Robin Walker-Parker for the newly created full-time Seminar Coordinator position. Robin had been working in the position previously as a temporary and prior to that was the receptionist at the Workforce Training Center. This position of which a portion is cost-recovery will be shared with the Workforce Development Department.

The Director recently attended the quarterly meeting of the Oregon Small Business Development Center Network, a three day meeting held in Portland.

Workforce Development:

The department hosted the Oregon Trails Forum an Open World, an economic and workforce development conference for rural Oregon. The conference was sponsored by The Oregon Consortium, The Oregon Workforce Alliance and The Office of Community Colleges and Workforce Development. A variety of national and state speakers addressed the conference.

The Department is working with Art Brown, Allied Health Director to provide training to incumbent healthcare workers on electronic medical records via a federal grant.

The Director continues to support the state-wide launch of the Green Technician Certificate and recently attended a state-wide meeting of Green Tech Colleges at Linn-Benton Community College.

Community Education – Robin VanWinkle, Director:

Five staff members, including the Department Director, attended the Oregon Community Education Association Fall Forum event at Lane Community College in November. Forum attendees included Community and Continuing Education staff from across the state. Aaron Larsen, our part-time marketer, presented on the department's activities and received many kudos and inquiries on the innovative marketing we are doing.

The department will host an annual in-service meeting and training on December 7th for our 80+ non-credit instructors. The program will include updates, visit from the UCC President, procedures for accidents and emergencies, as well as positive communication training. December is a good month to hold our in-service, as most of our classes have concluded and the highest majority of instructors are available to attend.

JOBS – Carla Bee, Director:

UCC/JOBS Program recently hosted a TANF Focus Group which brought together 9 current recipients. The overall focus was, what impacts has these families felt, since the support services cuts, to the program since July 2011. In general, clients felt there has been a lack of support and services from DHS, to assist them toward self-sufficiency.

The JOBS Director is participating in a weekly phone conference/ TANF Alliance Advocacy Group which is working to voice concerns and educate and inform legislators and constituents on the impacts of the cuts to the JOBS program. The total numbers of clients, referrals and monthly participation have drastically been reduced since the beginning of this contract year. This decrease in participation has been noted state wide.

The UCC JOBS Director was recently elected as the VP of Record for the State Board of AAWCC. She with 11 other staff members from UCC attended the 25th annual AAWCC Conference in Tigard November 16-18th. The overall evaluations rated the conference high with most attendees wanting to return in Fall 2012.

Dr. Teri Wichman, Dean of Arts and Sciences:

I attended the Council of Instructional Administrators meeting in November. The first day we met with the OUS provosts at Portland State. The second day the full CIA met at Clackamas. I also attended the American Association for Women in Community Colleges Oregon conference. That plus accreditation, planning for the Lang center, and observing faculty in preparation for their evaluations has kept me quite busy.

Fine and Performing Arts:

Renee Couture's installation, Shadow Effects, is on view at Pearson Lakes Art Center in Okoboji, Iowa through December. She has also been awarded a residency at Jentel Artist Residency Program in Wyoming.

Sandee McGee was awarded First Place in Photography and President's Choice at the recent Beaverton Arts Commission Annual Show.

Susan Rochester recently had work in the Art Around Oregon exhibit at the Corvallis Art Center. She now has work in a four-person show Mapping Common Ground at the Douglas County Museum.

The Glass Menagerie opened December 1. Performances are scheduled through December 11 and January 6-8, 2012.

Preparations are underway for Jason Heald and the Umpqua Singers to travel to Ukraine next March.

Social Sciences, Languages, Communication Studies:

Nicholas Tratz, first-year Spanish Instructor, was recognized as the first UCC staff member to utilize the ASUCC's new Campus Enrichment Grant. Part of this grant money was used to bring the screening of Viva Mexico to the UCC campus.

Charles Young has had representatives of the Umpqua County League of Women Voters, the Director of The Douglas County Museum, and a leader from the Buy Local group speaking with his students this term. Also, Charles will be serving another term on the Douglas County Museum Board.

Education:

Gwen Soderberg-Chase hosted 130 K-12 Educators who were participating in a regional conference on the new Common Core State Standards for Mathematics and English/Language Arts. She represents UCC well at the state level!

Viticulture and Enology:

There will be a report by the department at the board meeting.

Umpqua Community College
 Vice President for Administrative Services and Student Development
 Board Report – December 14, 2011

Student Development

Advising and Career Service Center – Mandie Pritchard, Director

Academic Advising, Counseling, Testing, Disability and Career Services Academic Advisors and Counselors have been in full force assisting students in selecting winter term classes. November is a busy month as Continuing, Returning and New student registration occurred along with the term withdrawal deadline and submission of academic appeals.

