

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. 3 BOARD OF DIRECTORS MEETING 7:00 P.M. Board Room, October 12, 2011
Board Dinner, 5 p.m., Jacoby Lobby**

A G E N D A

MEMBERS:

Vanessa Becker, Chair _____	Sharon Rice _____
Betty Tamm V. Chr. _____	Wendy Weikum _____
Bob Bell _____	Joe Yetter _____
Elin Miller _____	

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.

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|---------------------------------|---------------------|
| 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. UCC Volleyball Team
 - B. Annual Enrollment Report
- Dan Yoder 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 7-26

XII. OCCA REP. REPORT

Dir. Bell

XIII. OLD BUSINESS

- A. First Reading Policy Revisions
- Joanne Hayes pp 27-32

XIV. NEW BUSINESS

- A. Sabbatical Leave Request
 - B. Pool Report
 - C. Quarterly Information Technology Report
 - D. Res. No. 4 – Est. Deputy Clerk & Budget Officer
 - E. Res. No. 5 – Bank Resolution
 - F. Res. No. 6 – Approval to Spend Funds
- Teri Wichman pp 33-37
Jess Miller pp 38-39
Dennis Stutes pp 40-43
Lynn Moore pp 44-45
Lynn Moore pp 46-47
Rebecca Redell pp 48-49

XV. BOARD COMMENTS

Chair

XVI. ADJOURNMENT

Chair

IMPORTANT DATES:

October 27-29: OCCA Annual Conference, Salishan

NEXT BOARD MEETING: Wednesday, November 9, 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


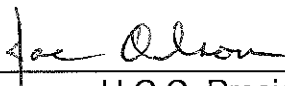
Informational Item
 Action Item

Subject: Consent Agenda	Date: October 12, 2011
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Recommendation:

Recommend approval of:

Minutes of College Board Meeting of September 14, 2011 pp 1-4

Recommended by:  _____	Approved for Consideration:  _____ U.C.C. President
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
September 14, 2011**

The Umpqua Community College Board of Directors met on Wednesday, September 14, 2011 in the Administration Building Board Room, Roseburg, Oregon. Board Chair Becker called the meeting to order at 2:05 p.m., and the pledge of allegiance was given.

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

Others in attendance:

Joe Olson	Ethan Snyder	Marjan Coester
Lynn Moore	Bentley Gilbert	Dan Yoder
Dennis O'Neill	Teri Wichman	Rebecca Rydel
Joanne Hayes	Lorrie Ranck	Suzanne Schultz
Lee Salter	Mark Williams	Natalya Brown
Mandie Pritchard	David Farrington	Laurie Spangenberg
Honora NiAodagain	Art Brown	Ellen Brown
Victoria Sawyer		

Chair Becker made an adjustment in the order of the agenda and requested the presentation of the Community College Survey of Student Engagement results by Dan Yoder, be presented first. Mr. Yoder had a scheduling conflict that resulted in this request. The CCSSE results had been previously sent to the Board to read ahead of time. Mr. Yoder offered his perspective. He reminded the Board this survey had first been completed three years ago. The Oregon Community Colleges decided to do this survey every three years in order to note trending changes. This is the second survey we have participated in. In this survey, there were five key benchmarks, and these are listed below with comparative scores from three years ago:

- Active and Collaborative Learning, 61.0 down from 63.7 in 2008
- Student Effort, 58.5 down from 59.4 in 2008
- Academic Challenge, 62.0 down from 65.0 in 2008
- Student Faculty Interaction, 54.1 down from 61.7 in 2008
- Support for Learners, 49.4 down from 49.8 in 2008

In 2008 we scored substantially above the mean. While down in 2011, we are still above the mean. This appears to be the national trend. Stressors include changes in funding, enrollment demand increase, the economy.

Several Directors asked about student communication with faculty. Mr. Yoder said the number of student using technology to communicate with faculty was down, but that does not mean students are using technology less. The number of increased commuter students and the number of web-based courses taken affect the scoring, as well as the fact that the survey is random selection. These results will assist us to work on areas of improvement, though it was noted that more students now have computers at home to access web-based information, so e-mails to faculty were reduced. Mr. Yoder said also with the enrollment increase, there has been more use of adjunct faculty to meet the demand, and they are typically not on campus as much, sharing office space.

Dir. Miller asked if the College would investigate this further and be able to provide more data at some point. Mr. Yoder said various groups on campus are reviewing the data and looking at the perspective of student services and how we can improve.

Dir. Tamm said she liked that 95% of students said they would recommend UCC to others. President Olson said also that 85% of students said there was a caring faculty at UCC.

Consent Agenda:

- A. Board Minutes of July 13, 2011
- B. Personnel

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

September 14, 2011 College Board Minutes

Citizen Comment

No one requested to speak this evening.

ASUCC Report

- ASUCC President, Ethan Snyder, reported on ASUCC summer leadership training and meetings and the OCCSA retreat. Volunteering at several events including the Student Orientation, Foundation Golf Tournament, Umpqua Wine, Art and Music Festival with a 911 memorial. On October 4 they will be hosting a student information fair and a club fair on October 11. Dr. Olson gave a pat on the back to Ethan for assisting in getting the word out to and on behalf of students who were experiencing some financial aid issues.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC reported on the recent day-long retreat the classified staff held off-campus. She noted presentations by current as well as retired staff. One of the goals this year of the classified staff is to work towards bringing about a sense of unity among staff. T-shirts for classified staff were purchased from their own funds that say "We put the class back in classified staff." They are also going to begin working on association bylaws. Publicly supported Dr. Olson's reorganization plan. Full written report attached to permanent minutes.

UCCFA Report

Honora NiAodagain, Chair of UCCFA, thanked the board for the invitation to present their report orally. Reported on the executive committee retreat held this summer where the mission statement for the faculty was created. They continue to work on goals and objectives which will be presented to the faculty at their fall retreat next week. Spoke to work on a disabilities services coordinator. Five new full-time faculty members join this fall. Thanked Nancy Nowak for filling in during her absence (in Spain) this summer. Faculty are excited and look forward to the new year.

President's Report

- Dr. Olson thanked the unions for their reports.
- Are now posting the VP for Instruction position. It has been decided not to bring in an interim. The I-Team will divide the duties for the time being.
- Has heard many positive comments about the weekend's Wine, Art, and Music Festival.
- Discussed an idea for creating a tool for the President's evaluation, whereby it is done in-house through a student/faculty collaboration perhaps in a statistical class.
- Noted the positive results from the Economic Impact Study and the roll-out of those results to the media. You will hear about this for the next few days. Ellen Brown, Dennis O'Neill and Bentley Gilbert have done a wonderful job of getting this information out and the positive impact UCC has on our community. Over 2/3 of adults over age 18 have either taken a class or attended an event on this campus and that is a remarkable number. When you add all the summer camps and theatrical events of the year which younger folks attend the number could easily go to 75%. Almost 8% of the Douglas County economy is generated either by our students who have moved on and taken jobs in the County and now are taxpayers, or our own payroll. Think about what Douglas County may be like without UCC. . .

OCCA Board Report

OCCA Board representative, Bob Bell, reported there hasn't been an OCCA board meeting since last UCC Board meeting. He was elected to the OCCA Executive Committee and so, has been on several conference calls of the committee. Some of that discussion has been about legislative bills coming forth, one of which is SB909, which is an investment board that is re-looking at education from k-20. The post-secondary recommendations were that we move to a seat-time model, with a proficiency based impact to base funding on. The full implementation will occur over an 8-year period.

New Business:

Chair Becker presented for Board approval the Board Goals for 2011-12 as the board members came up with at their recent summer retreat. They are as follows:

1. Develop and Implement a new president assessment process
2. Complete a climate assessment for campus
3. Increase Board engagement in setting budget priorities

September 14, 2011 College Board Minutes

4. Ensure approval of capital bond
5. Move toward paperless board meetings
6. Begin 2013-18 Strategic Planning process

Motion: I move for approval of the Board Goals for 2011-12, as presented. Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

Human Resource Director, Joanne Hayes, presented the following recommended deletion of policy: 327, Step Advance Eligibility for Classified. This is covered by the union contract.

