

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. 4 BOARD OF DIRECTORS MEETING 7:00 P.M. Board Room, November 9, 2011
Board Dinner/Work Session, 5:30 p.m., Board Room**

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 1-4

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

V. CHANGES TO THE AGENDA Chair 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 – UCORE Students Jason Aase pp 5-6

VIII. ASUCC REPORT

Ethan Snyder

IX. ACEUCC REPORT

Victoria Sawyer

X. UCCFA REPORT

Honora NiAodagain

XI. PRESIDENT’S REPORT

Dr. Olson pp 7-24

XII. OCCA REP. REPORT

Dir. Bell

XIII. OLD BUSINESS

XIV. NEW BUSINESS

A. Annual Audit Report	Lynn Moore	pp 25-30
B. First Reading, Policy Revisions	Joanne Hayes/Board	pp 31-34
C. Res. No. 7 – Approval to Spend Funds	Lynn Moore	pp 35-36
D. Res. No. 8 – Banking Resolution	Lynn Moore	pp 37-38
E. Budget Committee Appointments	Board of Trustees	p 39
F. Reduction in Force	Joanne Hayes	p 40

XV. BOARD COMMENTS

Chair

XVI. ADJOURNMENT

Chair

IMPORTANT DATES:



Dec. 2, Festival of Trees

NEXT BOARD MEETING: Wednesday, December 14, 2011, 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: November 9, 2011
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of October 12, 2011 pp 1-4</p>	
Recommended by:  _____	Approved for Consideration:  _____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
October 12, 2011**

The Umpqua Community College Board of Directors met on Wednesday, October 12, 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, Elin Miller, Bob Bell, Sharon Rice and Wendy Weikum

Excused: Joe Yetter and Betty Tamm.

Others in attendance:

Joe Olson	Ethan Snyder	Marjan Coester
Lynn Moore	Dan Yoder	Honora NiAodagain
Dennis O'Neill	Teri Wichman	Rebecca Rydel
Joanne Hayes	Victoria Sawyer	Pete Bober
Lee Salter	Mark Williams	Natalya Brown
Ellen Brown	Dennis Stutes	Ron Breyne, Phoenix School
Jess Miller	Debbie Hill	Gary Gray
Steve Buchko		

Chair Becker noted that policy 327 is pulled from second reading deletion this evening to allow more input. Also a revised Enrollment Report/Executive summary is at each board members place, but will not be on the electronic version for the audience.

Consent Agenda:

A. Board Minutes of September 14, 2011

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

Citizen Comment

Ron Breyne, Exec. Dir. Of the Phoenix School, and Gary Gray, member of the Phoenix School Board, reported that 76% of the graduating class of 2011 are now enrolled in at least one class at UCC. This is up from 27% the prior year. It is due to the term of tuition-free courses offered by UCC to graduates of the Phoenix School. Mr Breyne came to thank the Board for this great partnership.

Dr. Olson thanked Mr. Breyne for this wonderful news, and we look forward to further partnering with the Phoenix School.

Introductions:

The UCC women's volleyball team was introduced to the Board by Coach Jimmy Munoz, who is in his first year as coach at UCC. The team introduced themselves, their major and where they are from, then they handed out signed posters and encouraged everyone to attend a game.

Focus Presentation:

Dan Yoder, Institutional Researcher, presented the 2010-11 annual enrollment report. He made note this report is still draft because some information from the State's final FTE audit has not come in. When the information is received, the report will be finalized and place on our website.

Highlights of the report include:

- A record number 434 Associate Degrees (30.22%) and 218 (56.84%) certificates were awarded over the prior year.
- Total FTE grew by 76.13 or 1.62%. Reimbursable FTE grew by 85.42 or 1.79% over prior year.
- Dual Credit high school programs continued to grow with FTE at 156.63 (8.54%) increase.
- Web-based class offerings expanded from 315 classes in 2009-10 to 424 in 2010-11 (34.6%).
- New certificate programs were added in Entrepreneurship, Fitness Technology, Green Technology and Visual Communications.
- Practical Nursing was reactivated winter term 2009-10.

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- Apprenticeship program enrollment declined as the number of companies at the Journeyman staffing level has declined and there are fewer positions open for apprenticeship students.
- Average number of full-time credit students per term increased by 1.79%.
- The average age of all students was 36.82 a slight increase of .28 years.
- Of the June 2010 Douglas County public high school graduates, 329 or 35.61% attended UCC for the 2010-11 academic year. This is a .52% percentage point decline from the prior year.
- Financial Aid applications grew by 1,761 or 29.38% over the prior year. Total financial aid to students (all sources) increased by \$898,243 or 3.07% over the prior year for a total of \$30,120,698.

Dir. Bell said he would like to see the Financial Aid broken down by Pell grants and loan scholarships. Chair Becker said she appreciated the clarification comments Mr. Yoder made with each statistic.

ASUCC Report

ASUCC President, Ethan Snyder, reported on ASUCC activities which included a voter registration event and club fair. Currently seeking student senators. There are currently 4 senators and they would like to have 8. He updated the Board on the project CANS. There was a significant increase in usage this summer and so far this fall term as well. They put \$2300 in book reserves for students who didn't have the money to buy their books. Dir. Rice asked how they get the funding to do the book reserves and the CANS project. Student Life Director, Marjan Coester, replied that the Foundation has accounts for those who wish to donate and some monies are set aside from student fees. Also miscellaneous donations. Ethan said backpacks of basic supplies are also available to those who are identified in need.

Chair Becker thanked the students for their part in organizing the Domestic Violence Awareness month activities. Dr. Olson thanked Ethan for his advocacy of students.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC reported on activities the Classified staff are involved in: Leadership UCC (with 34 staff who will have finished the program by this spring), establishing an AAWCC chapter on campus (American Association of Women in Community Colleges), participation with Domestic Violence Awareness month. She said there is an increase in participation in activities and feels it is due to the change in campus climate. The ACEUCC Leadership Team and Labor Management Team are very pleased with the ongoing relationship between classified and current administrators.

UCCFA Report

Honora NiAodagain, Chair of UCCFA, spoke of the excitement of faculty and students this academic year. Faculty are participating in committees such as Accreditation, Curriculum and Academic Standards committees. Faculty are pleased for the renewed commitment to teaching and learning promoted by Dr. Olson and the Instructional Team. They thanked Lorrie Ranck and Nancy Nowak for their in-service sessions on Assessment. She also recognized and thanked Ethan Snyder, ASUCC President, for all his work and commitment as a wonderful student leader.

