

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.

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| <p>UCC Board of Trustees Goals, 2011-12</p> <ul style="list-style-type: none"> • 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 |
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**VOL. XLVI, No. 7 BOARD OF TRUSTEES MEETING 7:00 P.M. Lang Center, February 8, 2012
Board Dinner and Center Tour, 5:30 p.m.**

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 1-3**

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 – Green Certificate | Pete Bober | p 4 |
| B. Strategic Plan Annual Report | Dan Yoder | p 5 |

VIII. ASUCC REPORT **Ethan Snyder**

IX. ACEUCC REPORT **Victoria Sawyer**

X. UCCFA REPORT **Honora NiAodagain**

XI. PRESIDENT’S REPORT **Dr. Olson** **pp 6-23**

XII. OCCA REP. REPORT **Dir. Bell**

XIII. OLD BUSINESS
A. Second Reading, Deleted Policy 327 **Joanne Hayes** **pp 24-25**

XIV. NEW BUSINESS
A. Quarterly IT Report **Dennis Stutes** **p 26**
B. Alcohol Service on Campus Update **Joe Olson** **p 27**

XV. BOARD COMMENTS **Chair**

XVI. ADJOURNMENT **Chair**

IMPORTANT DATES:

- February 10, Ribbon Cutting, Lang Center, 5:30 p.m.

NEXT BOARD MEETING:

- Wednesday, February 22, 2012, Noon, Telephonic Special Board Meeting
- Wednesday, March 14, 2012, 5:30 Dinner with CCWD Commissioner, Board Room

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: February 8, 2012 |
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Recommendation:

Recommend approval of:

Minutes of College Board Meeting of January 11, 2012 pp 1-3

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|---|---|
| Recommended by:  _____ | Approved for Consideration:  _____ U.C.C. President |
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 11, 2012**

The Umpqua Community College Board of Trustees met on Wednesday, January 11, 2012 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, Elin Miller and Wendy Weikum

Others in attendance:

| | | |
|--------------|-------------------|-----------------|
| Joe Olson | Art Brown | Ethan Snyder |
| Lynn Moore | Honora NiAodagain | Bentley Gilbert |
| Teri Wichman | Lorrie Ranck | Marjan Coester |
| Lee Salter | Victoria Sawyer | Natalya Brown |
| Ellen Brown | Mark Williams | Jess Miller |
| Pete Bober | | |

Consent Agenda:

- A. Board Minutes of December 14, 2011
- B. Personnel

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

Citizen Comment

No one requested to speak this evening.

Focus Presentation:

Art Brown, Dir. Of Health Occupations, and Jess Miller, Dir. Of Facilities, provided an update for the Board regarding the proposed Allied Health and Science Building. Mr. Brown passed out classroom floor plans and described the input of faculty to the design, furnishings and equipment, which will be state-of-the-art. He noted the excitement of faculty to be able to accept more students and teach with updated materials and equipment. Dr. Wichman, Dean of Arts & Sciences, also provided input as to the layout of the science floor classrooms and laboratories. Mr. Miller presented an overview of the design development. He spoke of the collaborative effort of the campus in this process from facilities, science, health occupations and all interested parties. He said the lead certification sheet was used for this building. We will easily make silver level certification.

ASUCC Report

ASUCC President, Ethan Snyder, reported that the women's basketball team had just won their game. ASUCC just met for the first time this term. Projects include the revamping of the Bistro for the culinary program, looking to create two scholarships for \$1000 each as an annual scholarship, one called the ASUCC Scholarship and the Class of 2012 Scholarship; continuing to work with Umpqua Transit, and planning for voter registration in March, along with an open forum for local candidates.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC, said happy new year to the Board and had no further report.

UCCFA Report

Honora NiAodagain, Chair of UCCFA, said faculty had been receiving information on the OEIB from the State. They want to educate themselves on what is proposed. Some will attend open forum sessions in Eugene. The faculty are hoping to send one or two members to NISOD. She said she did not understand the reason, but she is experiencing several new international students who are Spanish-speaking students.

Dir. Miller stated that sometimes in agricultural areas where change is occurring, such as the move into wine producing areas here, that creates more opportunity for the Spanish-speaking population.

January 11, 2012 College Board Minutes

President's Report

- Noted the retirement of Joanne Hayes, HR Director, the end of June, and the resignation of Laurie Spangenburg the end of this month.
- Stated that several of our elected officials will be on campus on January 23 for a tour, which will be followed by a town hall meeting for two of them (Speaker Hanna and Sen. Prozanski).
- Listed the various events scheduled in the new Lang Center over the next several weeks including the Donor Recognition (Jan. 27), Staff Snowflake Social (Jan. 21), Dedication (Feb. 10), Contractor's reception, Staff Tour (Jan. 20) and Board Meeting (Feb. 8).

OCCA Board Report

OCCA Board representative, Bob Bell, passed out information on upcoming OEIB Outreach Meetings. The closest to us will be one in Eugene on January 26 at Lane CC. On the flyer were talking points for attendees to the meetings. He reported there will be an OCCA Board meeting the end of the month in Eugene. He also noted the change in administrative/representation at the Oregon School Boards Association.

New Business:

Dr. Teri Wichman, Dean for Arts and Sciences, presented for Board approval the Academic Calendar for 2012-13 (attached to permanent minutes). It was noted that the way the holidays fall at the end of Fall term the campus would only be open one day. It is proposed the Board approve closing campus that day which in turn would create an energy/budget savings. This happens this year just because of the way the holidays fall. Students and faculty are gone anyway, and many other of the staff are on vacation.