Motion: I move for approval of the first reading of deleted policy 327 as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.

The following policies are recommended first reading as revised: 703, Financial Aid Eligibility in Jointly-Sponsored Programs; 708, Student Records; 723, Free Speech and Distribution of Materials. Laurie Spangenberg, Financial Aid Director, was present to speak to policy 703. Dir. Bell asked if there was any downside to this. Ms. Spangenberg said there was only about 10 students per academic term this affected. We still do the processing for their financial aid even though they are not taking classes here.

Student Development Director, David Farrington, said that policy 708, student records, is mostly a policy clean-up, not a major change. Dir. Bell asked if a link to the website could be added, and it will.

Student Life Director, Marjan Coester, spoke to the third policy presented, 723, Free Speech and Distribution of Materials. She said this is a streamline of the policy and a separation of the procedures for clarity. Dir. Bell asked if students had been involved in this policy/procedure change. She said yes and also through College Council.

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

Finance Office Director, Natalya Brown, presented for Board information the first quarter financial report for FY 2011-12. She noted that the summer months are the busiest months for the Finance Office because of year-end processing and preparation for the annual financial audit for 2010-11. The audit firm has completed their work on campus and will return to present their findings to the Board at their November meeting. Ms. Brown explained the assets, liabilities and net assets at this point of the first quarter of the fiscal year. A full financial report is available with the meeting packet and the permanent record, however, Ms. Brown explained each of the areas of the Finance Office, general fund, capital projects fund, debt service fund, financial aid fund, special projects (grants and contracts), administratively restricted fund, insurance fund, internal service fund and enterprise funds.

Dir. Bell asked if the tuition and fees collected represent both the summer and fall. Ms. Brown said yes a majority, though not all, of the fall tuition has been collected.

Resolution No. 2 -Approval to Spend Funds

Rebecca Rydell, Finance Office Accountant, presented the following resolutions for Board approval. Resolution No. 2 makes a transfer in the General Fund from Contingency to Instruction in the amount of \$94,211 for the Practical Nursing Program. (Attached to permanent minutes). Art Brown, Director of Allied Health, provided an update on the success of the program. There are 16 seats available in the program and the student retention has been nearly 100%, with 100% accreditation on the LPN licensing and 100% job placement.

Motion: I move for approval of Res. No. 2 - Approval to Spend Funds as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Resolution No. 3 makes a transfer within the Special Revenue, Administratively Restricted Fund in the amount of \$30,000 for Athletic Teams. (Attached to permanent minutes).

Motion: I move for approval of Res. No. 3 - Approval to Spend Funds as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

September 14, 2011 College Board Minutes**Board Comments:**

Board member Yetter said he felt the president's recommendation for an evaluation tool was a powerful thing and great. He asked Lee if we would be moving to a scanable/readable format. Discussed was that this is a work in progress, with hopes of moving to having the packet on the screen on the wall for audience view, and iPads for each board member to use.

Meeting adjourned at 3:30 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:

First Reading Policies
Res. No. 2-3

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

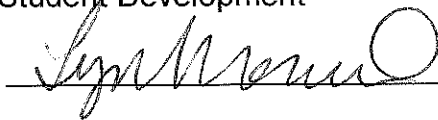
Information Item
 Action Item

Subject: 2010-2011 Enrollment Report

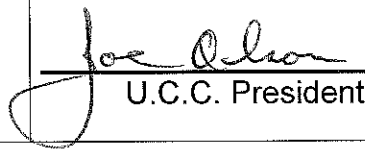
Date: Oct. 12, 2011

Dan Yoder will present the 2010-2011 Enrollment Report.

Recommendation by: Lynn Moore,
Vice President for Administrative Services and
Student Development



Approved for Consideration:


U.C.C. President

Annual Enrollment Report for Academic Year 2010-2011

Executive Summary

New programs and the economic downturn continued to drive enrollment at Umpqua. Total FTE grew by 76.13 or 1.62% over the prior year. Reimbursable FTE grew by 85.42 or 1.79% over the prior year. The annual unduplicated headcount of 16,383 students represents a decline of 74 students for the academic year. Significant growth occurred in Lower Division, Career and Tech/Prep, Career and Tech/Supplemental, and Post Secondary Remedial areas. Declines were experienced in Career and Technical Apprenticeship, English as a Second Language, ABE, GED and Adult High School and non-reimbursable areas.

Dual Credit High School programs continued to grow with FTE at 156.63, an increase of 8.54%. (see page 16). Growth in this area may reflect an increasing awareness of this cost effective option for qualified high school students and a closer partnership with high schools.

Web based class offerings provided by Umpqua continued to expand from 315 classes in 2009-10 to 424 classes in 2010-11, an increase of 109 classes or 34.6%. Web-based classes remove the class-time barrier so that more students can access classes that previously would not have fit into their class/work schedule.

New certificate programs were Entrepreneurship, Fitness Technology, Green Technology, and Visual Communications.

The Practical Nursing program was reactivated winter term 2009-10 to meet the needs of medical and health industry employers and graduated 31 students during the 2010-11 academic year.

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.

The average number of full time credit students per term increased by 29 students or 1.79%.

The average age of credit students is 29.08 in increase of .73 years. The average age of non-credit students declined slightly to 40.85 year. 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.

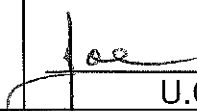
Dan Yoder
Umpqua Community College
Director of Institutional Research and Planning

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reports Date: October 12, 2011

ASUCC Report	Ethan Snyder
ACEUCC Report	Victoria Sawyer
UCCFA Report	Honora NiAodagain
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell

Recommended by: _____ Approved for Consideration:

U.C.C. President

October Board Report

Joe Olson, President

Significant Meetings

Mondays 8:30 – 10:00 a.m.	Ongoing weekly meetings with Instructional Leadership Team in lieu of Vice President for Instruction
September 6 th	UCC Foundation Board
September 6 th	Information Dinner with ESD Superintendent & Roseburg Superintendent
September 7 th	Wine Growers Meeting
September 15 th	Meeting with Allyn Ford & Neil Hummel
September 22 nd	Meeting with Student Development Directors to discuss re-organization
September 22 nd	Economic Development Partnership Meeting
September 23 rd	Leadership UCC
September 26 th	Meeting with Rich Gross, Clements Group
September 26 th	Meeting with Co-Speaker Hanna
September 27 th	Bond Levy Executive Committee Meeting
September 28 th	Whipple Foundation Dinner with Governor Kitzhaber
September 28 th	Lunch meeting with David Jaques from The Beacon
September 29 th	Local Business Leaders Summit at the Fairgrounds
September 30 th	Mini-Retreat with Instructional Leadership Team
October 3 rd	Meeting with Opsi Architects

News Review Editorial

Working with Foundation leaders Lee Paterson, Neil Hummel and Dr. Bob Dannenhoffer and with the on-going leadership of Dennis O'Neill, the recent editorial (09/20/11) in the News-Review was a well deserved vote of confidence. The editorial succinctly presented a case for support of the bond levy. Well deserved praise is given to Ellen Brown, Foundation Services Coordinator, and Rich Gross of the Clements Group for their insight, hard work and positive approach to this objective.

Bond Election Survey

The community and on-campus survey demonstrated growing support for our bond levy campaign. Even with positive feedback, we will continue to educate residents about the bond and the justification for voter approval. Almost 73% of those polled were unaware of the intent, indicating we still need to deliver our message.

Meetings with Elected Officials

On Monday, September 26th, I joined Greg Henderson and Jon-Marc Weston with Co-Speaker Hanna for an informal meeting at Weston Eye Center. The focus of the discussion was on economic development, the Oregon budget and the legislative session. Speaker Hanna was not very positive about the next session given the elimination of the state's reserve and the declining revenue.

Representing the College as a member of the Whipple Foundation Board, I joined other board members for an informal social and dinner with the governor. This was prior to his opening remarks at the Business Leaders Summit on early childhood development.