President's Report

- Thanked Bob Bell and Teri Wichman for filling in at meetings in Salem last week, so he could attend the 50th anniversary celebration of Southwestern Oregon Community College.
- Kudos to Jess Miller for his submission of projects to OCCA as requested by the Obama administration.
- In Salem learned about an allied health distance learning partnership developing. We will monitor. Mark Williams will take the lead on this.
- Updated the Board on the status of the Vice President for Instruction search.
- Asked the unions to select a couple of individuals to work with VP Moore on the budget process.
- Asked Dennis O'Neill to report on his meeting earlier this evening with the Carpenters Union. He thanked them for their support of the College and the upcoming bond campaign.

OCCA Board Report

OCCA Board representative, Bob Bell, reported on the meeting held in Salem last week. OCCA Legal Counsel spoke about the gun law changes which affect the ability to carry a concealed weapon on campus. If you have a concealed weapon card, the policy of the board may not restrict a person from carrying a weapon.

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He also noted that state revenues are down and projected to drop further. We need to encourage our legislators to keep us funded. But we probably need to prepare for a leaner year ahead.

The Governor's Investment Board was also discussed. It was not ratified by the state but is meeting anyway.

He also said it was nice to have a UCC administrator present at the meeting and felt it would be good to do that periodically.

Old Business:

The following policies are recommended second reading as revised: 703, Financial Aid Eligibility in Jointly-Sponsored Programs; 708, Student Records; 723, Free Speech and Distribution of Materials.

Motion: I move for approval of the second reading of revised policies 703, 708 & 723 as presented. Motion by Dir. Weikum, seconded by Dir. Miller and carried unanimously.

New Business:

Teri Wichman, Instructional Dean, presented a request from Dr. Jason Heald, Music Instructor, for a sabbatical leave for the Spring Term to write a musical drama which will be performed on campus as well as on the road. It has been reviewed by Instruction and approved. There are funds available to hire an adjunct faculty to fill in, and there appears to be a pool of possible candidates to do so.

Dir. Bell asked what the requirements are for faculty to request this. They have to be a full-time employee for at least 7 years and they may not take a sabbatical again for another 7 years.

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

Jess Miller, Director of Facilities, presented an update report on the swimming pool. The biggest problem in refurbishing or replacing the pool is access. This makes for additional costs. The deck would need to be removed also adding costs so a more closely made estimate is \$1.5 million. There are alternative ways of doing the work that might reduce the costs.

Dr. Olson said there has been a lot of discussion over the possibilities of funding for the pool. If the Board would so direct, he and Jess could work with the Foundation and form a committee to look into the possibilities/alternatives for funding. It would be difficult for the College to take this on by itself. This is a good opportunity to collaborate with the community. It is felt a plan could be developed in 90 days. A board member could participate on the committee. The Board directed Dr. Olson to move forward with working with the Foundation and community member committee.

Dennis Stutes, Director for Information Technology, provided his quarterly report to the Board which included the following highlights:

- Updated Banner 8 Oracle 10 g to 11g upgrade installation is complete and testing is on-going.
- OCCURS (Oregon Community College Unified Reporting System) reporting teamwork with Institutional Research is on-going
- The PC post-deployment checklist was fully implemented on the Technology Center labs this quarter. Faculty members have commented positively on this.
- 58 quad core processor PCs have been successfully deployed for faculty and staff
- IT is still tracing network paths between switchgear and replacing paths as identified.
- The Lang Center network wiring runs are complete and termination is beginning.
- Conduit for faster single mode communication fiber from Douglas FastNet to ESB is complete from the Ford Family Center through the Lang Center to PE.
- The new Cisco 700 series router arrived to replace the Cisco 4507 router and will better control network traffic throughout campus.
- Several production servers are out of warranty and new services requiring hardware are facing IT. Costs were provided to the Board totaling \$685,365.51.

He closed by saying he is working on the Technology plan and it will be incorporated into the College Master Plan.

Chair Becker thanked him for his report.

Resolution No. 4 - Establish Deputy Clerk & Budget Officer

Rebecca Redell presented this resolution to name Dr. Lynn Moore as Vice President for Administrative Services to be the Deputy Clerk and Budget Officer of the College (Attached to permanent minutes).

Motion: I move for approval of Res. No. 4 - Establish Deputy Clerk and Budget Officer as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

Resolution No. 5 - Banking Resolution

Resolution No. 5 allows Vice President Moore to be a signatory on the College bank accounts (Attached to permanent minutes). It was noted that the resolution in the Board packet lists the incorrect bank. Umpqua Bank is the proper institution and a revised resolution was presented.

Motion: I move for approval of Res. No. 5 - Banking Resolution, as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Resolution No. 6 - Approval to Spend Funds

Rebecca Redell, Accounting Director, presented Resolution 6 - Approval to Spend Funds, for approval. The Special Revenue Fund - Grants and Contracts would increase appropriations by \$1.25 million for incubator equipment for the Wine Institute.

Motion: I move for approval of Res. No. 6 - Approval to spend funds in the amount of \$1.25 million, as presented. Motion by Dir. Weikum, seconded by Dir. Miller and carried unanimously.

Chair Becker said to let Susan Taylor know the board sends kudos for a job well done in writing the grant for this project.

Board Comments:

Board members were happy to make it through first meeting with laptops! Chair Becker said she appreciated all the excitement expressed in reports throughout the packet.

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:
Second Reading Policies
Res. No. 4-6

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject:

Focus Presentation:

Date: November 9, 2011

UCORE Students

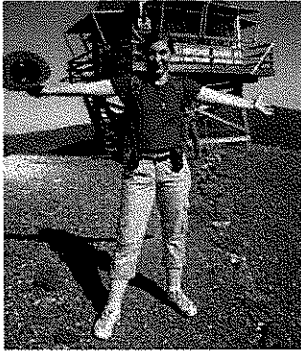
Dr. Jason Aase, Science Professor, will be present to introduce this year's Undergraduate Catalytic Outreach and Research Experience (UCORE) students who will speak about their experience in the program.

Recommended by:

Approved for Consideration:



U.C.C. President



UCORE (Undergraduate Catalytic Outreach and Research Experience) is a two-part program run out of the University Oregon's Materials Science Institute and funded by the National Science Foundation. It is designed to help community college students advance in the **STEM** disciplines (Science, Technology, Engineering and Math).

UCORE Summer Research Experience:

Students completing their first year of college and who are accepted to the program are invited to the UO for a paid ten week summer research internship. After an orientation workshop they are assigned to a graduate lab where they conduct a research project in a UO chemistry, geology, or physics lab under the guidance of UO faculty and graduate students. At the end of the 10 weeks, they present their research in both a 15 minute PowerPoint presentation and a poster session. Fellows earn a \$3900 stipend for the ten week UCORE internship and room and board in UO dorms is also provided.

UCORE Academic-Year Outreach:

After their summer internships, UCORE Fellows return to their home campus where they help other students succeed in science and math through tutoring and activities such as class presentations, science club, or anything else that will inspire students to pursue the **STEM** disciplines. Fellows earn \$10/hour for up to 16 hrs/week for outreach activities.