Motion: I move for approval of the Academic Calendar for 2012-13 with the additional day of campus closure as presented. Motion by Dir. Miller, seconded by Dir. Yetter and carried unanimously.

Dr. Moore presented for Board approval the proposed Budget Calendar for 2012. The calendar follows past process and practice to meet legal requirements for adoption of the College budget.

Dir. Bell noted the proposed second budget committee meeting falls on the same date as the Board meeting. Ms. Salter said that has been the case for several years. The second meeting does not always occur, but when it does, it is not lengthy and is held just prior to the Board meeting.

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

Natalya Brown, Director for Accounting and Financial Business, presented a quarterly finance report. She handed out an executive summary which includes an explanation of each of the budget areas such as current assets, liabilities, net assets, the statement of revenues, expenses and changes in current net assets, and each of the various college funds. She noted the highlights for this quarter which include state community college support reflecting two allocations at this time with the third expected later in January. The College has received about 90% of estimated property taxes. Booked into the General Fund are approximately 50% of the total for all transfers and about 70% of the tuition revenue by December 31, 2011. Expenditures are at 44% as operating activities for winter and spring terms are not reflected yet.

The Board said they very much appreciated the written explanation of accounts she gave them, and asked to receive it electronically with each quarterly report in the future. Dir. Tamm did ask about the pledges received by the Foundation for SOWI and how those funds are being paid to the College, and would the pledges be equal to the cost or below. Dr. Olson said the Foundation expected a possible 10% breakage and will make up that difference. A document is being developed which will come to the Board with the projected repayment plan.

Resolution No. 10 - Approval to Spend Funds

Lynn Moore, Vice President for Administration-Student Development, presented resolution 10 (Attached to permanent minutes) requesting Board approval to make a transfer within the Special Revenue, Grants and Contracts Fund in the amount of \$59,631 for the SBA Incubator grant.

January 11, 2012 College Board Minutes

Motion: ~~I move for approval of Res. No. 10 - Approval to Spend Funds of \$59,631 as presented.~~ Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

Resolution No. 11 - Declaration of Intent to Reimburse

Dr. Moore presented for Board approval to declare Umpqua Community College District's intent to reimburse expenditures from the proceeds of debt obligations. This is a clean-up of two previously approved resolutions so that the proper legal description is included and it allows necessary expenditures prior to passage of a bond measure that will be reimbursed through the bond.

Motion: ~~I move for approval of Res. No. 11 - Declaration of Intent to Reimburse as presented.~~ Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Dr. Moore presented for Board information a recommendation for an Exemption from Competitive Bidding. This is a deviation from the normal required State process. Our legal counsel assisted with the language of the findings. On Feb. 29 these findings will be published with a 14-day advance notification in which the public can respond. At the March 14 Board meeting the Board will be asked to formally approve the process. The CMGC process is one we have used in the past and found to be successful and less costly. This is the process recommended for the buildings involved in the Bond levy.

Dir. Tamm said she has experience with the CMGC process and found it to be very costly effective. Dir. Miller said reading the detail of this was helpful for her to understand the use of local contractors as was done with the SOWI project, and the use of an oversight committee.

Board Comments:

Chair Becker encouraged trustees to view the bond website, OurUCC.com. There is opportunity for Board members to offer testimonials, and there will be some two-hour training offerings for Board members soon. Dir. Miller said each of the Board members has a geographical area that we can be champions for.

GED graduation will be Jan. 20 and four board members said they will be able to attend.

Meeting adjourned at 8:32 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:
Academic Calendar 2012-13
Res. No. 10-11

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Focus Presentation Oregon Green
Technician Certificate

Date: February 8, 2012

Pete Bober, Director of the Small Business Development Center and Workforce Training will make a presentation to the Board on the Oregon Green Technician Certificate.

Recommendation by:

U.C.C. Vice President/Instructional Services

Approved for Consideration:




U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

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|--|------------------------|
| Subject: Strategic Plan 2008-13 - Progress Report for 2010-11 | Date: February 8, 2012 |
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Dan Yoder, UCC Institutional Researcher, will present the annual progress report for UCC's Strategic Plan 2008-13.

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| Recommended by: _____ | Approved for Consideration:  _____ U.C.C. President |
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BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reports

Date: February 8, 2012

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

February 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

- Jan. 4: Met with Mike Fieldman, UCAN for tour
-Met with Ron Doan at Cow Creek office
- Jan. 5: Mtg. with Ron Breyne at Phoenix School for tour and partnership conversation
-Mtg. with Marissa Fink, YMCA re partnership
- Jan. 9: Monthly meeting of The Partnership
- Jan. 10: Monthly meeting of DCIDB
-Met with Dennis O'Neill and Eric Swanson, Roseburg City, for Lang Tour
- Jan. 12: Visit/tour of WCJC with Ali Mageehon
- Jan. 19: All day bond levy committee meetings
- Jan. 20: All day bond levy committee meetings
-Staff open house at the Lang Center
-GED Graduation
- Jan. 24: Met with Debbie Fromdahl, Roseburg Chamber Director, for tour of Lang Center
- Jan. 25: Met with Steve Kelley, SU School District and Dave Gionetti of Riddle
-Met with all ESD Superintendents and Norm Smith of FFF to speak about Oregon Investment Board
- Jan. 27: Cow Creek Business Incubator board of directors meeting
-Donor Recognition Event at Lang Center
- A spreadsheet of what is being proposed/discussed among community colleges with regard to tuition and fees for the next academic year is being sent to you separately. It is legal size and would not scan in with the rest of the packet.
 - The Lang Center Donor Recognition was a tremendous success. It was obvious when you looked around the room and listened to comments people made, how much support the College has from the community. It is also obvious that many people both past and present have worked very hard to make UCC a respected resource for the community. We should all be very proud of the legacy we have inherited and do our best to nurture the goodwill from the community. "In recognition of those who have so generously provided for the Southern Oregon Wine Institute. . .A legacy left for our beloved wine industry and community". Quote from the Donor Wall
 - The break over winter gave me an opportunity to visit UCAN, Phoenix School, YMCA, Roseburg Public Schools and Cow Creek offices. It is important we continue to build upon these partnerships, and I was encouraged by the support I heard from the directors of these institutions/organizations. Nonetheless, with the upcoming bond campaign, it is imperative we take the time to expand our outreach to the greater Douglas County community.