President's Meeting in Salem

I have enclosed a copy of the agenda and will report out at the board meeting. Of particular interest to me is the item "President Obama's Plan for Community College Capital (American Jobs Act)". Each Oregon College was called to present proposed spending and action plans should funding become available. I have also attached Jess Miller's response.

Oregon Presidents Council

October 6-7, 2011
Gerald Hamilton, OPC Chairman

AGENDA Friday, October 7, 2011

Meeting Location
OCCA Office – Salem, OR

8:00 – 8:30 a.m.	Breakfast	All
8:30– 9:30 a.m.	Achieving the Dream/Miller Foundation Proposal	All
9:30 – 10:30 a.m.	CCWD Updates	Camille Preus
10:30 – 10:45 a.m.	Break	All
10:45 – 11:15 a.m.	Community College Healthcare Update	TBD
11:15 – 11:30 a.m.	CIA/CCSA/Business Officers/HR Directors Update Regarding Meeting Attendance	Gerald Hamilton
11:30 – Noon	Open Forum	All
Noon	Other Items and Updates <ul style="list-style-type: none"> • Next OPC Meeting <ul style="list-style-type: none"> ○ November 17-18 Embassy Suites –Washington Square 	
Noon	Adjourn	

Oregon Presidents Council

October 6-7, 2011
Gerald Hamilton, OPC Chairman

AGENDA
Thursday, October 6, 2011

Meeting Location
OCCA Office – Salem, OR

11:30 – Noon	Lunch	All
Noon – 2:00 p.m.	LEARNWORKS	Andrea Henderson
2:00– 2:15 p.m.	Break	All
2:15 – 3:00 p.m.	OCCA Updates	Andrea Henderson
3:00 – 3:45 p.m.	President Obama’s Plan for Community College Capital (American Jobs Act)	Andrea Henderson
3:45 – 4:00 p.m.	Break	All
4:00 – 4:30 p.m.	OSBDC Update	Michael Lainoff
6:00 p.m.	DINNER: Jonathan’s Restaurant 136 High St. SE, Salem	
	SPEAKER: Representative John Huffman	

Proposed

To help us to consider what projects might qualify, the proposed legislation requires the states to submit an application detailing:

- (1) how the funds provided under this section will improve instruction at community colleges in the State and will improve the ability of those colleges to educate and train students to meet the workforce needs of employers in the State; and
- (2) the projected start of each project and the estimated number of persons to be employed in the project.

Further, "modernize, renovate, or repair" is defined as follows:

(A) comprehensive assessments of facilities to identify—

- (i) facility conditions or deficiencies that could adversely affect student and staff health, safety, performance, or productivity or energy, water, or materials efficiency; and
- (ii) needed facility improvements;

We've conducted assessments of our facilities, this is an ongoing process. I've had this done by outside resources as well to identify optimal energy performance of mechanical systems.

(B) repairing, replacing, or installing roofs (which may be extensive, intensive, or semi-intensive "green" roofs); electrical wiring; water supply and plumbing systems, sewage systems, storm water runoff systems, lighting systems (or components of such systems); or building envelope, windows, ceilings, flooring, or doors, including security doors;

Repairs to extended overhangs need engineered and repairs made as well as replacing rain gutter system.

Replace and standardize all handicapped automatic door openers

(C) repairing, replacing, or installing heating, ventilation, or air conditioning systems, or components of those systems (including insulation), including by conducting indoor air quality assessments;

Replacement of Centri-vac and cooling tower system in phase 3b centralized plant

Replace Chiller system in Centralized Plant for Phase 3a

Replacement of all AHU in Phases 1 through 3 (this project will require some roof removal)

(D) compliance with fire, health, seismic, and safety codes, including professional installation of fire and life safety alarms, and modernizations, renovations, and repairs that ensure that facilities are prepared for such emergencies as acts of terrorism, campus violence, and natural disasters, such as improving building infrastructure to accommodate security measures and installing or upgrading technology to ensure that a school or incident is able to respond to such emergencies;

Security System upgrade to include security cameras

Satellite Security Phone System

Blue Light Security Phone System network

Fire lane access road through campus

(E) making modifications necessary to make educational facilities accessible in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), except that such modifications shall not be the primary use of a grant or subgrant;

Increased areas of accessible parking for all buildings

Make all educational and community venues ADA accessible and compliant to title 9 standards

(F) abatement, removal, or interim controls of asbestos, polychlorinated biphenyls, mold, mildew, or lead-based hazards, including lead-based paint hazards;

Replacement / or abatement of all asbestos on campus

(G) retrofitting necessary to increase energy efficiency;

Replacement of lighting controls with infrared, motion, and CO2 sensors.

Replace 5+ amp motors with high efficiency motors and connect to Direct Digital Control system.

(H) measures, such as selection and substitution of products and materials, and implementation of improved maintenance and operational procedures, such as "green cleaning" programs, to reduce or eliminate potential student or staff exposure to—

(i) volatile organic compounds;

(ii) particles such as dust and pollens; or

(iii) combustion gases;

(I) modernization, renovation, or repair necessary to reduce the consumption of coal, electricity, land, natural gas, oil, or water;

(J) installation or upgrading of educational technology infrastructure;

I believe this should come with some input from instruction.

Install LED technology data projectors throughout, Install document cameras in all applicable classroom applications, standardize switching mechanism to all AV/media devices.

(K) installation or upgrading of renewable energy generation and heating systems, including solar, photovoltaic, wind, biomass (including wood pellet and 26 woody biomass), waste-to-energy, solar-thermal, and geothermal systems, and energy audits;

Install solar to generate pool and shower hot water.

(L) modernization, renovation, or repair activities related to energy efficiency and renewable energy, and improvements to building infrastructures to accommodate bicycle and pedestrian access;

(M) Ground improvements, storm water management, landscaping and environmental clean-up when necessary;

See section D - Fire lane access road through campus

(N) other modernization, renovation, or repair to—

(i) improve teachers' ability to teach and students' ability to learn; (ii) ensure the health and safety of students and staff; or

(iii) improve classroom, laboratory, and vocational facilities in order to enhance the quality of science, technology, engineering, and mathematics instruction; and

(O) required environmental remediation related to facilities modernization, renovation, or repair activities described in subparagraphs (A) through (L).

Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – October 12, 2011

STUDENT DEVELOPMENT

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

September Events – Along with attending various sessions of on-campus in-service, the Recruiter also helped the Foundation office with UCC public relations by answering questions and offering key points to the Bond Levy proposal to the general public for two events held on campus. The first was at the Umpqua Valley Wine, Art & Music Festival on September 10th, and the second was during the Conference on Extraordinary Living, held here on campus on September 16th. During September, the Recruiter also made initial visits and phone calls to the various high schools throughout the county including Glendale, Days Creek, South Umpqua, Sutherlin, Oakland, Glide, Yoncalla and North Douglas, to communicate with counselors and principals regarding the recruitment plan for the rest of the school year. The Recruiter will be conversing with 40-50 high school students and their parents at Roseburg High school's College Night on September 29th. October will be College Fair Month with two major fairs happening in Roseburg and in Medford near the beginning of the month.

On a side note, there are 24 young men trying out for the basketball team this year. So the Coach has been very busy helping them secure housing, working out financial aid issues, and making sure all the players understand the rigors of college-level academic expectations. The coaching staff has three weeks to make a decision about which young men will represent UCC on the basketball court and in the community, while also putting them through physical training and conditioning work-outs so they are performing at the optimum level of proficiency. The Coach is very excited about the mix of local talent with a few quality young men from Medford, Portland, Vancouver, and Las Vegas. Starting in mid-October, the team will be busy with Community Service projects for public relations and fundraising activities to help off-set the costs for needed equipment and team gear.

Advising and Career Service Center – Mandie Pritchard, Director

Academic Advisement

The 2011-2012 electronic term-by-term planner was shared with faculty and staff during in-service. Consideration topics discussed included: veteran's educational benefits, UT&E and TRA/TUII funding, academic standards, newly implemented financial aid requirements to meet PACE and mandatory planners, academic advisement and faculty advisement.