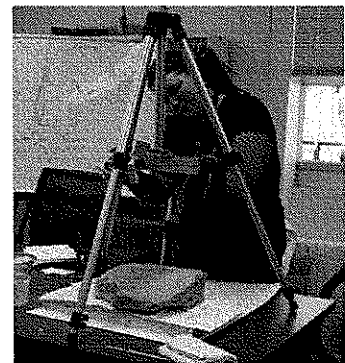
Some UCORE program highlights:

- According to a longitudinal analysis, UCORE students are 5 times more likely to transfer to a 4-year school than comparable students.
- 100% of the 2007 cohort has transferred, in STEM; 3 have graduated.
- All but one of the 2008 cohort have transferred, 1 is still at PCC, 2 have graduated.
- 2009 cohort: 16 of 25 have transferred, with the other 9 on track to transfer by fall 2011.

The end, or a new beginning?


Summer 2011 was the last summer of funding for the UCORE program. However, there is a proposal to the NSF to continue the program under the name of Alliance of Community Colleges Engaging Students in Science (**ACCESS**). Much of the program will be the same, the main difference is the grant will be submitted and administered by the participating community colleges.

We are hopeful that the NSF will fund this new proposal – stay tuned!



BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reports	Date: November 9, 2011										
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">ASUCC Report</td> <td style="width: 40%;">Ethan Snyder</td> </tr> <tr> <td>ACEUCC Report</td> <td>Victoria Sawyer</td> </tr> <tr> <td>UCCFA Report</td> <td>Honora NiAodagain</td> </tr> <tr> <td>President's Report</td> <td>Dr. Joe Olson</td> </tr> <tr> <td>OCCA Board Report</td> <td>Dir. Bob Bell</td> </tr> </table>		ASUCC Report	Ethan Snyder	ACEUCC Report	Victoria Sawyer	UCCFA Report	Honora NiAodagain	President's Report	Dr. Joe Olson	OCCA Board Report	Dir. Bob Bell
ASUCC Report	Ethan Snyder										
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President's Report	Dr. Joe Olson										
OCCA Board Report	Dir. Bob Bell										
Recommended by: _____	Approved for Consideration: <div style="text-align: center;">  _____ U.C.C. President </div>										

November Board Report

Joe Olson, President

Significant Meetings:

- Oct. 12: Consult with Beverly Jensen and Boise State on survey for campus climate
Meet with Automotive faculty and representatives from Toyota.
- Oct. 13: Bond Levy Executive Committee and Rich Gross
- Oct. 14: Regular Bond Levy brief with Rich Gross, Dennis O'Neill and Neil Hummel.
- Oct. 15: Opening comments for regional PTK Honor Society hosted by UCC.
- Oct. 16: Welcome to the delegation from the Ukraine (Open World dinner).
- Oct. 17: Open World meeting with Lee Salter and delegation from Ukraine.
Chamber luncheon at fairgrounds with focus on economic development
Douglas County Partnership meeting
Beginning of weekly OCCA conference calls
- Oct. 18: Douglas County Industrial Development Board meeting
- Oct. 19: Whipple Foundation meeting
South County meeting
Phoenix School meeting
- Oct. 20: Jess Miller and Joe visit Karen Smith and Joe Johnson from OCCA in regards to pre-construction questions.
- Oct. 21: Norm Gershon meeting about bond and chamber relationship
- Oct. 24: Instructional Leadership Team planning and strategy meeting
OCCA weekly call
- Oct. 25: Met with Bentley Gilbert, Ethan Snyder and John Wykoff (OCCA) re legislative issues
Met with Susan Morgan to discuss South County
- Oct. 31: OCCA weekly conference call
- Nov. 1: 40-40-20 Meeting at OSU
- Nov. 2: Douglas County Republican Women
Meet with Marissa Fink, YMCA
- Nov. 3: Follow-up meeting with Phoenix School

Accreditation Update: During my president's report I will ask Mark Williams to provide an update on the accreditation process. Mark is now serving as the accreditation liaison officer and has taken the responsibility of coordinating our accreditation process. I think it is important for the Board to get an update at this time and to consider accreditation questions prior to acting on the report in December. Mark has assembled a diverse committee which represents all campus constituencies, and they are developing a proposed set of core themes.

Bond Levy: With some direction from the Foundation, we continue to present our case as an informational component of our bond levy campaign. This past month we held a very successful meeting with leaders from South County. Later in November, we will be holding a meeting with leaders from North Douglas County. This meeting will be held in Elkton. This is

part of our overall effort to quietly present our case. It is intended to be informal and informational. Our consultant, Dr. Rich Gross, will be joining us for two days in November. In addition to these meetings I will be meeting with the Douglas County Republican Women's group November 2.

Learning Management System: We will be forced to change our LMS within the next 2-3 years. The current system, Angel, will no longer be supported by the host company. Lorrie Ranck has taken on the responsibility for heading an inclusive group of campus faculty and staff to review other options and keep the campus informed on how this process evolves. It is our hope to have a positive outcome to this conversion and that each campus group will have ample opportunity to participate in the selection.

ACCREDITATION

Mark Williams

The Accreditation Committee is working on the year one report due in late December. A crucial part of Accreditation is establishing what are called "Core Themes" that capture the intent of the College's mission statement. These Core Themes are required to be reviewed and approved by the College's Governing Board according to the "Eligibility Requirements" of the Northwest Commission on Colleges and Universities (NWCCU).

The Accreditation Committee would like to ask you to review the current draft of the Core Themes, based on campus conversations, and at the December Board meeting will be asking for your approval of the year 1 report including the established Core Themes.

The current Core Themes are:

1. Promoting student access and success
2. Supporting quality learning and achievement through Academic Transfer education
3. Supporting quality learning and achievement through Career and Technical education
4. Supporting quality learning and achievement through Developmental Education
5. Serving our community

Ongoing information/updates concerning current Accreditation activities are available at www.umpqua.edu/accreditation and comments and inquiries can be sent to an [_Accreditation_Committee@umpqua.edu](mailto:Accreditation_Committee@umpqua.edu) mailbox that has been established and will serve as a record of campus conversations. The accreditation website includes links to the NWCCU website (www.nwccu.org), lists Accreditation committee members, and highlights current activities as well as documenting the process and requirements.

Please take some time to peruse the accreditation website and don't hesitate to provide feedback and to ask if you have any questions.

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – November 9, 2011**

STUDENT DEVELOPMENT

Recruiting Department – Richard Robles, Recruiter/Men’s Basketball Coach

During October, the Recruiter made visits to various high schools throughout the county including Glendale, Days Creek, South Umpqua, Sutherlin, Oakland, Glide, Yoncalla, Camas Valley, Douglas, Roseburg, and North Douglas to communicate with counselors and principals regarding the recruitment plan for the rest of the school year and set up follow visits.