- Over the course of the last few weeks we have held two informal meetings with high school and community representatives from South County. We are getting very close to finalizing a concept of what we may propose for a presence in South County. I am very encouraged by the input I have received from superintendents; and, by how our being in South County may impact college-going rates for high school students. The State of Oregon Department of Labor has projected that 89% of new jobs in Oregon will require at least an associate degree or technical certificate. In order for UCC to serve as a means of technical and educational training, the creation of a presence in South County is important. I am happy with the assistance I have received from Dennis O'Neill and the Foundation and the instructional team to reach out to South County. I look forward to the Bond passing and UCC taking a greater presence in South County development.

**Board Report
Instructional Services
February 2012**

Dr. Ali Mageehon, Director of ABSD:

- ABSD's January Graduation was on January 20. 150 students graduated (147 GED graduates and 3 high school diploma graduates). We had approximately 57 graduates who walked in the graduation ceremony.
- Our second OPABS (Oregon Pathways for Adult Basic Skills) cohort started in January. 10 students enrolled in the second cohort, and four students have continued in the first cohort.
- We have contracted with smarthinking.com to provide online synchronous tutoring for students at UCC. Services will be available 24/7 in major subject areas, including writing and math. This service will supplement our existing tutoring services, providing greater access for assistance to students who are enrolled in online courses.
- Several of our GED students will be participating in a panel about education for the Roseburg Chamber's Project Leadership on February 9.
- The learning skills program has put together a team to start working toward National Association of Developmental Education (NADE) certification for our reading, writing and math courses. The process is a lengthy one – even with the most ambitious timeline, we would not be applying for certification until 2014, but would be preparing our self-study, gathering data, and developing action plans between now and then.

Lorrie Ranck, Director of Curriculum Support:

The curriculum support office has worked to set up clear processes and roles for curriculum committee and Instructional Council. As this is the time for catalog revisions, we are seeing full agendas at these meetings and we have increased opportunities for faculty to bring items forward for review. We continue to research and collect information regarding our articulation agreements, implement teaching, learning and assessment activities, and progress in the reconceptualization of the Center for Innovative Learning.

College Now/Perkins:

- We continued to see a few dual credit registrations come in from the high schools through January 20. The coordinator traveled to schools in December to assist with online registration so as to reduce manual registrations and have students and instructors learn to use self-service Banner. As high school instructors and students continue to use the system, we will see increased efficiency in serving these students.
- We submitted a set of proposed changes or adjustments to the state for our 2011-2012 Perkins grant. These changes were suggested and reviewed by the consortium and the state has accepted the changes so we can implement them to impact students during this academic year.
- After conversations with various constituent groups (superintendents, ESD personnel and administrators at UCC), we called for a consortium vote to transition the fiscal agency and consortium management to the Douglas ESD. With the majority of votes in favor of this change, we have filed the necessary paperwork with the state and will work with the Douglas ESD over the next several months to assist with the changeover which is effective

July 1, 2012. UCC still manages our post-secondary Perkins grant and we will continue to be at the table for the Regional Reserve grant.

Library:

- LIB 127: Library and Internet Research is off to a running start this term with 20 enrolled students. Viva la research!
- The library has subscribed to LibGuides, a platform for creating online research guides customizable for different topics or classes.
- Staff is making it a priority to evaluate the book collection, eliminate outdated and unused materials, and assess space requirements for the collection and other library services.

Center for Innovative Learning:

- CIL is supporting the 122 instructors and approximately 2,986 students using e Learning Management System this term. There are 324 courses using the Angel and of those, 115 are online/hybrid and 209 are enhanced courses.
- The Angel Help Open Lab was open for the first week of term. It is designed to assist students in logging in and using some of the basic functionalities of Angel. Students can walk in anytime and receive immediate assistance at the lab. Online instructors and advisors can identify struggling students and refer them to the lab. This is a popular resource and worth implementing every term; we rely heavily on our trained interns this term to staff this program.
- 13 faculty and staff members are participating in a Quality Matters training opportunity. This is 2-week online course that is taught by facilitators from various Oregon Community Colleges. This training will increase the awareness and importance of Quality Matters in our online education program

Mark Williams, Dean of Career Technical Education:

Dental Assisting: The Department has been working with Ruby Shea, AmeriCorps Transitions Specialist to coordinate bringing mobile dental vans to the UCC campus each term to provide dental services to the low-income, no-insurance and high-need citizens of Douglas County; DA students and faculty are working in coordination with “Give Kids a Smile” on the “2012 Donated Dental Day” at St. Joseph School on 2/3/12. The “Dental Day” and is an annual one-day event set up to provide free educational, preventive, and restorative dental services to low-income children and families without dental insurance; students will also be providing oral hygiene presentations at various elementary schools in the local area during Winter Term.