Students will visit the Center multiple times for various services noted above. Staff had over 1600 direct student contacts in November ranging from questions related to selection of classes, challenges addressing personal and life barriers, scheduling and completing proctored exams, accessing multi-media for registered course and trying to find out what their passion in life is to study.

Quality Matters Standard 8: Addressing Accessibility

QM training was completed by Danielle Haskett and Mandie Pritchard. Topics covered in designing an on-line course included: Design Challenges, Hearing, Visual and Motor Impairments. Training material will be used to evaluate the accessibility of Advising & Career Service webpage, provide potential training to the current Leadership UCC cohort and to assist instructor who provide approved accommodations to students in the on-line, hybrid and traditional face-to-face courses. To learn more about QM Standard 8: Addressing Accessibility, click on the following link:

http://www.acousticlab.org/dots_sample/general/qm/qm8_accessibility_standards.pdf

Early Alert Status Letters

Early Alert Status letters and email notifications were sent to 584 students informing them of their academic progress for fall courses during the 5th week of fall term. TAPIN Specialist, Ruby Shea, followed-up with 157 who received two or more course notifications to further identify potential barriers students were experiencing. Students receiving the Early Alert Status were provided the following campus resources available:

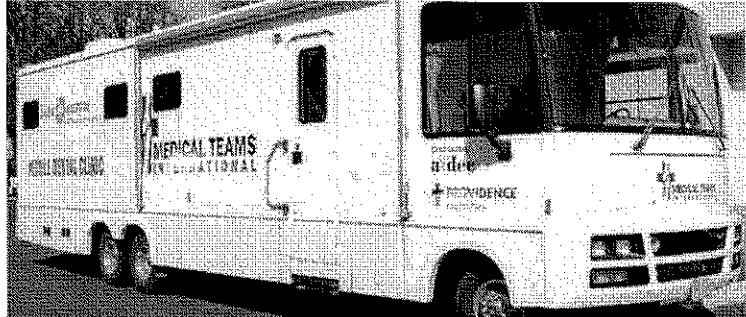
- FREE Tutoring –Tutoring Center in ESB Bldg. @ 440-7733
- Course Instructor(s) – see individual course syllabus for contact information
- Academic Advising – Campus Center Bldg. @ 440-4610
- Transition Assistance Program for Individual Needs – Campus Center Bldg. @ 440-4610
- Crisis Counseling – Campus Center Bldg. @ 440-4610
- Financial Aid – Campus Center Bldg. @ 440-4602
- Disability Services – Campus Center Bldg. @ 440-7655

Some students self reported the following of those who were reached by phone:

- 3% Personal Issues
- 17 % Have already talked with instructors
- 3% Coming into drop or have already dropped
- 6% Are or will seek tutoring
- 22% *Disconnected phone or no voicemail available*

Mobile Dental Van

UCC hosted the Mobile Dental Van on Wednesday, November 7th. TAPIN received 37 applications. Services provided by Dr. Rob Orr, Carol Poe, & Tim Semrau. Student Life provided the financial support to bring the Dental Van to campus. The estimated service provided was \$4,846 for the 10 students were provided exams, x-rays, fillings and/or extractions. For more information on Medical Teams International or to watch a brief video on the Dental Van, click on the following link:



<http://www.medicalteams.org/sf/what we do/dental program.aspx>

Here is what UCC students had to say regarding the dental services received:

"Great – very appreciative!"

"Good today. Thankful! Life will be better."

"Friendly & helpful – offered suggestions for future tooth care."

"Thank you so much! What a wonderful thing you are doing."

"Thank you so much!"

"The dentist was great."

"Thank you very much."

"Very happy with the work and thankful."

"This helped me so much and the DR and people were great. PS Big thanks."

Student Life Office - Marjan Coester, Director

ASUCC Student Government

As part of the new ASUCC Campus Enrichment Grant program, ASUCC Student Government approved funds to support the presentation of documentary film, "Viva Mexico."

Student Government also approved allocating funds to support the production of the "Mainstream" for the remainder of the academic year and approved funds to support the Umpqua Singers trip to the Ukraine.

AmeriCorps volunteer Ruby Shea took the lead in an ASUCC Student Government funded project to bring the Mercy Corp International Dental Van to campus. The visit

went well and there were 10 students served with 10 exams, 13 x-rays, 9 fills and 8 extractions. All together, there was approximately \$4,900 of dental work performed by the dental van technicians, at a cost to Student Government of \$700. Student Government is already planning to have the Dental Van back next quarter for two visits and Ruby Shea has agreed to coordinate both visits.

Student Government would like to thank everyone for participating in the donations for the Thanksgiving baskets that benefitted 27 of our students who have demonstrated need. Special thanks to Melinda Benton's journalism class for donating over 100 pounds of potatoes. Through a combined effort, ASUCC received over 70 cans of green beans and corn, 2 turkeys, 180+ pounds of potatoes, 25 cans of cranberry sauce, over 25 packages of stuffing mix, 25 jars/packets of gravy, 4 cans of fruit, 5 pie mixes, 6 packages of Jell-O, 18 aluminum roasting pans, 25 cans of chicken broth, 10 cans of yams, and 2 cans of evaporated milk. In addition \$270 was donated. Congratulations go to ESB on winning the free donuts and coffee for their offices. They filled their tote with donations the fastest.