The Recruiter hosted a small group of GEAR Up students from the Powers area, on campus October 26th. With the help of many classified staff and faculty including Allied Health, Automotive, Fine Arts, CIS, Sciences, and the Culinary Arts programs, a great visit and promotion of the school was accomplished in an effort to spark interest in post-secondary education. More of these presentations and tours are scheduled in November.

This month was also College Fair month as the Recruiter attended Douglas County’s and Southern Oregon’s College Fairs where he interacted and shared information with 700 and 500 high school students, respectively, at each event. Staci Just attended the Southern Oregon event representing the SOWI, recruiting potential students for the program.

The Recruiter made an initial visit to North Valley High School to talk to 30 prospective students for next year, and has appointments at Roseburg High, Glendale High and Riddle High, to do the same next month.

And lastly, the Recruiter will be assisting Robin Van Cleave’s “College for a Day” project for ABSD students from throughout the district in early November.

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.

- We are conducting our mid-term check-ins this week. Each student reports their grades, how many hours they have been studying, if they need to discuss any issues, or need tutoring.
- All new TOP students are required to complete a term by term planner. TOP staff are working with this with students as well as looking ahead at winter term registration.
- TOP will be taking students to the University of Oregon and Oregon State University on Friday, November 11th. There will a group of 20 TOP students visiting each college.
- Six TOP students have been nominated to compete in the Jack Kent Cooke Scholarship program for Umpqua Community College.
- 8 TOP students volunteered their time to help with the Harvest Festival that was held on campus a few weeks ago. TOP students decorated the windows in the front of campus center and also helped children at the pumpkin patch.
- The first year experience group had a few activities this past week to help build cohesion with the group, increase participation, have fun, and relieve stress. On Thursday they traveled to Kruse Farms to pick out pumpkins and then on Saturday they watched some of the volleyball game and then had a pumpkin carving gathering at the college. A fun time was had by all.

Student Life Office - Marjan Coester, Director

ASUCC Student Government

Student Government welcomes Rebecca Hallgrimson, Brenna Martin, Paul Stanphill, Amber Vincent and Joyce Young as senators.

Members of Student Government have been busy attending committee meetings; students are represented on Accreditation, College Council, Instructional Council, Instructional Technology and Safety Committees. We appreciate the opportunity to have students as part of the collaborative governance process of the college.

Members of Student Government participated in a lunch discussion with the Ukraine Delegation.

Student Government launched a new ASUCC Campus Enrichment Grant program, which allows campus programs to request funding for activities, events and workshops that supplement learning in the classroom and contribute to the cultural development of campus. In addition they also instituted a Student Organizations Opportunity Grant to help support the development of clubs.

Student Government hosted a family-friendly Game Night on October 28, a Halloween Costume Contest on October 31 and a movie night featuring Pirates of the Caribbean-On Stranger Tides on November 4.

Student Government plans to host an Ultimate Frisbee tournament on November 19.

Clubs

Computer Club plans to host a LAN party on November 19.

Athletic Department – Cheryl Yoder, Director

The UCC Volleyball team has one last home game on Wednesday, November 9 – hope to see you all there. The Riverhawks are currently 17-21 overall and are holding on to a close race in 4th place. If they beat SWOCC on November 9th, they will be going to the NWAACC tournament for the first time in 11 years. ***Go Riverhawks!!***

Also, at our last home game we will be honoring the Volleyball team's favorite faculty. They will be presented with the award prior to the start of the ball game.

Men and women's Basketball teams have officially started practice and both teams are looking very good.

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

It has been a busy month working with many contractors who are interested in the Allied Health & Science Center project. Putting out addenda's and getting questions answered for all of them. The RFP for the CM/GC, (Contractor Manager/General Contractor), is due to close in late November. These construction projects always involve an enormous amount of time and organization.

The weekly construction meetings for the Danny Lang Center have been very interesting and keep me up to speed on the progress. This is very beneficial, as I am the liaison between the culinary equipment, office, classroom, lab, event center and tasting room furniture vendors. It has been very exciting to see the winery building materialize and start to become more detailed as the finish work is getting started.

The Instructional Technology Committee had their first meeting of the new school year. I am encouraged that we will work out some issues and come up with some better ways to provide funds for technology requests.

The Umpqua Valley Wine, Music & Art Festival Committee met for the wrap up meeting to discuss ways to try to get more attendance at the festival next year. The food vendors were all happy even though Saturday had less attendance than they hoped. They all had a good time and want to be involved next year.

Safety, Security, Custodial – Steve Buchko, Director

- Finishing touches are being done for the opt-out option of Connect-Ed.
- New Accident and Incident forms are completed and are waiting for approval.
- Campus fire drills for the fall term have been completed.
- Numerous logistics for the Lang Center are being worked on: parking, security, transportation, etc.

Bookstore – Cathy Vaughn, Bookstore Manager

- The Bookstore has had a very busy, but smooth Fall rush.
- Winter term adoption forms have been sent out to faculty with a due date of November 1.
- The store and window have been decorated for Halloween.
- Candy was handed out in front of the window during the Harvest Festival. It was a fun and successful event.
- The Bookstore staff has been asked to take advantage of the College's flu shots on October 26th.
- Patty Fairchild, a long time part-time cashier for the Bookstore, retires this month. There are no plans on replacing her at this time.
- There will be a staff meeting on November 2nd to discuss the fall rush, how we did and how we can do better.

Budget Office – Rebecca Redell, Director

Work has continued on making sure we are ready to submit reimbursement requests for the EDA grant. Reporting and reimbursement requests were submitted for the following grants:

- | | |
|-----------------------------|---------------------------|
| ○ Upward Bound | ○ HRSA |
| ○ Educational Talent Search | ○ Small Business Jobs Act |
| ○ Transfer Opportunity | ○ Rural grants |
| ○ SESP | ○ UTE |
| ○ Title II | |

Work on reporting and reimbursement has started on the following grants:

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

I met with the architects on the Allied Health building and reviewed the proposed budget. We also had a chance to meet with the Energy Trust of Oregon to discuss the advantages of a 'green' building. Huon Quach from Francis C. Berg, consultant for the CCWD, visited with us to discuss our progress on the building to date and our plans for the future. She also provided information on how our construction match from the state worked and the documentation that will be necessary to obtain reimbursement.

Had the first meeting of the new fiscal year with the Insurance task force. The group decided it will need some more information to proceed so representatives will be coming in from OEBB to answer some questions.

I have been reviewing the Danny Lang Center budget with Jess Miller and Lynn Moore to make sure everything is going well in preparation for the building completion.

I attended the quarterly Business Officers meeting (via conference call) at Treasure Valley Community College. The new funding formula, the new education investment board, and legislative issues were reviewed.

I also completed testing the Budget portion of the Banner system to prepare for the conversion to Oracle 11.