Nursing: On Dec 15 the Shen Yun Performing Artists from the Hult Center toured the NSRC facility; Forty high-school students attended a Healthcare Career Panel at the NSRC on 1/19/12. The purpose of the event was to communicate with high-school students who are interested in entering the health care field. The topics presented at the event included: Emergency Nursing, Cardiac Nursing, Labor and Delivery Nursing, Humanitarian Work and World Issues in Nursing, Intensive Care Nursing, Respiratory Therapy, and Imaging

Culinary Arts: The Bistro renovation is complete. The renovation would not have happened without the help of the ASUCC, which generously donated the funds to complete the project. The Culinary Arts Department would like to extend an invitation to the Board to have lunch at the Bistro to tour the new facilities and watch our Culinary Arts students in action. The Bistro is open Tuesdays, Wednesdays, and Thursdays from 11am-1pm

Catering: The Foundation Board Lunch, on 1/10/12, was the first catered event held in the Lang Center and was a huge success; two hundred and twenty employees and their guests attended the Snowflake Social on 1/21/12; more than 30 events are already booked through the end of Spring term. Among these include: the Donor Reception on 1/27/12, the Lang Center's Grand Opening on 2/10/12, and the Advisory Reception on 4/24/12.

Apprenticeship: The program is continuing development of video broadcasts to coast locations

Fire Science: Students are currently applying to attend the Fire Related Skills class at Fire District Number 2.

Police Reserve Academy: The annual PRA Career Day took place on Saturday, 1/21/12. Representatives from four police departments attended.

Welding: Work is nearing completion on a new inventory and rack storage system for the Toyota T-TEN program.

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

Small Business Development Center (SBDC):

The SBDC is working on implement a virtual Small Business Management Program for Incubators clients and it is set to launch in early February. The program is a joint venture with Southwestern Orgeon Community College and the Umpqua Business Center.

The SBDC is seeing an increase in online referrals from the Oregon Small Business Development Center Networks website biz.org, primarily in the area of small business advising.

The SBDC is working with the network office to implement a variety of online services that will utilize advisers and classes from other SBDCs in the Oregon Networks. Examples include specialized advising in the areas of web design, international trade, and capital acquisition. Specific classes will include business start-up and plan development.

Workforce Development:

The director recently attended the Oregon Non-Profit Conference for Board Members in Corvallis. The conference is produced by Financial Stewardship Resources Inc. (FSR) The department is working with FSR to offer a similar workshop in Roseburg in September 2012.

The department is working on a "Festival and Event Management" day-long seminar scheduled for February 23. The class is designed for local festival and event staff and volunteers and features both local and regional presenters.

Community Education – Robin VanWinkle, Director:

UCC hosted a regional Driver Education class for new instructors at the Workforce Training Center. To become a Driver Education Instructor, individuals need to complete 120 hours of training on driving knowledge, classroom teaching techniques, and behind the wheel instruction.

Zumba instructor Meg Burnham will be featured in next week's issue of the new Encore insert (formerly Senior Times). The News Review is featuring activities and pursuits retired residents are pursuing that are not typically associated with the seniors.

Response has been very high to the new test preparation class Community Education will be offering for those preparing for the DEQ Wastewater Operator exam. It will be held Spring Break.

JOBS – Carla Bee, Director:

Due to budget restraints, January brought more changes to the JOBS Program. Carla Bee, Director is now teaching part-time, the Work Simulation Program, along with her other duties. Although DHS is facing a \$100 million dollar deficit, Dir. Bee is optimistic that some of the JOBS Program may be reinstated.

We have surpassed our JOB Plus monthly target thereby, increasing our performance target from 12 to 17 a month. The JOBS + Program is a six month temporary on the job training opportunity, that enables JOBS recipients to work 40 hours a week and receive a paycheck. Employers in return, are then reimbursed the wages paid to the JOBS + employee, from the state. The JOBS + program is a Win Win for both the recipient and the employer.

Twice this month the JOBS Program has received accolades from students that have gone off of cash assistance; stayed off and specially named Tom Nikirk, Tiffiany O'Hara, Shannan Rinkle Rose Benson and Cameron Filley at UCC/JOBS that helped made this possible.

The JOBS Program is always grateful for the generous personal hygiene products donated from other campus members, and this month we received several large bags of men and women's clothing, especially warm coats and sweaters.

Dr. Teri Wichman, Dean of Arts and Sciences:

Viticulture and Enology: The department is very excited to see the Danny Lang center completed. Staff and faculty have moved into their offices. Dwayne and Chris attended a meeting and trade show in Sacramento CA to plan some of the purchases that will be made from the EDA grant. Additionally, they have trained students and other interested parties to give tours of the Center.

Social Sciences: Social Sciences, in conjunction with the Office of Student Life, sponsored showing the film "For Once in My Life" in honor of Dr. Martin Luther King Jr. Day. Discussion following the film was facilitated by Dr. Suzanne Schultz. It was a very inspiring film and students were very engaged in the discussion.

Science: Science is starting to review applications for the Physics position that will be vacated by the retirement of Steve Mackay.

Gender and Women's Studies: Several classes, from several different disciplines, have been approved by the Curriculum Committee and Instructional Council that will focus on Gender and Women's Studies. A group is working on a spring time event that will kick off the new emphasis.

Early Childhood Education: Several new Early Childhood Education pathway certificates have been proposed and should be through the Curriculum Committee and Instructional Council by the time of the board meeting. These will align us better with state initiatives and help us better serve Douglas County. Thanks to Gwen Soderberg-Chase for keeping us up on all of the changes and initiatives happening in Oregon.