Student Government partnered with the Salvation Army to set up two Giving Trees for the holidays on campus. We received 50 donations of gift items, including clothing and toys, for local children in need.

Student Government hosted the quarterly Study-In on Saturday, December 3

The Ultimate Frisbee tournament, originally scheduled for November 19, was moved to December 10.

Clubs

ASTRA Club has elected new officers. They will be working on making 50 troop baskets. They will also be helping at the Altrusa Holiday Village.

Business & Entrepreneurship Club has elected new officers. They are meeting with representatives from the incubator project. They are also looking at opportunities to collaborate with the Computer Club.

Computer Club hosted a LAN/Computer Repair event on November 19. The event was very successful and the club plans to host more Computer Repair events in winter quarter.

Dance Club has elected new officers and has been working with a volunteer dance coach on new routines.

Debate Club hosted their end of club debate on December 2. The topic of the debate was marriage contracts versus regular marriage.

Phi Theta Kappa hosted three orientation meetings for their open membership drive. Over thirty students have chosen to join the organization.

Skills USA hosted their annual Turkey Raffle to raise funds for gifts for a family in need.

World Languages Club is working on club fundraisers.

Student Life Office

The quarterly Blood Drive was held on November 2nd and 3rd. On Wednesday, 27 individuals presented to donate and on Thursday 22 presented to donate. There were a total of three double red donors.

Three Small Group Communication class small group project teams conducted fund-raising activities to benefit the Krista Project, Safari Club International and Saving Grace, respectively. These activities collectively raised over \$500 for the organizations.

The Student Life Office has been working on plans for the first annual Southern Oregon Student Leadership Summit, to be held on Saturday, February 11, 2012. Our plan is to bring together student leaders from Rogue CC, Southwestern CC and Umpqua for a day of leadership development workshops. The summit will provide emerging college student leadership the opportunity to learn more about leadership and to explore various leadership development topics including: Vision, Goal Setting, Team Development, Decision Making, Ethics, Integrity, Managing Conflict, Understanding Change, Empowering Others, Time Management, Program Planning, Recruitment, Communication and Multiculturalism. The idea of the summit has been in the works with the advisors from SOCC and Rogue for the past two years and we are pleased to finally have moved forward with the idea.

Director

Nominees for both Jack Kent Cooke Foundation Undergraduate Scholarship and the All-USA Academic Team have been selected. A formal announcement of the selected students will go out in January.

I want to thank Dr. Lynn Moore for the opportunity to serve on the budget review committee that she formed this past month. It is an extremely valuable opportunity to take a critical look at our budget and related processes and to reflect on why it is we do what we do and how we can do what we do with more transparency and accountability.

SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

Activities related to meeting grant objectives:

Good Academic Standing/ Persistence/Graduation/Transfer: The small groups and first year experience groups will be meeting weekly to go over topics related to college success, planning college finances, and career planning.

- There are 72 individual tutoring matches that occur on a weekly basis in the TOP center for a total of 142 hours each week for a total of 568 hours each month.
- TOP students visited the campus of OSU and UO. 30 TOP students had a packed agenda for the day with advisor and faculty meetings, meetings with TOP alumni, lunch with TOP alumni, campus tours, and admissions presentation. It was an amazing day.
- Four TOP students completed their application for the Jack Kent Cooke and All USA scholarship applications. These are highly selective and competitive programs and we are very proud of our students for their success.
- Six TOP students assisted ASUCC to put the Thanksgiving baskets together for students in need.
- Robert Johnson, TOP alumni, and Juris Doctor Candidate has started a project on campus entitled "The Krista Project". The goal of the project is to collect donations to benefit children of selected low-income students enrolled in the Transfer Opportunity Program. The children selected will receive a shopping allowance to buy their own Christmas gifts. Paula Usrey's small group discussion class has volunteered to take on the fundraising campaign for the project as well as Robert collecting additional donations.
- Chris Harwood, TOP student and ASUCC Vice President, delivered a wonderful speech at the Foundation dinner this month. TOP staff are very proud of Chris for all of his accomplishments and we look forward to assisting him in his future endeavors this year.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

- The program currently has 585 out of 600 spots filled. The advisors are adjusting to working with seven high schools and are becoming part of each school's culture. After working on developing and improving the curriculum last year, it has been a very smooth process this year for serving all our new students.
- The first trip of the year occurred on Monday, November 28. 36 seniors attended a trip to Oregon State and Western Oregon. They were able to meet up with past ETS and UB participants, as well as hear about the college Trio programs. It was a highly successful trip.