Finance Office – Natalya Brown, Director

During September and October months our efforts have been concentrated on finalizing the annual financial document with our auditors, Pauly, Rogers and Co PC. The final report will be presented during the Board Meeting in November. We are also in the process of finalizing the preparation of Form 990 for the Umpqua Community College Foundation. All staff put lot of effort into testing Banner Database to allow for smooth transition to Oracle 11G.

The office had to reopen an AP/Payroll Assistant position and, currently, we are in the process of searching for the right candidate. While in transition, it has been somewhat challenging to keep pace with processing accounts payable and entering payroll to continue operations. I would like to commend staff for their hard work.

Staff has been processing high volumes of financial aid checks, contracts, scholarships, third party billings, etc. The office has issued about 3,250 transactions between financial aid check disbursements/ direct deposits, accounts payable and UCC Foundation checks (not including payroll transactions) during September 1 – October 25th period. Federal and state disbursements amounted to \$5,730,833 for the same period.

Payroll has been working on PERS reporting as well as setting up Banner system with the new medical insurance plans that became effective October 1, 2011.

We are in the process of re-evaluating and redesigning some finance processes and forms. The Credit cards purchase summary form has gone through revisions and is now available online. Finance Office continues monitoring UCC's finances and paying close attention to legislative discussions about the funding formula.

Vice President – Lynn Moore

The first meeting of the Budget/Finance 101 Team (for the lack of a better name) was held on Thursday, October 27th for two hours. The team of faculty, classified, and administrative representatives began the ongoing process of adding to the institutional knowledge base of accounting, finance, and budgetary processes. A follow-up meeting is scheduled for Thursday, November 3rd. Anyone who would like to join the team is encouraged to do so and should contact Robynne Wilgus.

**Board Report
Instructional Services
November 2011**

Dr. Ali Mageehon, Director of ABSD:

- The state of Oregon was awarded a TAACCCT grant for the CASE consortium headed by Clackamas Community College. The CASE grant provides funding for career pathways initiatives. UCC will receive \$279,677 over three years to fund initiatives that include a Vocational English as a Second Language certificate in viticulture, and career pathways certificates in computer information systems and in health informatics.
- UCC will host the Oregon Council of Adult Basic Skills Directors (OCABSD) in November for the fall meeting.
- Students from our AHSD, GED, OPABS, Job Corps and ESL programs will attend a College-For-a-Day event on the UCC campus on November 3. Robin Van Cleave has brought together a team from student services and ABSD to plan the event. We are anticipating as many as 50 students attending to learn about the admissions process, applying for financial aid, scholarships, and first-year college success.
- The ABSD website has been updated so that both orientation and class schedules are now available online.
- The tutoring center hosted an open house at the beginning of October to encourage students to meet tutors and find out more about the services offered.

Lorrie Ranck, Director of Curriculum Support:

General:

The curriculum support office remains focused on all aspects of curriculum processes and shoring up our infrastructure. This includes work with articulation agreements, facilitating curriculum committee and instructional council, instructional technology committee and connecting with the student development leadership team. We are working steadily on an integrated teaching, learning and assessment framework to share with faculty.

College Now/Perkins:

- The Douglas County Career and Technical Perkins Consortium met for the first time this budget year. Many exciting projects have been strategically planned to focus on impact for CTE students with several already in the beginning stages of implementation.
- The Perkins Team, consisting of the Instructional Deans, Director of Curriculum Support and the College Now/Perkins Coordinator, began interviewing candidates for the Perkins Specialist position with the intention of having the the position filled for an early November start date.
- The Expanded Options program has a record number of students enrolled this year with over 50 students from Douglas, South Umpqua, North Douglas, Oakland, and Sutherlin high schools. This program is offering 180 + credits to high school students with no tuition costs and a savings of \$13,800 for Douglas County families.

- The Dual Credit Program is serving 450 students for Fall term with a total of 1400 credits being earned by local high school students from Roseburg, Douglas, Glide, Oakland, Riddle, Sutherlin and Wolf Creek Job Corps. This represents a savings of \$107,800 for Douglas County families.

Library:

- As an indication of the great popularity of the textbook Reserves provided by ASUCC and faculty to the library, Reserve books were checked out by students 491 times during the first week of Fall term.
- The weekly gate count of individuals entering the library during the first week of Fall Term amounted to 8103, a 6.6% increase over the first week in 2010.
- From October 3 to October 15 library staff conducted hourly headcounts of library users. The library averaged 112 students each hour between 9 am and 3 pm. Noon to 1 pm is the peak hour each day with an average of 130 people using the library.
- On average 28 laptops were in use during the noon hour each day during the two week sample.

Center for Innovative Learning:

- The Angel Help Open Lab in the Educational Skills Computer Lab was staffed for the first 2 weeks of school on a walk-in basis. The students can work on their online course in the lab and can have someone help learn the basics. Online instructors also referred struggling students to the lab during the first 2 weeks.
- Presented to College Council regarding CIL scope of work and vision including a name change (UCCOnline + ETC), staffing, and need for a new Learning Management System in the next 2-3 years since Angel was purchased by Blackboard.
- We met with Susan Taylor to search for grant opportunities for portions of the ETC reconceptualization.
- The research phase and mapping out of a general framework for review of Learning Management Systems is underway. A key component of the framework will include the active participation of faculty and students in the review, migration, and implementation process.
- As part of both the reconceptualization of the Center for Innovative Learning and moving to a new Learning Management System, we are working on the position description for a full-time LMS specialist.
- The Interns continue to manage the equipment check out system (ipads, clickers, and other classroom technology). One of the interns is developing a mobile app for accessing important UCC information and webpages.

Mark Williams, Dean of Career Technical Education:

- Automotive: the department had a two-day Toyota T-TEN "CE" Accreditation visit. The faculty and staff did a superb job in preparing for the visit – one of the best jobs the reviewer had seen, and the brief exit interview was very positive, with the detailed report due back soon.

- Business: Martha Joyce attended the Statewide Business Deans and Directors meeting on October 14 which had good discussions about the Lumina Foundation's proposed Degree Qualifications Profile (DQP); course equivalencies; CWE and internship classes; and quality assurance for online classes.
- CAN: the Oregon Board of Nursing accreditation visit on Monday, October 24 went very smoothly – the full written report should be available by the November Board meeting.
- Criminal Justice: Fall term classes are full and 18 students continue in the Police Reserve Academy.
- Culinary Arts: thanks to a collaboration with the ASUCC vice-president the Cafeteria will now remain open until 5:00 pm; Phil Hawkins and Chris VanDyke passed QM certification and will soon be qualified as peer reviewers (after teaching a term of online classes); Culinary enrollment is up 30%, and cafeteria sales are up 10% over last year.
- EMS: faculty are busily preparing for their State accreditation visit in December of this year.
- Entrepreneurship: Toni Clough and Bill Armstrong attended the 9th Annual NACCE Conference in Portland on October 9th. The conference was on "Helping Entrepreneurs Succeed: The Role of the Community College" and strengthens UCC's entrepreneurship program, which is now in its second year, by allowing collaboration with other colleges that have successful entrepreneurship programs.
- Fire Science: FRP 121 Class is now running drills two times a week at the Winston Dillard training center using the 54-foot burn simulator.
- Green Technology: The third cohort has started, and there is some discussion around whether a fourth grant-funded cohort may be possible.
- LPN: Eleven of the 16 students in the graduating class of 2011 have tested and passed the LPN exam – 100% of those who have tested so far, with 5 remaining.
- Retail Management: Gary Gray and Martha Joyce attended the Western Association of Food Chains (WAFC) Fall Meeting on October 7. Additional industry connections were made with Albertson's, Fred Meyer, QVC, and Quality Markets.