STEM: A number of faculty and administrators are working on a late spring event that will be geared toward middle school aged girls to try to interest them in the fields of Science, Technology, Engineering and Mathematics.

Hospitality Management: A group is exploring the possibility of adding Hospitality Management certificates and/or a degree. The program would draw from Business, Culinary and Enology. More information will be forthcoming.

Art: Renee Couture (Art) is heading out next month for a residency at Jentel in Wyoming. She will be provided with studio space and, more importantly, time in which to do nothing but think about and work on her own art. Residencies are very competitive, so this is a great affirmation of the quality of her work at the national level.

Sandee McGee (Art), just found out that her work has been juried into the Pacific Northwest Photography Viewing Drawers at Blue Sky Gallery in Portland. This is also a highly competitive, greatly desired opportunity for photographers in the entire Pacific Northwest. This is well-deserved recognition of Sandee's work.

I'm so happy to work with these folks, and that our students get the benefits of their talents. Just wanted the rest of you to know about it, too. Thanks for reading!
The Gallery show is the UCC Fine Arts Faculty Showcase. Please stop by if you have an opportunity to do so.

Music: Jason Heald (Music) literally flew out of town last weekend for a whirlwind visit to Catholic University in Washington, DC. He was invited to present at the New Voices @ CUA Festival. This is pretty much par for the course for Jason...his skills as a composer, conductor and musician are recognized at the national level every single year.

The Umpqua Singers are preparing for their trip to Ukraine. We are working with the Universities that were part of the Open World Program that visited here in the fall. Thursday February 9 is Jazz in Jacoby. And Tuesday February 28th is the Young Soloist Award Winner with the Umpqua Chamber Orchestra and the UCC Chamber Choir at the First Presbyterian Church.

There has been a flurry of curriculum work across the division as we prepare for the printing of next year's catalog. Some of the work involves new courses and some has emphasized updating current courses and/or programs. With all of the work on curriculum, catalog, schedules and budgets that is going on, the department chairs have been working hard. If you see any of them, give them a well-deserved pat on the back!

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – February 8, 2012**

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| STUDENT DEVELOPMENT |
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Student Life Office - Marjan Coester, Director

I rarely make any editorial comments in my report – but I have to note that the end of January and month of February are BUSY for both Student Government and Student Life.

ASUCC Student Government

The results of the South Umpqua High School Umpqua Transit Use survey were completed and submitted to both Umpqua Transit and the Canyonville City Council. Three hundred (300) surveys were collected.

ASUCC Activities Officer Kristi Carr presented a preliminary proposal last quarter to the Technology Fee Committee to implement print management software in the Library. A final proposal will be presented at the meeting in February. One of ASUCC Student Government's "legacy projects", it is very exciting to see the overwhelming positive response to the proposal.

There are currently nine active clubs on campus: ASTRA, Business & Entrepreneurship Club, Computer Club, Dance Club, Debate Club, Phi Theta Kappa, Softball Club and World Languages Club (with a French division and a Spanish division). We also anticipate seeing the start up of a Martial Arts Club. Club participation at Student Government meetings has been outstanding and implementing Student Organization Leadership Incentives for Development (SOLID) serves to recognize the work of our campus student organizations. As clubs attain each of the three tiers (silver, gold, platinum), funds are earned, which in turn, helps the clubs with their activities and development.

ASUCC Student Government is working on establishing comment boxes at strategic locations around campus.

Club Fair was held on January 24 and all but one club was represented.

Chinese New Year was recognized on February 5 with an information display and take away activities.

Activities in collaboration with OCCSA have been plentiful. We attend a Board meeting in January at Portland Community College and a February meeting at Chemeketa. The OCCSA field organizer, Amber Hastings, spent the day at UCC on January 23, learning more about our campus. A Lobby Day is scheduled for February 13 and a group of students will be going to Salem to participate. As a part of the Lobby Day event, a Town Hall meeting will be held in the evening; ASUCC will host a broadcast of the Town Hall on campus. In preparing for the Lobby

Day, ASUCC is gathering signatures for a petition in support of community college funding and the Oregon Opportunity Grant and is also asking students to write their personal stories.

The annual Valentine's Day Fundraiser will be held February 6-14 featuring sales of carnations, mylar balloons, candy, ducks and some new items. ASUCC student leaders, upon request, will make deliveries on campus on February 13 and 14. The proceeds from the event will benefit a local non-profit organization.

The ASUCC sponsored Medical Teams International Dental Van will be on campus on February 9 and February 15. Much thanks goes to AmeriCorp volunteer Ruby Shea for organizing and managing this important service for students.

A Movie/Date Night will be held on February 14.

Another of Student Government's "legacy projects", the RiverRush Bistro renovation was completed over the holiday break and is now open for business with a new look and new furniture. Funding for the project was a shared between Student Government, Facilities and Culinary Arts. A ribbon cutting ceremony is scheduled for February 15.

Activities in celebration of Mardi Gras will be held on February 21.

ASUCC Student Government approved a Campus Enrichment Grant to bring the bi-lingual performance "B'aktun 13" to campus on February 22.

A family Game and Movie night will be held on February 25.

The annual Dodgeball Tournament will be held on Sunday, February 26.

Student Life Office

The Student Life Office partnered with the Social Sciences Department to host the film "For Once in My Life" as a part of our recognition of Dr. Martin Luther King Jr.'s birthday. Over 60 individuals were in attendance.