Upward Bound

- The program currently has 41 out of 50 spots filled. Most of the remaining spots need to come from Douglas High School, so we have stepped up our recruiting efforts there.
- We held a Saturday Seminar on November 19, and 36 students attended. The theme for the year is finding your self-motivation and developing the skills

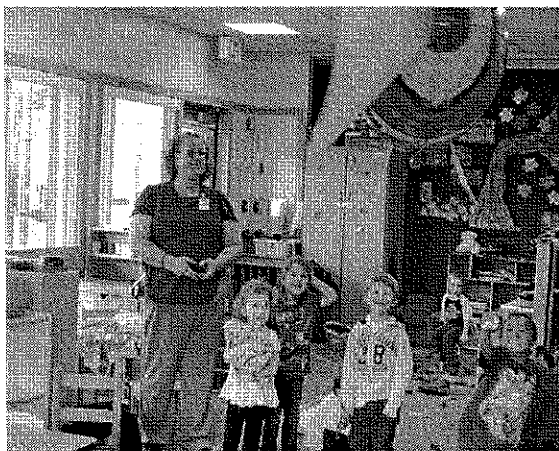
needed to succeed in high school and college. We are working on changing the mentality of students who come from families without any college experience.

We have incorporated more teambuilding, skill building, and career exploration as a result. Our program will also be increasing the number of workshops and meetings around state assessments and college admission tests, as this is a priority in the grant.

- The Upward Bound application for the next grant cycle will be due in mid-January to early February. There are a number of changes to take into consideration, including three new competitive priorities that must be addressed to have a shot at receiving an award. This year's competition is being touted as one of the most competitive with over 900 current grants and predictions for funding only 700. We are working on looking at the new regulations and competitive priorities and determining how to best improve our grant application.

Ford Childhood Enrichment Center – Ronda Stearns, Director

We have been busy here at the FCEC. Fall brings with it all kinds of opportunity to teach about harvest. This fall we chose to focus on apples, making homemade applesauce one week, and then following it up with a scratch baked pie the next in the Treehouse Room. Children peeled, cored, and sliced apples, made their own pie crust, rolled out the crust, filled the pie, and baked it. The finished product was not the prettiest pie, but it was delicious!



Evidently the smell of apples and cinnamon can attract fish as a giant clownfish has made its home here at the Center. While our licensure keeps us from housing pets, the clownfish has been a welcome addition to the Center. All activity comes to a screeching halt when Nemo swims into a room. As much fun as Nemo has been, he's also allowed for some interesting lessons in science and engineering. Words like helium and ballast have been introduced to answer the many questions that seem to come up when Nemo enters the room.



The infants have been keeping themselves busy with lessons in baking and cooking. They've baked blueberry muffins and cooked Stone Soup for lunch recently. When not working on their culinary skills, the children of the Sunflower Room have been studying art as evident by the photo. Someday one of these young artists may become the next Van Gogh or Picasso. Our luck, our budding artists will follow in the footsteps of Jackson Pollack.

In addition to the baking, and the cooking, and the painting, we have been preparing for our licensure renewal. We have been visited by the Sanitation Inspector and the Fire Marshall. Both inspections went very well and we are now waiting for a visit by our state

licensure specialist. This is an annual process we go through to make sure we are utilizing best practices in our early childhood education setting. Licensure renewal should be complete by the end of December.

Athletics - Cheryl Yoder, Director

Community Service projects by all the teams:

Volleyball –

At the NWAACC tournament, all the teams (including UCC) made two blankets and each girl brought a pair of shoes, so we had over 32 blankets and over 200 pair of shoes that were donated to the Portland Rescue Mission.

Women's Basketball –

The whole team helped an instructor move from Myrtle Creek into Roseburg. They literally loaded up his whole house into a U-haul and then unloaded it into his new house in Roseburg. The instructor couldn't believe how fast everything got moved.

Men's Basketball-

The whole team went to the Boys and Girls Club and gave a free clinic of basketball tips to all the kids. It was very well received.

The Women's VB team finished up in 10th place at the NWAACC tournament. They went in as the #4 seed from the south, upset the #1 seed from the North (Highline), which was a very exciting match. Not bad for their first tournament appearance since 1996. Coach Jimmy has already started recruiting for next year. He has started a Club Volleyball program in the off season, with 4 juniors teams (12-17 year olds), to serve as a feeder program for the coming years. *Go Riverhawks!*

The Women's Basketball team has been in a couple of preseason tournaments and done quite well, finishing in the top 2-3 at each tournament. Coach Dave says they still have a lot of work on between now and Jan., when the season opens. Right now they are battling with injuries.

The Men's Basketball team just left for a 5 day trip to Calif. to compete with some of the schools in Coach Richards old stomping grounds. They should gain some good experience playing against some of the N. Calif. teams.