Disability Services

Two presentations were provided to faculty and staff during in-service on Disability Services at Umpqua Community College. Topics covered included: reasonable and unreasonable accommodation requests, tips on how to interact with students with disabilities, instructor responsibilities, accommodations request timelines and an updated standard course syllabus statement was sent out electronically to all faculty. The PowerPoint presentation will be made available October 15, 2011 on the updated website.

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.

- TOP has four small non-traditional cohorts for a total of 40 participants.
- 30 students are participating in the First Year Experience Cohort for the 2011-12 year. They will be taking HD 100, HD 110, and HD 101.
- 30 students are enrolled in the HD 214 (Transition to University Class)
- Persistence- Christa Vreeland, the new TOP Tutor Coordinator started Thursday, September 22nd. She will be working part-time in our office. She has experience working as a tutor and has worked in a nationally certified tutoring center in Utah.
 - 1) 45 individual tutoring requests have been requested and we will be able to complete that request.
- Graduation/ Transfer- TOP will be having TOP students sign up for campus visits in the next two weeks. TOP will plan three individual campus visits for TOP students on Friday, November 11th.
- Persistence –
 - On September 17th 12 TOP staff and students will be representing Umpqua Community College by running the rest station at the Round Prairie Truck Driving School Location for Cycle Oregon. Staff and students volunteered from 6 am to 11am. It was a wonderful event as 2,200 cyclist came through the rest stop. TOP was very proud to represent UCC.

Student Life Office - Marjan Coester, Director

ASUCC Student Government

- Student Government held their first official meeting of the academic year on Monday, September 26.
- On October 4, they hosted a Voter Education event.
- On October 11, they hosted a Club Fair.
- ASUCC Vice President Chris Harwood attended the OCCSA meeting at Rogue Community College on October 14-15.
- Members of Student Government also volunteered to help with the Harvest Festival held on October 15.

Clubs

A new student organization, UCC Business & Entrepreneurship Club started this quarter.

Phi Theta Kappa hosted the regional meeting on October 14-16.

The UCC Softball Club, newly formed this past academic year, played in the Men's City League softball organization. They won their division and end of the season tournament, finishing with a 13-2 record for the 2011 season.

Student Life Office

For fall 2011, a total of 12 New Student Orientation sessions were held over the course of eight (8) weeks. 240 students participated in person and another 44 students enrolled in the on-line version.

Student Life Office organized the annual Welcome Back greeter activity; twenty-one (21) members of the Administrative/Exempt staff greeted students, handed out maps, provided directions and gave away Riverhawk Bucks on Monday and Tuesday morning the first week of classes.

In conjunction with the Career Services department, Student Life hosted a Job & Services Fair on October 12.

Director

The 2011-2012 Leadership UCC cohort met for the first time on September 23. The eighteen (18) class members represent a great cross section of employees and departments at the college.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

The three new high schools (Riddle, Oakland, and Glide) have been extremely accommodating to our program as we get set up in their schools. We have already recruited 110 students from these schools. Our numbers are currently at 542, which is a huge increase for this early in the school year. This will allow the ETS advisors to start earlier with students to sign up for the SAT, begin college applications, research scholarships, and work with underclassmen with staying on track for high school graduation and college preparation.

Upward Bound

After losing 36 out of 50 students to graduation, the UB program is working diligently on recruiting a new cohort of students. This process includes a four-page application, essay, teacher recommendation, student interview and parent interview. This is to gauge their commitment to a program that requires weekly meetings and summer school. We are also looking for students who have some sort of academic need in order to successfully graduate from high school and/or be successful in college. We have already accepted 10 new students from Roseburg High.

UB held its first Saturday Seminar for returning students on September 24, 2011. Students prepare for the SAT and participated in a volunteer project cleaning up the North Umpqua River.

Ford Childhood Enrichment Center – Ronda Stearns, Director

Happy New Academic Year!!! As we get the 2011-12 year off to a start, we here at the Ford Childhood Enrichment Center would like to take a few moments to reflect on Summer 2011 and all it brought to us. Things like.....

- The children of the two year old classroom who wished to recognize the students of UCC during Student Appreciation Day in August. Three staffers helped the children load 102 ice cream treats into their little red wagon and walked to the center of campus. The children took with them a sign that read, “The class of 2029 gives you UCC students a thumbs up!” The children then stopped unsuspecting students on their way to and from class to offer ice cream in the best language their articulators had to offer. It should be noted that the two year olds struggled with giving away ice cream at first but quickly came around to share once they received their ice cream treats. Sticky sweet naps followed here at the Center.
- As recipients of the Bessie Minor Charitable Fund grant for early literacy, we were afforded the opportunity to shop for new hardcover books. Picture books and non-fiction dominated this summer’s purchases as children were asked for their input. The result was the purchase of approximately 150 books on topics ranging from eels to Israel, zen pandas to dog breath, and everything in between. We wish to thank Bessie Minor for their generosity and know this will positively impact literacy here in Douglas County.
- Our Facilities crew and their construction of our shade awning. Although the summer heat didn’t last for too long, it sure was nice to have shade on the playground for our twice daily trips outside. Funding was provided by the Cow Creek Umpqua Indian Foundation. Design and construction was done by our own Jess Miller, Dale Bryant, Jim Epley, and Scott Kuhlman. Thank you, Gentlemen, for providing a safe environment for the children!



We hope you all had a lovely summer and wish you the best for the new academic year!

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

- I worked with the Director of Finance and Accounts Payable to take over writing over 100 open purchase orders for the Campus, due to the need for separation of duties required by the Auditors.
- Created a new procedure in acquiring W9 forms from vendors, this procedure is concurrent with other community colleges in the state.
- Reorganized the safe keeping of the W9 forms to comply with privacy laws
- I have been working with Rebecca on the budget of all the furniture purchases I have done for the Danny Lang Center.
- Attended the National Institute of Governmental Purchasing annual forum for the educational workshops, knowledge and networking opportunities in the procurement field.
- I have been working with the Banner upgrade group meeting regularly and testing the purchasing procedures in the test program.
- Worked on the Umpqua Valley Wine, Art and Music Festival committee.
- Worked with the key sponsor and the glassware vendor to order the wine festival glasses and make sure they arrived and were received on time for the festival.
- As the food vendor chair I contacted and managed all food vendors for and during the festival.
- Assisted other departments with their purchasing and vendor requests.
- Golf tournament committee meetings and help at the tournament
- Kept abreast of the progress of the winery building by attending the weekly construction meetings.
- Assisted the fleet manager with researching driver's education vehicles and a van for the culinary department, by contacting dealers who are on the state contracts.
- Helped in the recycling and sale of college surplus properties
- Daily receiving of purchase orders and vendor number creation
- Attended an NIGP Contract Administration class in Portland

Bookstore – Cathy Vaughn, Bookstore Manager

The month of September was busy getting ready for fall term. On the first two days of the term (Monday & Tuesday Sept. 26 & 27) the bookstore had 1952 students go through our registers. We began selling textbooks on Sept. 12 and had 436 students (all Financial Aid) buy their books that day.

What is new in the bookstore? We are carrying the Office suite 2010 for our students and faculty for a special price of \$18. We have also put a site on our web page beginning this term that our students and staff can go to and get some software and hardware for academic prices. They just need to put that they are from UCC.

The rental site is getting a lot of use by our students and we are still selling online to students that live long distance. We had 167 rentals between September 12 and September 28.

It has been a very busy September and we are looking forward to the new year.

Institutional Research and Planning – Dan Yoder, Director

The Institutional Research Office completed the following projects and reports in September 2011:

Internal College Reports:

- Annual Enrollment report for 2010-2011 drafted for College Board review at the October Board meeting.
- Sent 5 operational reports to the IT Department for implementation through the Crystal Reports server.

State Reports:

- Final FTE Audit report completed
- Summer End of Term FTE data submitted

Federal Reports:

- Institutional map completed
- Institutional Characteristics updated
- 2010-11 Completions Report
- 2010-11 12 Month Enrollment Report
- Campus Crime Report

Bond Campaign:

- Developed a history of College Bond and Funding related elections going back to 1982.
- September community survey completed from 9/19/11 through 9/23/11
- Campus staff survey completed from 9/23/11 through 9/19/11
 - Final report and analysis completed 9/27/11

Meetings:

- Attended the CCWD Student Success and Completions Oversight Committee meeting.