Student Life Office partnered with Neighbor Works to bring three consumer advocacy workshops to campus on January 26 and 27, presented by Economic Fairness Oregon.

Student Life Office, with support from AmeriCorps volunteer Ruby Shea, partnered with Neighbor Works to hold DreamSavers Enrollment Day event on February 2.

The first annual Southern Oregon College Student Leadership Summit will be held on Saturday, February 11, 2012. Students and student leaders UCC will join with student leader from Rogue CC, and Southwestern CC for a day of leadership development. We anticipate around 100 participants. Student Government and Student Life will underwrite the cost of UCC student participation; for our partner schools, a reasonable \$25 registration fee is being charged.

The quarterly Red Cross Blood Drive will be held on February 22 and 23.

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:

- Saturday, January 21st TOP had tutor training. 17 peer tutors participated in the three hour training. Tutors that participate in all three training sessions will receive certification through CRLA (College Reading and Learning Association). TOP is a certified CRLA tutor program. Topics included adult learners, communication skills, study skills, and learning disabilities.
- TOP currently has 57 individual tutor matches.
- 37% of students in TOP used the peer tutor program
- Each term students complete an evaluation regarding TOP services and staff. Some statistics:
 - *85% of TOP students are very satisfied with the services and assistance
 - *71% of TOP students view TOP's services and assistance as very important of helping them **remain** and succeed in college.
 - *Suggestions for improvement: 85% of the students suggested a bigger space
- Workshops this month include: FAFSA and financial aid and also coming up in a week will be OSAC and UCC Scholarships.
- TOP purchased tickets for students to see the Shanghai Circus.
- TOP is planning two college visits during President's Day weekend.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

- The program is currently serving 598 out of 600 participants.
- Of the 221 seniors, 72 have completed their FAFSA since January 1.
- We have processed 228 college applications for seniors.
- Staff are planning trips to the University of Oregon, Southern Oregon University, and Southwestern Oregon Community College.
- Missy Olson is on the planning committee for a Oregon Trio Student Leadership Conference. Students will be invited to attend this event in April at Western Oregon University.

Upward Bound

- The Upward Bound application for the next 5-year grant cycle is due on Feb. 1. There are three new competitive priorities, seven new performance measures, and four new objectives. To meet these expectations, the new application proposes a change in the

grant structure, as well as adding South Umpqua High School and increasing the number of participants from 50 to 63.

- The program is currently serving 48 out of 50 participants. There are two more waiting to have their parents interviewed.
- 39 students attending a writing retreat in Eugene on January 20-21. The new participants played team building games, developed creative writing skills, worked on SAT vocabulary, and wrote scholarship essays.
- Of the nine seniors, eight have completed at least one college application.

Ford Childhood Enrichment Center – Ronda Stearns, Director

Here at the Ford Childhood Enrichment Center, we strive to teach UCC's youngest students the everyday lessons of life. We're sure it will come as no surprise that the weather theme for the past month has been snow, ice and rain. A very heavy emphasis was placed on rain as it was the easiest to study given its overwhelming availability. As a result of our very scientific study, the children and staff have written a little ditty we'd like to share with you.

We hope you enjoy our version of the "12 Signs of Rainfall."

(To be sung to the tune of "Twelve Days of Christmas)

Oh, the first sign of rainfall the weather's shown to me.....
the blustery winds that blow us down.

Oh, the second sign of rainfall the weather's shown to me.....
dark and stormy skies and the blustery winds that blow us down.

Oh, the third sign of rainfall the weather's shown to me.....
the birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the fourth sign of rainfall the weather's shown to me.....
drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the fifth sign of rainfall the weather's shown to me.....
THE SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the sixth sign of rainfall the weather's shown to me.....
the spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the seventh sign of rainfall the weather's shown to me.....
puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the eighth sign of rainfall the weather's shown to me.....
need for rubber boots, puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the ninth sign of rainfall the weather's shown to me.....
showers from the downspouts, need for rubber boots, puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the tenth sign of rainfall the weather's shown to me.....
babies soaked from crawling, showers from the downspouts, need for rubber boots, puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the eleventh sign of rainfall the weather's shown to me.....
sandbox is a wading pool, babies soaked from crawling, showers from the downspouts, need for rubber boots, puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Oh, the twelfth sign of rainfall the weather's shown to me.....
another bad hair day for teacher, sandbox is a wading pool, babies soaked from crawling, showers from the downspouts, need for rubber boots, puddles on the playground, spiders have moved inside the building, SLIDES NEED TO BE DRIED!!! Drops on Teacher's glasses, birds have flown away, dark and stormy skies, and the blustery winds that blow us down.

Athletic - Cheryl Yoder, Director

Men's and Women's Basketball Teams are almost half way through their season. Women are currently tied for first place and the men are battling for the middle of the pack. ***Go Riverhawks!***

Save-the-Date – May 12, 2012 is the date of the Second Annual UCC Annual Athletic Auction. Last year's event was great fun so you won't want to miss this event in May.

| |
|--------------------------------|
| ADMINISTRATIVE SERVICES |
|--------------------------------|

Purchasing – Linda Spaccarotelli, Purchasing Manager

The recommendation to the Board for the January board meeting for exemption to the standard competitive bidding process was presented in the board packet. Findings to substantiate the exemption have been created. A “Notice of Public Hearing” will be published in February for any comments at the March board meeting on the approval of the “Findings” and exemption. The final adoption by the board for the exemption will be requested at the March board meeting. The exemption complies with the Oregon Public Contracting Code and the Community College Rules of Procurement, (CCRP).