Campus-wide Student Mentoring Project

This past July the administrator group participated in an all day facilitated workshop to strengthen connections and plan for the year. One of the results of the day was for different groups to brainstorm and work on projects for fall term and throughout the year. Marjan Coester, Mandie Pritchard, Missy Olson, Corrie Sommerfeld and Ruby Shea have developed and created a staff mentor program for students that will be placed on probation at the culmination of fall term. So far there have been 13 staff members at UCC that have gone through the training. Each mentor will work with 1-3 students. Our goal is to have at least 20 staff sign up for the mentor project. The project will kick off the first week of winter term. We are excited about this new project and hope that makes a difference in students' success and persistence at UCC. *UCC Board members are invited to participate as mentors – contact Marjan for details!*

Administrative Services

Purchasing – Linda Spaccarotelli, Purchasing Manager

Interviews for a part-time clerical assistant will start in early December. Approximately 27 applications were received.

Meetings were attended for the following committees:

- Participating Oregon Community College Taskforce for the yearly updating of the CCRP
- Future Banner Group
- Construction for the Danny Lang Center
- Instructional Technology Committee
- Danny Lang Center Art Committee
- Conference calls to OCCA and Opsis Architecture

Finance Office – Natalya Brown, Director

Now that the financial audit and Oracle 11g upgrade are out of the way (electronic file of the financial audit can be found at <http://www.umpqua.edu/financial-audit>), Finance Office is settling with various day to day tasks like reconciliations, payroll and accounts

payable processing, cashiering, contractual billings, foundation investments allocations, etc.

We are in the process of filling AP/Payroll Assistant position and staff has been working hard to timely process accounts payable and payroll. Continuing student registration started earlier this month and cashiers are busy processing student payments, putting third party contracts and applying tuition waivers on student accounts.

We continue the process of re-evaluating and redesigning some finance processes and forms. The credit cards purchase summary form is now available online. We are in the process of revising the petty cash reimbursement form and monthly mileage reimbursement form with the rest of the travel forms under way.

Recently we had to upgrade our credit card machines to bring them up to compliance. We are in the process of revisiting our credit card refund processes, student direct deposit forms and sponsored account agreements.

We have been participating in the campus-wide accreditation review. This year we have to resubmit our indirect cost agreement to our cognizant agency and I am in the process of creating the proposal.

Finance Office continues monitoring UCC's finances and paying close attention to legislative discussions about the funding formula.

Budget Office – Rebecca Redell, Director

Reporting and reimbursement requests were submitted for the following grants:

- Wolf Creek Job Corp
- High Tech (OHSU)
- Perkins
- Open World
- UCAN

The insurance task force met with Denise Hall from OEBB on November 2nd and she answered several questions for us. We are currently waiting on more information about a calculator they are developing to help us decide the best path for the college.

The budget process team has met several times and is making good progress on understanding how the money flows. Discussions are starting on possible changes to make sure the process makes sense and is uniform across all college departments.

Institutional Research – Dan Yoder, Director

Student Graduation and Persistence Analysis - December - 2011
Executive Summary

This report attempts to describe credit student completion and academic persistence behaviors of UCC students over time.

All credit students (excluding Dual Credit) who successfully earned undergraduate credit in an academic year.

Each year on average:

- 6.1% earn an associate level degree
- 2.9% earn a college level certification
- 18.82% transfer on to another 2 or 4 year college
- 56.9% persist into the next academic year
- 24.6% stop out (did not graduate or persist the following year)

First Time, Full time, Degree seeking students that start fall term.

On average:

- 11.66% graduate within 2 years
- Students attend 8.93 terms to graduate
- 3.37% earn a college level certification
- 23.14% transfer on to another 2 or 4 year college
- 35.69% earn some college credit and stop out
- 6.28% drop out
- 24.2% persist in their academic studies

First Time, Degree Seeking Freshmen (Full and Part Time) Persistence (starting fall term).

On average:

- 71% persist from fall to winter term
- 56% persist from fall to winter to spring
- 29.4% persist from fall to winter to spring to next fall
- An additional 2.9% start fall term, skip either winter or spring terms, and return the following fall term
- 12.9% start fall term but drop out

All students that have earned an associate level degree.

On average:

- It takes 9 terms attended to complete a first associate degree
- It takes the students 6 calendar years to complete a first associate degree

Course Pass/Success – On average 85% of students receive a passing grade in their classes.

Non-Credit to Credit Transition:

On average:

- 5.58% of GED graduates go on to enroll in post secondary remediation and on to 100 level credit classes.
- 14.56% of AHSD students go on to enroll in post-secondary remediation with 21.92% going on to 100 level classes.