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

Small Business Development Center (SBDC):

The SBDC Director is working in conjunction with the Umpqua Basin Economic Alliance to produce an Entrepreneur's Fair in February or March of 2012. The event will celebrate entrepreneurship in the region and also showcase services and programs to assist area entrepreneurs.

The SBDC has promoted part-time Small Business Management (SBM) Coordinator, Glenn McDuffy to a full-time, fixed-term position to implement a joint project with the SBDC at Southwestern Oregon Community College to provide virtual SBM services to incubator clients in Coos and Douglas County.

The SBDC is also in the process of hiring a 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. The SBDC is also looking to fill a newly created

full-time Seminar Coordinator position. This position of which a portion is cost-recovery will be shared with the Workforce Development Department as well.

Workforce Development:

The department hosted an Open World Delegation October 14th – 23rd consisting of five faculty and administrators, plus a facilitator from two Ukrainian Universities. During their visit the delegates met with a wide-variety of faculty, staff and community members learning about higher education practices in the U.S. and discussing potential ways to develop collaborative projects between the three institutions. Prior to arriving in Oregon, the delegation spent a day in Washington D.C. where they met with Senator Merkley and Representative DeFazio.

Community Education – Robin VanWinkle, Director:

- Community Education hosted a successful Early Childhood Conference at UCC on October 21 & 22. The event was attended by 140 early childhood professionals and supported by partnering agencies of the Douglas County Early Childhood Planning Coalition.
- The department continues to develop continuing relationships with our customers utilizing social media. A recent promotion increased our facebook "likes" from 52 to 183.
- The department is investigating alternative registration systems for non-credit areas. In addition to offering convenient on-line registration, these systems offer sophisticated marketing options as well as reports based on benchmarks in our field.
- Community Education is working on new trainings in following areas: ICD-10 medical coding, ServSafe Certification for restaurants and Mediation training.

JOBS – Carla Bee, Director:

- Friday 10/28/11 DHS Central Office will be auditing JOBS attendance and client records from FY 2010-11. In each previous year the program has had zero discrepancies.
- There will be some changes in the JOBS at the direction of the DHS Central Office. JOBS Client will now be allowed to participate up to 4 months in a Voluntary Training Site instead of 30 days. The cap on individual transportation support services of \$50.00 a month has been lifted. Parents with children under 2 years old are no longer exempt from participating UCC Performance targets have been lowered slightly. All of these revisions will have to be written into Administrative Rules and will become effective 11/1/11. It is expected that these changes will be beneficial for the program and result in increased referrals.

Dr. Teri Wichman, Dean of Arts and Sciences:

I appreciated the opportunity to attend the OCCA meeting with Bob Bell in October. I also attended the Win-Win conference at Lane, as well as the DQP (Degree Qualifications Profile)

conference as part of the team from UCC. As pointed out by Commissioner Preuss, we are beginning to experience “initiative fatigue.”

Southern Oregon Wine Institute:

The Southern Oregon Wine Institute has been very busy the last several weeks. In August, Dwayne Bershaw conducted a series of Sensory Clinics at the Southern Oregon World of Wine Festival, held in Jacksonville. The Festival had 700 people in attendance. In September, the Economic Development Administration (Federal Dept. of Commerce) awarded SOWI a 1.25 million dollar grant. Also in September, UCC (representing the State of Oregon) became a partner in the National Science Foundation National Center of Excellence. The Viticulture and Enology Science and Technology Alliance (VESTA-Missouri State Univ.) and involves 17 partner institutions that deliver Viticulture and Enology instruction nation-wide. UCC is developing articulation agreements with VESTA to integrate our current courses with the VESTA catalog of courses. This grant-funded activity awards \$145,196 to UCC over the next four years. In early October, Chris Lake attended the National Business Incubation Association’s Fall Training Institute in Oklahoma City. He is working on completing NBIA’s Incubator Management Certificate Program with funds provided by a Carl Perkins Grant for Professional Development. Both Dwayne and Chris have completed Quality Matters training and are now certified QM Peer Reviewers. Over the last couple of weeks approximately 9 tons of fruit has been crushed, and two student laborers have been hired to help with the fermentation. A portion of the fruit was donated by King Estates (Southern Willamette Valley), Anindor Vineyards (Elkton), and Triple Oak Vineyards (Oakland). The remaining fruit was purchased from Quail Run Vineyards and Caprice Vineyards, both located in the Rogue Valley.

Fine and Performing Arts:

In October, the Art Gallery presented Mapping Affection, a group show curated by Fine Arts faculty, Renee Couture, M.F.A. and Sandee McGee, M.F.A. Mapping Affection included works by emerging, as well as established, regional and national artists. November’s exhibit will feature Frank Page and James Pustorino - Two Sides of Graphic.

Open auditions were held in October for The Glass Menagerie. The play will be performed December 1-11 and January 9-16, and will be directed by Troy Pennington.

One World, Three Guitars performance featuring Richard Smith, Don Latarski, and Francesco Buzzurro, all renowned guitarists, was held mid-October at the Centerstage Theater. The Umpqua Singers are scheduled to perform at the First Presbyterian Church on November 8.

Social Sciences, Languages, Communication Studies:

The SSLCS department is creating a ‘critical thinking’ blog so that faculty can share ideas about encouraging and assessing critical thinking in our classrooms. Several of the department’s faculty have agreed (for the second year) to make our classrooms open to other colleagues who would like to visit our class sessions – a way we can continue to learn from each other. The “Foreign Languages” program has now officially been changed to “World Languages.” World Languages is hosting a showing of the award winning documentary “Viva Mexico” on

November 9 at 3:00. Social Science instructor, Emery Smith, is the UCC nominee for the First-Year Students Advocate.

Humanities:

Dr. Jillanne Michell presented at the recent the Pacific Northwest Renaissance Society conference held in Spokane, WA. She also represented UCC at a meeting of the Oregon Writing and English Advisory Committee. in a recent issue of Gray's Sporting Journal, Larry Levine, adjunct writing instructor, published an article called, "Doldrums: What Steelheaders Think About When There Aren't Any Steelhead."