There have been several last minute pieces of classroom and Audio Visual equipment needed and ordered for the Danny Lang Center. All the furniture has been set up in the classrooms and tasting room. It is beautiful and I am very pleased with how it looks now that it is all set up in the building.

Quotes have come in for next year’s annual catalog, schedules and annual report. I will work with Community Relations to award one of the bidding vendors.

Collaboration and work has been ongoing with the Business Office to comply with the IRS requirements and requests for W9 forms and vendor’s information.

Finance Office – Natalya Brown, Director

Winter term has started, and Finance office is busy processing financial aid, third party contracts, payments and agency billings. We are still very short-handed in processing payables and payroll as we continue search for AP/Payroll Assistant. The College has also been notified by IRS that we are being audited for 2009 calendar year. We are in the process of collecting information requested.

The following are highlights on the projects that Finance Office has been working on:

- The indirect cost proposal for grants and contracts has been submitted and is being reviewed by the cognizant agency.
- College Council reviewed monthly mileage reimbursement and petty cash forms and we are preparing them for the distribution to the staff.
- SOIL tape has been sent to the Oregon Department of Revenue to collect outstanding student debt.
- CCFIS report (revenue and expense report for 2010-2011) has been prepared for submittal to CCWD by January 31.
- Staff spent some time to test Banner prior to the upgrade of Finance / HR modules. The upgrade is necessary to update tax tables in Banner.

- We are in the process of preparing W-2, 1099 and 1098T forms for distribution by January 31 deadline.

Research & Planning – Dan Yoder, Institutional Researcher

The following is a high level summary of IR office activity for January 1-25, 2012.

- Presented an overview of the state funding formula with the growth cap to Administrative and Exempt staff.
- Provided basic qualifying data for the annual federal Title III qualification process.
- Assisted the Accounting and IT Departments with support for generating 1098-T reports for students.
- Updated the Campus Crime statistics for the college catalog.
- Revisited the Gainful Employment federal reporting data submission.
- Developed historical summary data and statistics for reporting students enrolled for credit who have received some form of service related to their disability.
- Concluded Office Technology program review data.
- Federal IPEDS reporting submissions completed:
 - Human Resources
 - Student Financial Aid

I'm continuing to work on the Strategic Plan Progress report for 2010-11 and to develop the Campus Technology Oversight Committee.

Vice President of Administrative Services and Student Development, Lynn Moore

Congratulations to Missy Olson for the successful submission of the Upward Bound federal grant application.

Congratulations to Natalya and the Finance Office team and the IT Staff for resolving all the issues and successfully getting all our W2s, 1099s and 1098Ts distributed by the deadline.

While we were sad to say our "Farewells" to Laurie Spangenberg this month as her last day at UCC was January 20th, we wish her great success as the new Financial Aid Director at Bay de Noc Community College in Escabana, Michigan.

Our very own Michelle Bergmann who began her employment at UCC 18 years ago (when she was 12 years old) has graciously agreed to serve as our Interim Financial Aid Director. Michelle started out in our Financial Aid Department and work packaging students' aid for 10 years before moving over to the Advising and Career Service Center for the past eight years. Michelle had a chance to work alongside Laurie for two weeks prior to making the transition so that the change would be as transparent as possible for students.

Board Report – February 15, 2012
Joanne Hayes, Director of Human Resources

Recruitment began or continues for the following positions:

- Director of Financial Aid
- Vice President of Instruction
- Instructional Support Specialist
- Physics Instructor
- Accounting Specialist – Accounts Payable/Payroll

Part-time:

- Clerical Assistant – Purchasing
- Disabilities Services Accommodations Coordinator
- Viticulture & Enology Program Coordinator
- Machine Shop Instructor
- Math Instructor
- Writing Instructor

Personnel:

The HR staff continues to be involved in ongoing projects:

- Continuing preparation for implementation of the PeopleAdmin recruitment software.
- Submitted the HR portion of the annual IPEDS report.
- Recruiting for a number of full and part-time positions including Vice President for Instruction and Director of Financial Aid.
- Updated Faculty/Staff pages for the 2012-13 college catalog
- Working with ACEUCC and LGPI to finalize the classified salary study.
- Participated with Accounting/Finance to complete an IRS audit???



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**Foundation Director's Report
February 8, 2012**

Bond Levy Campaign

Rich Gross's latest visit was January 19th and 20th. Rich will return on February 22nd and 23rd. He will be attending the Special Board Meeting.

The large-format brochure and video have been completed and two training sessions for volunteers have been conducted. The "Friends of UCC" legal entity has been established as an assumed business name with the Secretary of State. With the approval of the authorizing resolution the Friends of UCC will be able to file for a PAC. "Our UCC" website has been launched.

Some bond-related activities are in development including the upcoming presentation by the Pool Committee, continuing assessment of the feasibility of locating the South County satellite campus next to South Umpqua HS, and an event in Jacoby Auditorium in April that we will co-sponsor with the VFW for a Veteran's Relief Fund. Neil Hummel will be the emcee and Sue Shaffer will be speaking about a veteran's scholarship program established in the name of her late husband George.

The next community survey will be conducted in early February by TMS Call Centers.

Lang Center Donor Recognition Dinner

A Recognition Dinner was held by the Foundation for those who donated to the capital campaign for the Southern Oregon Wine Institute on January 27th. Over 240 donors attended the event and we received high praise for the beauty and functionality of the Lang Center. The donor community takes great pride in the leadership being provided by the college to support workforce and economic development in the region. We have also received gratitude for our continuing commitment to spending our money locally.