Safety, Security, Custodial – Steve Buchko, Director

Here is a short list of current “happenings” in the department:

- Recycle program up and running (work in progress).
- Revamping Connect-Ed notification system from opt-in format to opt-out format.
- Updating and improving Accident and Incident forms – (old ones very antiquated and confusing).
- Working to train and utilize some of our police academy graduates for part-time security officers for events and a call list.
- New AED’s installed in various campus locations – will work with staff to train on use of these devices.
- New fire blankets installed in Science building.

Budget Office – Rebecca Redell, Director

Work has continued on finalizing our audit reports. I am very excited that we are in the home stretch!

In-Service was good this year, I attended the financial aid seminar and I have to say that I had no idea how many different options and requirements there were.

We have also started reviewing the EDA grant and are continuing to meet with the instruction team in an effort to get all of the required reporting in place.

Board Report – October 12, 2011
Joanne Hayes, Director of Human Resources

Recruitment began or continues for the following positions:

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

Part-time:

- Adult High School Diploma Instructor
- Adult Basic Skills GED Instructor
- Math Instructor
- Nursing Assistant Instructor
- Peer Tutor Program Assistant
- Disability Services Accommodations Coordinator
- Academic Advisor
- Clerical Assistant- Purchasing
- Perkins Specialist
- UB Assessment Preparation Instructor

Positions filled/closed:

- Classroom Laboratory Technician
- NSRC Lab Coordinator
- Business Instructor
- Confidential Assistant – Student Development - closed
- Vice President for Administrative Services - closed

Personnel:

The HR staff has been involved with processing paperwork for new employees, assisting employees with annual open enrollment, and new and on-going recruitment activities. Part time faculty contracts for Fall term will be processed during the next payroll. We anticipate a large number again this year. The staff directory is being updated and ready for distribution and placement on the HR website. The Health Insurance task force will resume meeting in October to evaluate premium rate structure - that is composite vs. tiered.

**Board Report
Instructional Services
October 2011**

Dr. Ali Mageehon, Director of ABSD:

- We are working on a grant application for an additional two years of funding from the state for Career Pathways initiatives. This will include a focus on assisting students transition from ABS to Career Pathways areas.
- 30 new students will be on referral from Roseburg High School for fall term at Woolley Center – this is the highest number of new students to enter the program in the past year.
- UCC will host the Oregon Council of Adult Basic Skills Directors (OCABSD) in November for the fall meeting.
- Learning Skills is working on developing a small scale bridge cohort for winter 2012 (RD80/WR90 and RD90/WR95).
- The tutoring center will be applying for College Reading and Learning Association (CRLA) certification in spring 2012. Vicki Formosa is developing new tutor training to meet certification requirements.
- We are continuing to recruit students for the Oregon Pathways to Adult Basic Skills (OPABS) cohort for fall term.

Lorrie Ranck, Director of Curriculum Support:

Fall term brings a flurry of activity for the academic support areas below. We have spent a good deal of time on project-based work this summer so as students and faculty return, they will be met with enthusiasm, new directions and processes that focus on being proactive and effective in the long term.

Curriculum-related projects like assessment, accreditation, work with our high school partners, In-Service planning, articulations and connections with student development are representative of ongoing work sustained by the Curriculum Support office.

College Now/Perkins:

- We are at the final stages of completing projects and administrative processes for the 10-11 Perkins grant which totaled nearly \$400,000 for the high schools and UCC.
- At the same time, we are ramping up for the 11-12 year. This includes implementing recommendations from several constituent groups to streamline our processes and support students and faculty at both UCC and the participating high schools. Thus far we have had a successful In-Service session to transition to 11-12 Perkins grant cycle and organize the workflow for efficiency. We received notification in August that our Perkins proposal was accepted without any requested revisions.
- Along these same lines, we have been working with the high schools to transition to online admissions and registration for College Now. We've had success with the smaller schools and will continue to troubleshoot logistics with the larger schools. This is especially important given upwards of 500 students are registering for classes each Fall through College Now.
- For dual credit courses (taught at the high school by approved instructors), we continue to have a strong number of articulated courses: ten high schools in Douglas County have articulated with UCC for over 30 college courses, this Fall alone.

Library:

- This summer, with the help of a student intern through the Learn & Earn program, the Library completed a mobile version of the library homepage for students and patrons accessing the UCC Library website on small screen devices such as smartphones.
- The library presented a session to faculty and staff on available resources and new collections during the Fall In-Service.
- Amy and David attend a workshop to learn more about researching grants using the Foundation Directory Online, available at the UCC Library through a partnership with the National Foundation Center. The workshop, co-hosted with Community Education, was also attended by 14 community members representing a wide range of local non-profit agencies.
- Students performed over 420,000 searches from July 2010 to June 2011, using the library's EBSCO and Gale databases
- We're excited to welcome new and returning students to the library!

Center for Innovative Learning:

- We had our first Center for Innovative Learning Open House on Wednesday, September 21. Over 30+ attendees (mostly faculty) stopped by our office to learn about the services and technology we provide and meet the interns. We received nearly 100 % participation on comments regarding our vision/concept for UCC Online + Educational Technology Center for the next year and beyond. We heard and read words of support, especially on our potential name change to "UCC Online + Educational Technology Center." We also received a few requests for more support staff and a larger center in order to better support faculty as they utilize technology as they engage students in learning.
- During In-Service, the Center for Innovative Learning had a busy and productive week: Julia and Jeanine facilitated six sessions throughout the two weeks ranging from educational technology sessions (iPads, clickers and web tools) to navigating the Angel Learning Management System for beginners to advanced users.
- As for our online courses, we continue to see an increase in courses supported by our Learning Management System (LMS). Currently we have 110 fully online courses, seven hybrid courses and 174 enhanced (a regular face-to-face course which provides information via the LMS). This equates to service to approximately 3,850 students and support for approximately 155 faculty.
- There is a marked increase in classroom educational technology supported through the Center for Innovative Learning. This is exciting as faculty desire to use online and "in-hand" technology such as Angel, iPads, clickers, video and various Web 3.0 tools to enhance student learning in their courses. With this trend there has been a shift in our workload. The increase in online and enhanced courses, number of users (both faculty and students), and the addition of more educational technology requires analysis of workload and the consideration of additional staff to continue providing quality instructional support.

Mark Williams, Dean of Career Technical Education:

- CTE is pleased to welcome Frank Cross as the new full-time Business faculty member. Frank comes to us from the Northwest Christian University with experience working in medical research and in web technologies.

- The Automotive program reports success in its newly implemented internship process - out of the 5 students working as interns; all five appear headed for employment at their place of internship. For last year, our Toyota T-TEN program exceeding its objective for placement of T-TEN graduates
- Also in Automotive, Dave Wolf and John Blakely went to the T-TEN curriculum consortium in Louisville, KY as part of a group to which Toyota is turning over curriculum responsibilities.
- On October 6th the Automotive program will be implementing a new RFI (radio frequency inventory) system; the Culinary program is implementing an inventory system using iPads and Bluetooth scanners.
- Toyota T-TEN is on-campus from October 10-12 for an accreditation visit to verify alignment of the T-TEN program – this is a new accreditation process that UCC is among the first to participate in.
- Phlebotomy instructors Misty Coffie and Teresa Herrera passed the National Credentialing exam for Phlebotomy offered by the National Health Career Association (NHA). Recent modifications to the curriculum will qualify all graduates of the program for National Certification.
- Nursing faculty and staff enjoyed a back-to-school BBQ on 9/23/11 hosted by Sandy Hendy, and the nursing program will host festivities at WCH for the First Annual UCC Harvest Festival on October 15, 2011.
- CTE enrollments for fall: Fire Science classes are close to being full, and experiencing a rush of last minute registration after Financial Aid approval; Full CJ classes for fall term and 22 students survived the first day of Police Reserve Academy. Green Technology **Cohort III** is starting in Fall Term - this will take the Grant through summer 2012 to complete **Cohort IV**.
- The effort to build the WAFC Retail Certificate appears to be succeeding in our effort to be responsive to employers' needs, and we expect that the program will continue to grow - students have been enrolled from Oregon and Hawaii for fall term.
- Chef Phil Hawkins and Chef Steve Fair-Harrison participated in the summers fair by serving as judges for the baked goods completion. Culinary arts program participated at the Douglas county fair by giving away cupcakes at the UCC booth.
- Chef Phil Hawkins served as a judge for “The Bite of Oregon” which is an *iron chef* Oregon competition.

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

The SBDC has been notified by the Oregon Small Business Development Center Network (OSBDCN) that they will be providing funding for an additional Small Business Management cohort that will serve the needs of business incubator clients.

The SBDC has been notified by the OSBDCN that Oregon’s SBDC Network has had its accreditation status reaffirmed by the National Association of Small Business Development Centers.

Workforce:

The department is seeing a new interest in contract training from area employers. The department is in negotiations with several area employers to develop customized training programs.

The department is preparing to host its fifth Open World Delegation October 14th – 23rd. The six member delegation from two Ukrainian Universities will be at UCC to learn about higher education practices in

the U.S. A wide variety of community and UCC staff are involved in the project with the hope of creating additional ties between the two Ukraine intuitions and UCC.

Community Education – Robin VanWinkle, Director:

- Over 250 community members and representatives from businesses and organizations enjoyed a fabulous day of learning at the 29th Annual Conference on Extraordinary Living. The conference attracts a wide array of attendees, sponsors, vendors and speakers.

JOBS – Carla Bee, Director:

- JOBS Program staff are still working with DHS to determine a new model that will maximize the limited dollars available yet still serve the varied needs of the JOBS students. The JOBS Plus program (subsidized employment) continues to be highly popular with more requests from employers than available slots.

Dr. Teri Wichman, Dean of Arts and Sciences:

There is a great sense of excitement about the new academic year! We are very pleased to have new full time and part time faculty in the division, while at the same time we miss some of the “regulars” like Kelly Wyatt (who will be back part time next term). Classes may not be as packed as they were the last fall or two, they still have strong enrollments. Only one class was cancelled due to low enrollment.

- NiAodagain, faculty in Spanish, and Dwayne Bershaw, faculty in Viticulture and Enology have returned from the trip to Spain with Sister Cities and will be giving a more complete report at a future Board meeting. They came back with some great ideas about how to pursue the contacts that they made there.
- “Mapping Affection” is the show currently on display in the Art Gallery, curated by our own Renee Couture and Sandee McGee. The reception is October 20 from 5:30 until 7:30. This show will be on display until October 27.
- Science has a new Science Lab Technician, Becky Chappel. We are very pleased to have Becky join us, but will miss Nancy Shough who will be moving to the Medford area.
- Viticulture and Enology will be moving into fall their wine making season. We will be purchasing new equipment with our EDA grant once we get the grapes in!
- Health and PE not only have full classes but are doing all that they can to keep staff healthy and fit as well.
- Several concerts are scheduled for October thanks to the Music department.



**BOARD OF
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**Foundation Director's Report
October 12, 2011**

Bond Levy Campaign

Rich Gross's latest visit was on August 29th and 30th.

The Bond Levy Campaign received important editorial support from the News Review on September 20th which was sparked by the EMSI Report on the Economic Contributions of Umpqua Community College on Douglas County.

Joe has approved removing the term "regional" from the Allied Health building. It was beginning to pose an unnecessary distraction in presentations in the community.

The second community survey has been conducted and the results are encouraging. The percentage of positive responses has grown to 61.37% which represents an increase of 3.40% from the June survey. The results are very good for this stage of the campaign. The second campus survey has been conducted and the results are good. The positive responses in the September staff survey increased to 70.24% for an 8.83% point increase.

The next focus group is scheduled on October 13th at the Sutherlin School District Administrative Offices.

The next community survey will be conducted in late January.

The Foundation will be hosting its first **Harvest Festival**, October 15th from 1-3 p.m. on the campus. This event is 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.

UCC is Awarded Another Federal Grant

Dr. Ali Mageehon is the project director of our new grant award from the Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT). UCC is a part of a consortium of all Oregon community colleges and the Oregon Employment Department to win this prestigious and highly competitive award. The goal of the project is to enhance career pathways to increase completion rates, use career coaches to reduce barriers for students to enroll and persist, and launch development of a portable approach to credit for prior learning. UCC will receive \$279,677 total, or about \$93,000 per year for three years.

UCC has been awarded over \$10,000,000 in grants in the past six years.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

Subject:
2nd Reading Deleted Policy

Date: October 12, 2011

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

Policy to be deleted:

Pol. #	Policy Title
327	Step Advance Eligibility for Classified...

Recommendation by:
Joanne Hayes, Human Resources Director
Joanne Hayes
JHC

Approved for Consideration:
Joe Olin
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>

<p style="text-align: center;">BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>		<p><input type="checkbox"/> Information Item</p> <p><input checked="" type="checkbox"/> Action Item</p>
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Subject: 2 nd Reading – Policy Revisions	Date: October 12, 2011
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The following policy revisions are being presented to the Board for the 2nd reading:

- 703 Financial Aid Eligibility in Jointly-Sponsored Programs
- 708 Student Records
- 723 Free Speech and Distribution of Materials

<p>Recommendation by:</p> <p></p> <p>_____ U.C.C. Vice President</p>	<p>Approved for Consideration:</p> <p></p> <p>_____ U.C.C. President</p>
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BOARD POLICY

BOARD POLICY SERIES NUMBER: 703

TITLE: Financial Aid Eligibility in Jointly-Sponsored Programs

To qualify for financial aid consideration, students who are enrolled in programs which UCC jointly sponsors with another agency or institution must be admitted at UCC in a financial aid eligible program, take classes at the cooperating agency that fulfills UCC program requirements, and must meet federal financial aid eligibility requirements.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: To Board for Second Reading on 10/12/11



BOARD POLICY

BOARD POLICY SERIES NUMBER: 708

TITLE: Student Records

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, provides regulations on the release and inspection of each student's educational records. In compliance with FERPA, UCC has formulated the Student Records guidelines that outline the approved handling and release of student educational records. These guidelines can be found in the UCC catalog or on the college website.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: To Board for Second Reading on 10/12/11



BOARD POLICY

BOARD POLICY SERIES NUMBER: 723

TITLE: Free Speech and Distribution of Materials

The Board of Trustees acknowledges that it is the right of any member of the college community or visitor to campus to express any point of view and to be free from harassment in such expression, subject to reasonable limitations as to time, place, and manner, which are consistent with current applicable federal and state law. Such expression includes, but is not limited to peaceable assembly, orderly demonstration, peaceful dissent and the distribution of materials.

All such activities must be conducted in compliance with applicable college procedures and approval processes as defined on the www.umpqua.edu website.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: To Board for Second Reading on 10/12/11

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON



Information Item
 Action Item

Subject: Sabbatical Leave Application	Date: October 3, 2011
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Jason Heald, faculty member in the Music Department, has requested a sabbatical leave for Spring term of 2012. As a professional educator, musician and composer, he plans "personal study, research and writing" as identified in the sabbatical criteria. He will be composing a musical drama, which is part of his own professional development, as well as having students perform the piece upon his return. This will be added value to the Music Department and to the College.

Jason is working with me to identify adjunct to fill in during his absence. We have adjunct faculty in Music budgeted.

The application has been reviewed by the Faculty Professional Development committee, which has recommended that the request be forwarded to the Board with their endorsement.

Recommendation by:  <hr/> Teri Wichman, Dean of Arts & Sciences	Approved for Consideration:  <hr/> U.C.C. President
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Umpqua Community College

Faculty Sabbatical Leave Application

Name of Applicant Jason A. Heald

I hereby apply for a sabbatical leave as provided in Board Policy 318.09 and Article XXII, Section C of the *UCCFA Contract, Sabbatical Leave*.