Board Report – December 14, 2011
Joanne Hayes, Director of Human Resources

Recruitment began or continues for the following positions:

- Vice President of Instruction
- Physics Instructor
- Career Pathways Liaison
- Database Administrator
- Accounting Specialist – Accounts Payable/Payroll

Part-time:

- Clerical Assistant – Purchasing
- Disabilities Services Accommodations Coordinator
- Viticulture & Enology Program Coordinator
- Adult High School Diploma Instructor
- Adult Basic Skills GED Instructor
- Math Instructor
- UB Assessment Preparation Instructor
- Writing Instructor

Positions filled/closed:

- SBDC/Workforce Training Center Workshop Coordinator
- Administrative/Program Assistant – Workforce Training/SBDC
- Part-Time Perkins Specialist

Personnel:

The HR staff has been involved in several special projects:

- Updated payroll system for employees affected by minimum wage increase to \$8.80 per hour effective 1-1-12.
- Continuing preparation for implementation of the PeopleAdmin recruitment software.
- Completed open enrollment for the 2012 Flexible Spending Accounts (FSA) with Manley Services.
- Working on HR portion of the annual IPEDS report.
- Recent Banner upgrades were successful with only minor issues found and easily corrected.



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**Foundation Director's Report
December 14, 2011**

Bond Levy Campaign

Rich Gross's latest visit was November 17th. Rich conducted the first Focus Group session with college staff on that date. Rich will return on December 15th.

Javier Fernandez conducted a training session for the Executive Committee in the Board Room at UCC on November 29th. Javier's instruction was on the basic rules regarding general obligation bonds and what the data indicates in recent bond levy campaigns in Oregon. Javier offered some advice about the rules regarding involvement in the bond levy campaign of college staff at the point in time where the Board passes an authorizing resolution.

Friends of UCC Celebration

The Annual Friends of UCC Celebration was held at the Fairgrounds on November 8th. Over 250 donors, scholarship students and Foundation supporters attended this event.

Ronnie Bruce was honored as the "2011 Benefactor of the Year." Ronnie has provided invaluable support to maintain nursing staffing at appropriate levels for many years and has given so generously to help our SIM-Lab acquire needed technology.

Kathy Hogan, who retired in the spring of 2011 as the UCC Scholarship Coordinator, was recognized for her 22 years of service to the Foundation's scholarship students.

Annual Employee Giving Campaign

The Foundation's Employee Giving Campaign had the highest participation we have ever had with 51% of employees donating to a host of college projects of their choice. A total of \$21,632 was pledged for 2012. Thanks to Ellen Brown and Rhonda Stearns and their team of volunteers for an exciting campaign.

Pool Committee

Susan Taylor has been meeting with community members interested in helping develop a proposal for replacement of the pool. They are conducting a survey and will continue to meet through the holidays.

Umpqua Community College
Faculty Association
Board Report
December 2012

It is with sadness that I must report the loss of one of our newest faculty, Frank Cross. Frank was hired as a Business instructor, for the 2011-2012 academic year and was well-liked by both students and colleagues. His loss created much pain and confusion for his students, and I cannot praise enough our Business faculty: Bill Armstrong, Toni Clough, Martha Joyce and Bettie Wright for the way in which they stepped in, and created as seamless a transition as possible for the students. There can be no harder task for a faculty member than to have to step into another colleague's place at the end of a term. These faculty deserves much recognition.

In Frank's honor, and in response to his family's wishes, the Faculty Association will be creating a scholarship in his name. All staff, students and community members are welcome to donate to this scholarship.

In addition to the above, Bill Armstrong and Bettie Wright have been working very diligently on the Budget Oversight committee. They have been putting in many extra hours serving as the Faculty representatives on this committee, and we want to recognize them for this service to the entire campus community.

Due to a budgetary decision made last spring, the Disability Services Coordinator was reduced to a part-time position. Because the faculty works hand in hand with this position, we have been concerned about the loss of services to our students. The data we have compiled show that a half-time position is not adequate to meet the needs of students. Having a half-time position has resulted in confusion and insufficient communication between faculty and staff, and has impacted retention of students with disabilities. We, the faculty would like to strongly encourage the reinstatement of this position to full-time for the 2012-2013 academic year.

As the first Fall term of Dr. Olson's tenure is drawing to a close, we would again like to commend his leadership, which has created an open and collaborative working environment where all voices are heard and honored.

May all have a beautiful Holiday season, and be thankful for our many blessings.

H. Ní Aódagáin
UCCFA President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject:
 2nd Reading Deleted Policy

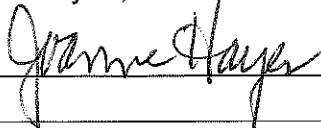
Date: December 14, 2011

The following policy revision has been reviewed by College Council and is coming to the Board for approval.

Policy to be deleted:

Pol. #	Policy Title
340	Classified Personnel Performance Appraisal

Recommendation by:
 Joanne Hayes, Human Resources Director



Approved for Consideration:



U.C.C. President

Policy Revision

340 CLASSIFIED PERSONNEL PERFORMANCE APPRAISAL

10/11/11

Please change date to keep track of most recent version.

Current Policy	Revised Policy
<p>Employee Status and Appraisal All new classified staff employees are probationary employees for the first six months of employment. This period provides for job adjustment and an opportunity for the supervisor to evaluate the employee's performance.</p> <p>An employee in a probationary period may resign without prejudice or the employee may be discharged with or without cause at the discretion of the employer.</p> <p>Probationary employees will be evaluated in writing before completing six months of employment.</p> <p>After six months of employment, the employee will either be terminated or hired as a regular employee.</p> <p>Regular employees will be evaluated annually by April 1 unless additional appraisals are deemed necessary by the immediate supervisor.</p> <p>Procedures When the STEP ADVANCEMENT POLICY is a part of the economic package, the regular employee will receive an additional step on the salary schedule at least every three years unless there are identified weaknesses that have not been corrected in the judgment of the immediate supervisor as listed on the written appraisal.</p> <p>All written appraisals shall be discussed between the supervisor and the employee before being signed by both parties.</p> <p>Unscheduled appraisals are to be used at the discretion of the supervisor for performance, employee acknowledgment/recognition, changes within the job description, change of supervisor, merit increase, etc...</p>	<p>Delete – Performance appraisals for full-time staff and probationary/regular status are covered by the ACEUCC collective bargaining.</p>

The supervisor and employee should review the employee's position description and make note of any recommended changes. When revisions are necessary, the supervisor should complete and sign the position description, and forward it to the Job Classification Committee.

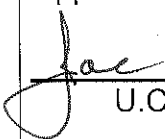
Upon completion of the two working copies, the information shall be placed on the performance appraisal form and signed by the employee and supervisor. A copy of the appraisal form shall be submitted to the Personnel Office.

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON		<input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item
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Subject: 2 nd Reading – Policy Revisions	Date: December 14, 2011
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The following policy revisions are being presented to the Board for the 2nd reading:

- 100.08 Duties & Responsibilities of Board of Directors
- 104.07 Restriction on Receiving Gifts
- 347 Working Conditions

Recommendation by: _____ U.C.C. Vice President	Approved for Consideration:  _____ U.C.C. President
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BOARD POLICY

BOARD POLICY SERIES NUMBER: 100.08

TITLE: DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS: CODE OF CONDUCT

The Umpqua College board of directors adopts the following code of conduct for board members. Each board member:

- Understands that the board sets the standards for the community college district through board policy, and does not manage the district on a day-to-day basis.
- Understands that the board makes decisions as a team.
- Understands that individual board members may not commit the board to any action.
- Respects the right of other board members to have opinions and ideas that differ.
- Recognizes that decisions are made by a majority vote and should be supported by all board members.
- Makes decisions only after the facts are presented and discussed.
- Understands the chain of authority and responsibility and refers problems or complaints to the proper administrative office.
- Recognizes that the board must comply with the Public Meetings Law and has authority to make decisions only at official board meetings.
- Insists that all board and district business is ethical, honest, open and fair with no hidden agendas.
- Understands he or she will receive confidential information that cannot be shared.
- Recognizes that the President advises the board and should be present at all meetings, except when the board is considering the President's evaluation, contract or salary.
- Takes action only after allowing the President an opportunity to make recommendations.
- Refuses to use board membership for personal or family gain or prestige, and announces conflicts of interest before board action is taken.
- Refuses to bring personal or family problems into board considerations.
- Gives the staff the respect and consideration due skilled professional employees.
- Presents personal criticism of district operations to the President, via the board chair, not to district staff or to a board meeting.
- Respects the right of the public to attend and observe board meetings.
- Respects the right of the public to be informed about district decisions and school operations as allowed by law.

TITLE: DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS: CODE OF CONDUCT (BP 100.08)

- Keeps informed about educational and other issues relevant to community colleges.
- Is expected to attend college-sponsored events, state-wide conferences and meetings, and national conferences to the greatest extent possible.

The Board shall have all of the powers and duties specified in ORS Chapter 341, and other applicable statutes and regulations. Hyperlink to statute <http://www.leg.state.or.us/ors/341.html>

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: To Board for Second Reading on 12/14/11



BOARD POLICY

BOARD POLICY SERIES NUMBER: 104.07

TITLE: RESTRICTIONS ON RECEIVING GIFTS

During a calendar year, members of the Board and their relatives are prohibited from soliciting or receiving, directly or indirectly, any gifts (including food, beverages, and entertainment) with an aggregate value of more than \$50 from any single source, if the source could reasonably be known to have an economic interest distinct from the general public in any pending or contemplated decision or vote by the Board unless the gift is specifically excluded from these limits in ORS Chapter 244. As used in this section, "gift" shall have the meaning prescribed in ORS Chapter 244 and OAR Chapter 199, Division 5.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: To Board for Second Reading on 12/14/11



BOARD POLICY

BOARD POLICY SERIES NUMBER: 347

TITLE: WORKING CONDITION

All part-time classified, non-represented employees are to take a 15 minute break for each four hours that they work. If the employee works 5 hours or more, they must take a 30 minute meal period. The break is paid time and the meal period is unpaid.