Board Report – November 09, 2011
Joanne Hayes, Director of Human Resources

Recruitment began or continues for the following positions:

- Vice President of Instruction
- Database Administrator
- Accounting Specialist – Accounts Payable/Payroll
- SBDC/Workforce Training Center Workshop Coordinator
- Administrative/Program Assistant – Workforce Training/SBDC

Part-time:

- Clerical Assistant – Purchasing
- Disabilities Services Accommodations Coordinator
- Perkins Coordinator
- Adult High School Diploma Instructor
- Adult Basic Skills GED Instructor
- Math Instructor
- Nursing Assistant Instructor
- UB Assessment Preparation Instructor
- Writing Instructor

Positions filled/closed:

- Academic Advisor
- Cashier/Fry Cook
- Classroom Lab Tech

Personnel:

The HR staff has been involved in several special projects:

- Testing of new Banner upgrades.
- Preparing for implementation of new recruitment software, PeopleAdmin.
- Working on Health Insurance Task Force. Met with OEBC Deputy Administrator, Denise Hall.
- Working with ACEUCC and LGPI on the classification study.
- Completed the annual VETS-100 employment report.
- Reviewing data for the HR portion of the upcoming annual IPEDS report.
- Staff Directory
- New Incident and Accident forms
- Updating of files with official transcripts for all faculty and administrative positions
- Updating and adding of new forms to Employee forms website. Also added helpful links to site as well as electronic job descriptions we have on file and staff directory.
- Volunteered during the 1st Annual UCC Harvest Festival.



**BOARD OF
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Dale Ritter
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Sue Shaffer
Charley Thompson
Liz Watkins
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DIRECTOR

Dennis O'Neill

**Foundation Director's Report
November 9, 2011**

Bond Levy Campaign

Rich Gross latest visit was on October 13-14th. He conducted a Focus Group at the Administrative Office of the Sutherlin School District. Rich Gross's next visit will be November 17th. The next community survey will be conducted in late January.

The window for filing for the bond measure will be between January 16th and March 15th for the May 15th election. The Executive Board of the Bond Levy is considering the matter. The Bond Levy Campaign's attorney is Ann Sherman, a prominent bond attorney with K&L Gates LLP in Portland. Ann will be crafting the language for our measure to comply with ORS requirements.

Pool Committee

Susan Taylor is actively seeking volunteers for a committee to review options regarding replacement of the college's pool. She has received over 30 calls from members of the community asking to be part of the committee. Susan will be meeting soon with the volunteers to develop a work plan and schedule of meetings.

South County Facility Project

On October 19th Dr. Olson, Ellen and I met with a group of community leaders at SoCo's Coffee Shop in Myrtle Creek to discuss options regarding the siting of the college's training facility proposed in the upcoming bond levy. Dr. Olson and Steve Kelly, Superintendent of South Umpqua School District, will meet and discuss next steps.

Harvest Festival

The Foundation held a Harvest Festival, October 15th from 1-4 p.m. on the campus. This event was intended to bring members of the community to the campus to learn more about our departments and programs in conjunction with our Bond Levy Campaign. The event was an overwhelming success with thousands of children and parents strolling the campus grounds collecting candy from dozens of costumed staff volunteers.

Lang Center Event for SOWI Donors

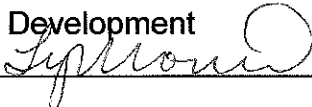

At the direction of Foundation Board President Lee Paterson we are working to organize an event for the donors to the Southern Oregon Wine Institute in the Lang Center sometime before Christmas.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Audit Report 2010-11	Date: Nov. 9, 2011
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The Board is requested to accept the 2010-11 Audit Report.

Recommendation by: Lynn Moore, Vice President for Administrative Services & Student Development  <hr style="width: 80%; margin-left: 0;"/>	Approved for Consideration:  <hr style="width: 80%; margin-left: 0;"/> U.C.C. President
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**UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

**COMMUNICATION TO THE GOVERNING BODY
(SAS 114 LETTER)**

FOR THE YEAR ENDED JUNE 30, 2011



12700 SW 72nd Ave.
Tigard, OR 97223



PAULY, ROGERS AND CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

-
- 12700 SW 72ND AVENUE • TIGARD, OREGON 97223
 - (503) 620-2632 • FAX (503) 684-7523

September 27, 2011

To the Board of Directors
 Umpqua Community College
 Roseburg, Oregon

We have audited the basic financial statements of Umpqua Community College for the year ended June 30, 2011, and have issued our report thereon dated September 27, 2011. Professional standards require that we provide you with the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the financial statements and compliance with:

- generally accepted accounting principles and auditing standards,
- the Oregon Municipal Audit Law and the related administrative rules, and
- Federal, state and other agency rules and regulations related to federal awards.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and OMB Circular A-133

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal controls over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133, we examined, on a test basis, evidence about compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of the major federal programs for the purpose of expressing an opinion on compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on compliance with those requirements.

Pauly, Rogers and Co., P.C.
September 27, 2011

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal controls. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters.

Results of Audit

1. Audit opinion letter - an unqualified opinion on the financial statements has been issued. This means we have given a "clean" opinion with no reservations.
2. State minimum standards for audits - We found no exceptions or issues requiring comment.
3. Federal Awards - We found no issues of non-compliance and no questioned costs. We have a responsibility to review these programs and give our opinion on the schedule of expenditures of federal awards, the internal control system, compliance with laws and regulations, and general and specific requirements mandated by the various grants.
4. Umpqua Community College Foundation - The Foundation is reported as a component unit of the College. We issued a management letter under separate cover to the Foundation Board of Directors.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used are described in Note 1 to the financial statements. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were management's estimate of Accounts Receivable and Capital Asset Depreciation, which is based on estimated collectability of receivables and useful lives of assets. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Pauly, Rogers and Co., P.C.
September 27, 2011

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. There were immaterial uncorrected misstatements noted during the audit, which were reviewed with management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

FUTURE ACCOUNTING AND AUDITING ISSUES:

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accountants and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

GAO

The Government Accountability Office is issuing a new edition of the *Yellow Book* in 2011, which will include some new documentation requirements for auditors.

SAS 118-120

The AICPA has issued three new auditing standards which will take effect for the 2011-2012 fiscal year. These standards change some of the terminology used by auditors in communicating opinions and modify guidelines for the auditor's responsibility for information contained in Required Supplementary Information.

Pauly, Rogers and Co., P.C.
September 27, 2011

GASB 61

GASB Statement No. 61 – *The Financial Reporting Entity: Omnibus*, changes the requirements for inclusion of component units in the primary government's financial report. The implementation date for this statement is fiscal year 2012-13.