“ Sabbatical leave has been developed to broaden the educational background of the faculty member and above all, increase his/her usefulness to the College. “

I request a sabbatical for the following terms and year(s) Spring Term, 2012

I have served, continuously, the equivalent of six or more full time academic years at UCC without being granted a sabbatical leave. Yes X No _____ Date of full time hire 9/98

I have taken previous sabbaticals as follows: (list term and year):

<i>Signature of Applicant</i> _____	<i>Date</i> <u>9/28/11</u>
<i>Signature of Chair/Supervisor</i> _____	<i>Date</i> <u>9-28-11</u>
<i>Signature of Dean/Director</i> _____	<i>Date</i> <u>9/28/11</u>
<i>Signature of FPD Chair</i> _____	<i>Date</i> <u>9-30-11</u>
<i>Signature of Vice President</i> _____	<i>Date</i> _____

Sabbatical Leave Plan

- 1. What do you plan to accomplish with your sabbatical? (criteria to be considered in the selection of a sabbatical leave candidate: admission to a recognized college, university, technical school or on-the-job training; personal study, research writing; travel to better the applicant in his/her own instruction field; other considerations that are determined to be relevant to the candidates' assignment or to meet the instructional and College strategic priorities)**

The purpose of my sabbatical will be to research and compose a musical drama based on the life of Michael Collins, the 20th Century Irish revolutionary leader, or a related topic.

- 2. How do you anticipate that your sabbatical plan will make you a better instructor/employee? How will your sabbatical plan improve your teaching and student learning? How does your sabbatical plan help you meet your professional development plan goals?**

This sabbatical request clearly conforms to my Faculty Development Plan (Professional Goals) which were designed to make me a more effective instructor, and benefit the college and the community.

- A. To increase my professional experience so that the skills and knowledge acquired can be shared with UCC students and the local community.

My work as a composer has a major impact on every class that I teach. I have composed works for every UCC performance ensemble, including the Umpqua Chamber Orchestra, Vintage Singers, Umpqua Singers, Roseburg Concert Chorale, and Bighorn Jazz Band. I have written over 200 works for the Umpqua Singers alone and many works for visiting artists. I have also composed five full-length musicals; four were performed at UCC and one at Joseph Lane Middle School. All of these works were premiered by local musicians for local audiences. Working with a composer on an original work and being a part of a creative project at its inception is a unique experience for participants, and I am privileged to have offered this opportunity to my students and the community as part of my faculty duties at UCC.

- B. To enhance my professional credentials to add credibility to my position and to the UCC Fine and Performing Arts Department.
- C. To establish and enhance the reputation of the UCC Fine and Performing Arts Department as a top tier music program through networking, live performance, and written and electronic media.

I have included a partial list of compositions and articles that have received recognition outside of Douglas County. As technology has made our world much smaller, it is important to recognize that our service district is no longer simply Douglas County, but instead is the world. As illustrated by this list, I have made a concerted effort to establish my reputation as a composer and educator outside of the region. As a professor at a community college, I do not have the same resources for these professional activities as my colleagues at four-year institutions, neither in financial support or release time. Yet, as faculty at a two-year transfer institution, it is vital that our professional credentials are as impeccable as instructors at four-year colleges and universities. (A community college should strive to be economical, but not second rate. This should apply to the faculty, as well.) I have had success presenting my work at UCC to a larger audience in the past and intend to do so in the future. A one term sabbatical would be invaluable in pursuing these professional objectives.

- D. To continue to produce artistic works which reflect life in Douglas County and have cultural impact on our community.

Because of the subject matter, the preparation and performance of my proposed work will provide not only a musical experience for UCC students and members of the community, but will also broaden the historical and social perspective of the audience and performers.

3. What activities will help you meet the anticipated accomplishments of your sabbatical plan?

Preliminary research is essential before embarking on a project of this size. As part of my family heritage, I've had a long-standing interest in Irish culture. The research will include reading historical accounts, letters and correspondence, poetry, and any other documents that provide insight and inspiration in the creation of the project. It will be equally important to research and listen to Irish music from Irish composers and traditional Irish music. Although the story of Michael Collins is intriguing and dramatic, research into his life should be regarded as a starting point, not a destination. For example, my doctoral dissertation topic was originally the biblical story of Esther. After some time and research, I found myself drawn to the story of Vashti, a relatively obscure person in the Book of Esther. As a result, Vashti became the subject of the dissertation. The creative process is often about peeling back layers to reveal the most interesting and desirable objective.

With composition as my primary area of specialization, the completion of a large scale work such as a musical drama is a major professional achievement. A sabbatical leave will be advantageous in the completion of this work, allowing me to be immersed in Irish history, geography, literature, and music for an entire term, rather than relying upon fleeting moments to work on such a large project. Having the continuity of working on this project day to day would be a tremendous asset. Giving the work my undivided attention will ensure its completion for a performance during the 2012-2013 academic year.

4. What is your anticipated timetable for accomplishing the activities of your plan?

I will begin the research process the first week in April. The composition should be in draft form by September and a performance date set by October 1.

5. What documentation will you provide for your activities and the completion of your sabbatical plan when you write your sabbatical report?

The college will be provided with a printed copy of the musical drama by January 1, 2013 and a recording of the performance within 30 days of its premiere.

6. Is there any additional information that you believe would be helpful for the readers to understand your proposal?

During my twelve years of employment at Umpqua Community College, I have strived to be a productive, effective member of the faculty, and have used my skills and time to serve my students and the community. A sabbatical leave will be of enormous value in completing this project and furthering my professional goals, and the results will be beneficial to Umpqua Community College.

Thank you for your consideration, and please contact me if you have any questions or would like more information.


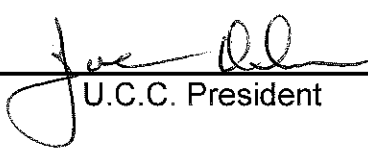
This sabbatical plan, which I will complete, will be of mutual benefit to the college and to me. I understand that any significant change must also be approved by the VPI. I further understand that I will submit a written report to the college documenting how I have accomplished this plan upon my return.

Signature of Applicant _____ *[Handwritten Signature]* _____ *9/28/11* _____

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON		<input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item
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Subject: Pool Report	Date: October 12, 2011
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See attached report

Recommendation by:  Jess Miller, Director of Maintenance, Grounds and Special Events	Approved for Consideration:  U.C.C. President
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On August 30, 2011 I met with a recommended contractor of Myrtha Pool Systems to get a comprehensive cost proposal for removal and replacement of the existing pool with a Myrtha Pool system.

Scope of Work:

- Design new pool, pool piping and electrical system to existing final connection.
- Pool to be a Myrtha pool with Classic gutter, with built in, flip up racing lane anchors and recessed steps. Includes new VGB main drain, wall inlets, LED underwater lights and new balance tank near pool.
- Provide as-built drawings for the pool, mechanical and electrical system.

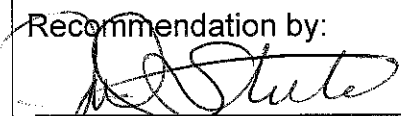
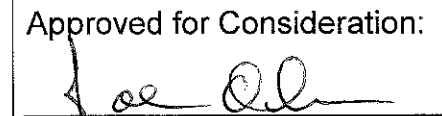
Budget to Include:

Demo Deck 3000 sq. ft.	Deck Drain 400'
Demo Pool	Main Drains
Demo Outer Deck 1000 sq. ft.	Surge Tank
Excavation	Piping
Concrete for Pool and Footings	Mechanical Labor
Myrtha Install	Myrtha Pool Classic Gutter 45'X75' for 6 lanes and 35'X82' for 5 lanes
Underwater Lights (10)	16' Diving board
Electrical	Grab Rails
Pump	Install Deck Equip. and Rails
Starting Platforms (6)	Diving board 1 meter stand
Handicap Lift	Architectural Design and Permit
Ramp from upper deck to pool deck	Stainless Steel railing 60' for ADA access ramp
Lifeguard Chairs (2)	Stanchion Anchors
Installation of new 3000 sq. ft. deck	

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	<input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item
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Subject: Quarterly Information Technology Report	Date: October 12, 2011
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See attached report

Recommendation by:  Dennis Stutes, IT Director	Approved for Consideration:  U.C.C. President
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J. Dennis Stutes

Umpqua Community College – October 2011

Banner Related

The Banner 8 Oracle 10g to 11g upgrade:

- Oracle 11g installation is complete in the TEST instance of the Banner database. Testing by all data owner departments is ongoing. Historically, upgrades from one software version to another yield issues and require action. Some of these are known issues and some we discover through testing of our unique system.
 - Testing has shown issues in reoccurring jobs and those scripts are now are under review for:
 - EDI transcript reconciliation
 - Student “do counts” for enrollments, drops, Institutional Research functions, and historical data
 - Still left to be tested are items like OCCURS, Drop-for-non-pay, CAPP and others
- The online admissions application has been successfully tested. The registrar’s office has been proactive and forthcoming with testing for this high priority item.