Many VIP tours have been provided for leaders in the community. They are all important but none more so than the tour we provided for our legislative delegation on January 23rd. Our legislative leaders were effusive in their praise for the college's vision and commitment to provide leadership to Douglas County in the face of one of the most difficult economic times of our lives. Wonderment at our achievements over the past eight years enhances our potential for success with the bond levy.

UCC Faculty Association Report
February 2012

As the rains come down, and snow gathers on the hills, faculty and students are hard at work, with the Winter term well on its way. Many of us who arrive in the dark, and leave in the dark, are trying to remember that Spring is just around the corner.

Winter term is a busy one, as these are months filled not only with the regular responsibilities of teaching, but with those tasks that must be done to ensure that next year will run smoothly as well. Review of catalog entries occurs in February, and thus, all new courses must pass through the Curriculum committee and be approved by Instructional Council, before they can be offered. Our department chairs lose sleep over those pesky, but so important budget sheets that are due in February, and many of our students request letters of recommendation at this time. So we're keeping busy.

Faculty Highlights

Each year the National Center for the First Year Experience and Students in Transition identifies Outstanding First Year Advocates. These are faculty and staff who are advocates and activists invested in student success. We are proud that our colleague, Dr. Emery Smith, will be representing UCC this year. Emery is an outstanding instructor, teaching courses such as Race, Gender and Ethnicity; is active in PTK, conducts research on student success as well as poverty, among many other activities.

Three members of our Fine and Performing Arts faculty have had recent successes. Jason Heald (Music) was invited to present at the New Voices @ CUA Festival, at Catholic University in Washington, DC. Renee Couture (Art) was granted a residency at Jentel in Wyoming. Residencies are very competitive, so this is a great affirmation of the quality of her work at the national level.

Sandee McGee (Art) has been juried into the Pacific Northwest Photography Viewing Drawers at Blue Sky Gallery in Portland. This is also a highly competitive, greatly desired opportunity for photographers in the entire Pacific Northwest.

We are very proud of all of these faculty for their fine achievements.

Finally, we want to thank the Fun Flock, the UCC Foundation and Dr. Olsen for providing us with a wonderful evening of food, music and dance at the SnowflakeSocial. It was such a wonderful evening of friendship and camaraderie. Thank you to all of the folks behind the scene who made it happen.

H. Ní Aódagáin
UCCFA President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

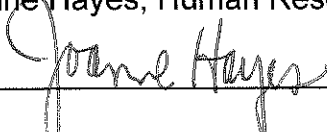

Information Item
 Action Item

| | |
|--|------------------------|
| Subject: 2 nd Reading Deleted Policy | Date: February 8, 2012 |
|--|------------------------|

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 |
|--------|--|
| 327 | Step Advance Eligibility for Classified... |

| | |
|--|---|
| Recommendation by: Joanne Hayes, Human Resources Director  _____ | Approved for Consideration:  _____ U.C.C. President |
|--|---|

Policy Revision

327 Step Advancement Eligibility for Classified and Administrative Staff

04/26/11

Please change date to keep track of most recent version.

| Current Policy | Revised Policy |
|---|--|
| <p>Classified employees and Administrators, if recommended by their supervisor, will receive an additional step on the salary schedule at least every three years. When awarded, the step will be effective on employee's full-time anniversary hire date. (Beginning July 1, 1991)</p> | <p>Delete- Classified covered in ACEUCC collective bargaining agreement. Administrative/Confidential-Exempt staff do not receive step increases.</p> |

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

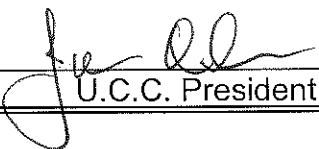
Subject: Quarterly Information
Technology Report

Date: February 8, 2012

Dennis Stutes, Strata Consultant, will present his quarterly update to the Board from Information Technology.

Recommended by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

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|---------------------------------|------------------------|
| Subject: Alcohol Service Update | Date: February 8, 2012 |
|---------------------------------|------------------------|

The following was sent to all UCC employees by President Olson on February 1:

Now that the Lang Center has opened I know that groups both on and off campus will want to take advantage of this as a venue for meetings, fund-raisers and other events. While we encourage the use of the Center as a venue for these meetings, we are under strict alcohol policies dictated by state and federal regulation. The College could not apply for a alcohol license, consequently that responsibility falls to the Foundation.

Several Members of the Foundation Board, including me, were required to undergo an extensive background investigation as part of the licensing process. The Foundation cannot deviate from the policies that govern the license and the College cannot waive any of the guidelines of this license. Consequently, no group either from the campus or the community can bring in any alcohol to be served at an event. I will present to our Board of Trustees this month as an information item that establishes this. It shall read :

“The UCC Foundation is responsible for all alcohol service in the Lang Center and for all alcohol produced by the Southern Oregon Wine Institute. The Foundation also owns the trademark for “The Cellars at the Southern Oregon Wine Institute.” Licensing and insurance considerations require that all staffing and service of alcohol at the Lang Center be coordinated through the UCC Foundation. The Foundation is unable to pour “donated” wine or allow any group to sell alcohol for fund-raising purposes. Please direct any inquiries regarding alcohol service in the Lang Center or alcohol produced by S.O.W.I. to Ellen Brown in the Foundation Office at 541-440-7847 .”

| | |
|------------------------------|--|
| Recommended by: _____ | Approved for Consideration: _____ U.C.C. President |
|------------------------------|--|