Full-time classified and part-time ACEUCC members are covered by the ACEUCC collective bargaining agreement.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):


DATE OF LAST REVIEW: To Board for Second Reading on 12/14/11

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Accreditation - Mission Statement and Core Themes	Date: December 14, 2011
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Mark Williams, UCC Accreditation Officer, will present for your information the current Core Themes which are intended to "individually manifest and collectively comprise" the College Mission Statement.

Recommended by: _____	Approved for Consideration:  _____ U.C.C. President
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Board Notes on Accreditation – Dec 14, 2011
Mark Williams – Dean CTE

The Accreditation Committee and multiple workgroups across campus have been busy in the past month, developing the Accreditation Framework of Core Themes, Objectives, Outcomes and Data Indicators. It's been a busy time – multiple open forums/work sessions, an active effort on the part of students, and innumerable conversations.

As with the accreditation process overall, the Core Themes are a work in progress. The work beginning in January on the Year 3 Self-Evaluation report will start with a conversation revisiting the Core Themes, and an upcoming campus conversation on the Mission statement as part of the planning process will of necessity involve a re-examination of the Core Themes.

For your consideration, listed below are the current Core Themes, which are intended to “individually manifest and collectively comprise” the College Mission Statement.

Mission Statement

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

Core Themes – that *“individually manifest and collectively comprise”* the Mission statement

CT1. Promoting student access and success

CT2. Supporting quality learning and achievement through Academic Transfer Education

CT3. Supporting quality learning and achievement through Career and Technical Education (CTE)

CT4. Supporting quality learning and achievement through the Student Transition Education Program (STEP)

CT5. Serving our community through quality, life-long learning in the areas of cultural, economic, workforce, self-improvement and professional development

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Change to Collective Bargaining Agreement, ACEUCC
Date: December 14, 2011

Memorandum of Agreement, Article XVII - Work Hours & Overtime:

New language:

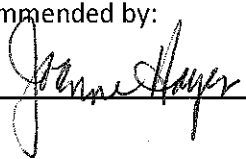
A. REGULAR WORK DAY AND WEEK

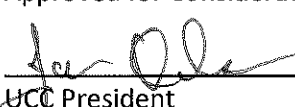
4. Whereas the College will set the normal hours of operation, it is expected that each individual employee will work an eight-hour day (or a 10-hour day during the summer) as mutually agreed upon between the employee and supervisor based on the needs of the position to best serve the college. If it is necessary for an employee to work more than the regularly scheduled hours on any given day, they may flex those hours by working a shorter day during the same work week. Flex hours need to be mutually agreed upon by the supervisor and employee. If flex hours are not able to be taken in the same work week, hours will be reported as overtime as stated in Article XVII, Section D.

Revised language:

D. OVERTIME

2. If the college determines that budgeted funds are not available for the payment of overtime, such overtime shall be paid in compensatory time off at not less than time and a half. The employee will have up to one year from the time of earning compensatory time to utilize the compensatory time. Written records of accumulating and using compensatory time will be maintained by the payroll office supervisor and signed off by the employee and supervisor at the time compensatory time is earned and used.

Recommended by:


Approved for Consideration:


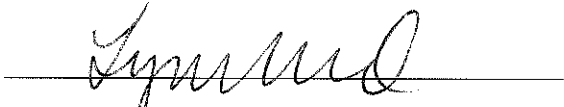

UCC President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #9, Approval to Spend Funds	Date: 12/14/11
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Ali Mageehon was awarded \$9,000 to implement Learning Standards.

Recommended by: Lynn Moore, Vice President for Administrative Services and Student Development 	Approved for Consideration:  U.C.C. President
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UMPQUA COMMUNITY COLLEGE
Resolution No. 9 - FY 11-12
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded a Title II grant for \$9,000 to implement Learning Standards and;

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

WHEREAS, the provisions of ORS 294.326 (3) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$9,000 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	11-12 Budget Through Resolution 8	Adjustment	11-12 Budget Through Resolution 9
REVENUES:	\$ 5,881,718	\$ 9,000	\$ 5,890,718
EXPENDITURES:			
Instruction	\$ 2,457,740	\$ 9,000	\$ 2,466,740
Support Services	3,362,875		3,362,875
Enterprise & Comm. Services	61,104		61,104
TOTAL	<u>\$ 5,881,719</u>	<u>\$ 9,000</u>	<u>\$ 5,890,719</u>

ADOPTED this 14th day of December, 2011

Clerk of the Board

Chairman of the Board