Processes are identifies and implemented to empower the Banner users:

- 1 large time saving process to match criteria for Financial Aid awarding
- 3 processes for bank reconciliation automation including 2 way communication
- 25 new task specific processes were added to allow users to access custom reports as needed without the intervention of a third party

OCCURS (Oregon Community College Unified Reporting System) reporting, Institutional Research/IT teamwork.

- The Green Course Content data is the Pre-Production and Production Banner databases. Course reporting was exercised during the Summer Quarter end of term reporting.
- The Technical Skills assessment placement test scoring table is in the Pre-Production Banner database and mock data is in the tables for testing using the new OCCURS code reporting procedure.

Joyce Kelley branded the new purchase order forms for the Form Fusion software.

Computer Services Related

Computer and Lab PC Deployment

- The PC post deployment checklist was fully implemented on the Technology Center (TC) computer labs this quarter. Using the checklist yielded some attention to detail on lab refreshes.

To quote a TC faculty member, "I started teaching my first class on Tuesday, everything worked the way I expected it to work!"

- 58 quad core processor PCs have been successfully deployed for faculty and staff

Network

- Information Technology is still tracing network paths between switchgear and replacing paths as bottlenecks are identified.
- The Danny Lang Center network wiring runs are complete and termination is beginning.

(Network Topology)

Fiber Infrastructure

- The conduit for the faster single mode communication fiber from Douglas Fast Net to the Educational Skills Building is complete from the Ford Family Center through the Danny Lang Center to Physical Education.
- The new Cisco 7000 series router arrived to replace the Cisco 4507 router and will better control network traffic throughout campus.

Server Equipment

We have several production servers out of warranty and new services requiring hardware are facing Information Technology. Moving UCC to the newest technology is as follows:

Priority 1/Phase 1

* Single N7000 Router ¹	\$112,665.70
*ASA Firewall ²	\$10,616.80
*N7K & ASA Training (2 people)	\$14,000.00
Single-mode fiber management	<u>\$1,500.00</u>
subtotal	\$138,782.50

Priority 2/Phase 1

Uninterruptable Power Supply	\$29,240.00
Blade System	\$65,904.80
UCS Training (2 people)	\$14,000.00
SAN	\$109,611.26
NetApp Training	
SAN Switch	<u>\$8,346.50</u>
subtotal	\$227,102.56

Priority 1/Phase 2

Add'l tier 1 storage	\$62,357.00
Add'l tier 2 storage	<u>\$44,173.00</u>
subtotal	\$106,530.00

Priority 2/Phase 2	
Add'l Server Blade	\$7,945.65
Priority 1/Phase 3	
2nd N7K Router to Danny Lang Center	\$112,665.70
Priority 2/Phase 3	
Cisco 6500 switch	\$92,339.10
Total Hardware Cost for All Phases	\$685,365.51

* Denotes already purchased

The Priority 1/Phase 1 Cisco 7000 router components are purchased and on campus.

The Priority 2/Phase 2 components would replace the aging server equipment that currently serves the college technology needs. Many of the server components that run day to day campus technology are out of warranty and end of life.

The Priority 3/Phase 3 and Priority 4/Phase 4 components expand the capacity of the system so more services could be deployed using the virtual machine technology.

The Priority 5/Phase 5 and Priority 6/Phase 6 components expand the capacity of the network where redundancy ensures a higher network uptime percentage.

In order to make full use of the upgrades, eventually single mode fiber should be installed throughout campus for data. The existing multimode fiber can remain in place for utility management.

Again, thank you for allowing me to serve Umpqua Community College.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

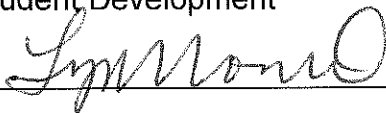
Information Item
 Action Item

Subject: Resolution #4,
Establishing Deputy Clerk and Budget Officer

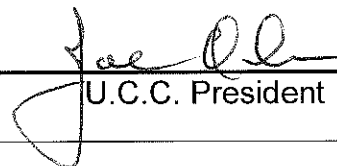
Date: October 12, 2011

Board approval is requested to designate Lynn Moore as the Deputy Clerk and Budget Officer for the 2011-12 fiscal year.

Recommendation by: Lynn Moore,
Vice President for Administrative Services &
Student Development



Approved for Consideration:


U.C.C. President

UMPQUA COMMUNITY COLLEGE
RESOLUTION NO. 4
ESTABLISHING DEPUTY CLERK AND BUDGET OFFICER

WHEREAS, it is in the interest of the Umpqua Community College District that a Clerk, Deputy Clerk and Budget Officer be established, and;

WHEREAS, state law provides that the administrative head of the District shall be Clerk, therefore,

BE IT RESOLVED, that Lynn Moore be and is hereby designated as a Deputy Clerk and Budget Officer for Umpqua Community College for the fiscal year 2011-2012.

ADOPTED BY THE BOARD OF DIRECTORS OF UMPQUA COMMUNITY COLLEGE, DOUGLAS COUNTY, OREGON THIS 12TH DAY OF OCTOBER, 2011.

UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

By: _____
Clerk of the Board

By: _____
UCC Board Chair

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

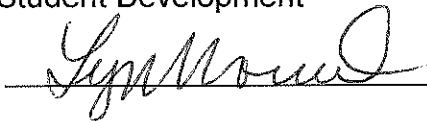
Action Item

Subject: Banking Resolution #5

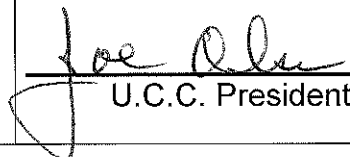
Date: October 12, 2011

The Board is requested to adopt Banking Resolution #5.

Recommendation by: Lynn Moore,
 Vice President for Administrative Services and
 Student Development



Approved for Consideration:



 U.C.C. President

RESOLUTION #5 – BANKING RESOLUTION

RESOLVED, that Umpqua Bank, Bank of America, U.S. 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 AND STUDENT DEVELOPMENT

DR. JOSEPH B. 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.

Clerk of the Board

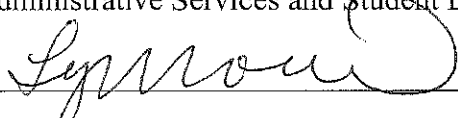

Chairman of the Board

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #6, Approval to Spend Funds	Date: 10/12/11
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Chris Lake was awarded \$1,250,000 for incubator equipment.

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. 6 - FY 11-12
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded a grant of \$1,250,000 for equipment for the Southern Oregon Wine Institute from the Economic Development Administration, 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 \$1,250,000 for the implementation of the project.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	11-12 Budget Through Resolution 3	Adjustment	11-12 Budget Through Resolution 6
REVENUES:	\$ 4,478,861	\$ 1,250,000	\$ 5,728,861
EXPENDITURES:			
Instruction	\$ 1,207,739	\$ 1,250,000	\$ 2,457,739
Support Services	3,210,018		3,210,018
Enterprise & Comm. Services	61,104		61,104
TOTAL	<u>\$ 4,478,861</u>	<u>\$ 1,250,000</u>	<u>\$ 5,728,861</u>

ADOPTED this 12th day of October, 2011

Clerk of the Board

Chairman of the Board