This information is intended solely for the use of Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

Pauly, Rogers and Co., P.C.
PAULY, ROGERS AND CO., P.C.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject:
1st Reading Proposed Policy Revision

Date: November 9, 2011

The following criteria has been used to make decisions about processing so many policies at once: policies requiring significant further work were assigned to the appropriate administrator for repair; policies with a recommendation to be deleted were explained to College Council and now, the Board; policies that included administrative procedural language have had those portions removed for inclusion in the procedural handbook; policies that have been approved but had no review date were reviewed by College Council and then are ready to be posted on the web if there were no changes.

The following policy revisions have been reviewed by College Council and are coming to the Board for approval.

Revised Policy

Pol. #	Policy Title
100.08	Duties & Responsibilities of Board of Directors: Code of Conduct
104.07	Restrictions on Receiving Gifts
347	Working Conditions

Deleted Policy

Pol. #	Policy Title
340	Classified Personnel Performance Appraisal

Recommendation by: Joanne Hayes,
Human Resources Director

Joanne Hayes
sac

Approved for Consideration:

Joe Alu
U.C.C. President

Policy Revision

POL#104.07: RESTRICTIONS ON RECEIVING GIFTS

11/09/2011

Current Policy	Proposed Policy
<p>During a calendar year, members of the Board and their relatives are prohibited from soliciting or receiving, directly or indirectly, any gifts with an aggregate value of more than \$50 from any single source, if the source could reasonably be known to have an economic interest in any pending or contemplated decision or action by the Board. Board members and their relatives are also prohibited from receiving, directly or indirectly, any payment of expenses for entertainment if the source could reasonably be known to have an economic interest in any pending or contemplated decision or action by the Board.</p> <p>As used in this section, "gift" shall have the meaning prescribed in ORS Chapter 244 and OAR Chapter 199, Division 5.</p> <p>DATE(S) OF REVISION(S): 10/12/10 By Board</p>	<p>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.</p>

Policy Revision

POL#100.08: DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS: CODE OF CONDUCT

11/9/2011

Current Policy	Proposed Policy
<p>The Umpqua College board of directors adopts, as its own, the following Oregon School Boards Association code of ethics for board members (modified):</p> <ul style="list-style-type: none"> • Understands that the board sets the standards for the college service district through board policy. • Board members do not manage the district on a day-to-day basis. • Understands that the board makes decisions as a team. • 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 -- has no hidden agenda. • 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 	<p>The Umpqua College board of directors adopts the following code of conduct for board members. Each board member:</p> <ul style="list-style-type: none"> • 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

or family gain or prestige. 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.
- Will keep informed about educational and other issues relevant to community colleges.
- The Board shall have all of the powers and duties specified in ORS Chapter 341, and other applicable statutes and regulations. Hyperlink to statute

DATE(S) OF REVISION(S): 10/12/10 by Board

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.
- 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.

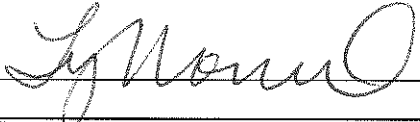

The Board shall have all of the powers and duties specified in ORS Chapter 341, and other applicable statutes and regulations. Hyperlink to statute <http://www.leg.state.or.us/ors/341.html>

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #7, Approval to Spend Funds	Date: 11/09/11
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Pete Bober was awarded \$59,631 to assist incubator clients and Ali Mageehon was awarded \$93,226 per year for three years to assist with developing new career pathways.

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. 7 - FY 11-12
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded two grants, one from the Small Business Development group for \$59,631 to assist incubator businesses and graduates of incubator programs, and one from the U.S. Department of Labor, Employment and Training Administration for \$93,226 per year for three years.to assist with career pathways 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 \$152,857 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	11-12 Budget Through Resolution 6	Adjustment	11-12 Budget Through Resolution 6
REVENUES:	\$ 5,728,861	\$ 152,857	\$ 5,881,718
EXPENDITURES:			
Instruction	\$ 2,457,739		\$ 2,457,739
Support Services	3,210,018	\$ 152,857	3,362,875
Enterprise & Comm. Services	61,104		61,104
TOTAL	<u>\$ 5,728,861</u>	<u>\$ 152,857</u>	<u>\$ 5,881,718</u>

ADOPTED this 9th day of November, 2011

Clerk of the Board

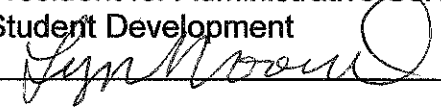

Chairman of the Board

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

Subject: Banking Resolution # 8	Date: November 9, 2011
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The Board is requested to adopt Banking Resolution #8 adding Wells Fargo Bank to the list of financial institutions.

Recommendation by: Lynn Moore, Vice President for Administrative Services & Student Development  _____	Approved for Consideration:  _____ U.C.C. President
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RESOLUTION #8 – BANKING RESOLUTION

RESOLVED, that Umpqua Bank, Wells Fargo Bank and the State of Oregon Local Government Investment Pool (“Financial Institutions”) at any one or more of their offices or branches, be and they hereby are designated as a depository for the funds of this College, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any two (2) of the following names officers or employees of this College (“Agents”), whose actual signatures are shown below:

NATALYA BROWN, DIRECTOR OF ACCOUNTING AND FINANCE

LYNN MOORE, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/ STUDENT DEVELOPMENT

DR. JOE OLSON, PRESIDENT OF UMPQUA COMMUNITY COLLEGE

and that the Financial Institutions shall be and are authorized to honor and pay the same whether or not they are payable to the bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institutions are hereby directed to accept and pay without further inquiry any item drawn against any of the College’s accounts with the Financial Institutions bearing the signatures of the Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent’s personal account, and the Financial Institutions shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes, and other items payable to or owned by this College for deposit with the Financial Institutions, or for collection of discount by the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposed for which fund, checks, or items of the College may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other act may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institutions at each location where an account is maintained. Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by them in continuing to act in accordance with this resolution. Any such notice shall not affect any times in process at the time notice is given.

WE FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the College; that they are in full force and effect.

ADOPTED by the Board of Umpqua Community College this 12th day of October 2011.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject: Budget Committee Appointments

Date: November 9, 2011

Board approval of the appointment of the following Budget Committee members is requested. Term of 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 re-appointment of Rex Stevens

Recommended by:

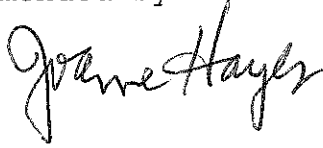
Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reduction In Force	Date: November 9, 2011
<p>Board approval is requested for a reduction in force of 1.0 FTE in the grant funded JOBS program. In excess of 7.0 FTE's were RIF'd effective June 30, 2011, due to a severe decrease in funding.</p> <p>It was anticipated that staff would be needed to work placing clients in worksites as part of the SIMS (simulated worksite) 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.</p>	
Recommended by: 	Approved for Consideration: