

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, 2012-13**
- Finalize/Adopt Strategic Plan for 2013-18
 - Review Dashboard & ensure alignment with Strategic Plan
 - Review & Implement Accreditation Recommendations
 - Finalize Facility Master Plan, including utilizing state match for Allied Health Science Building
 - Implement findings from Campus Climate Survey
 - Increase Board involvement in advocacy during legislative session
 - Establish process for more regular policy review by Board

VOL. XLVII, No. 8 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, April 10, 2013
Executive Session ORS 192.660(1)(d), Board Room, 5:30 p.m. – 7:00 p.m.

A G E N D A

MEMBERS:

Vanessa Becker, Chair _____
Elin Miller V. Chr. _____
Bob Bell _____
Sharon Rice _____

Betty Tamm _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
Lynn Moore _____

I. CALL TO ORDER **Chair Becker**

II. ATTENDANCE **Chair Becker**

III. CONSENT AGENDA **pp 1-5**

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.

IV. CHANGES TO THE AGENDA **Chair Becker**

V. 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.

VI.	FOCUS PRESENTATION		
	A. Student Mentoring Program	Corrie Sommerfeld	p 6
VII.	ASUCC REPORT	Brenna Martin	
VIII.	ACEUCC REPORT	Debbie Hill	
IX.	UCCFA REPORT	Emery Smith	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 7-38
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
XIII.	NEW BUSINESS		
	A. Fee Increase Request	Roxanne Kelly	p 39
	B. Science Fee Adjustment	Roxanne Kelly	p 40
	C. Tuition Increase Proposal	Lynn Moore	p 41
	D. Res. #5 – Approval to Spend Funds	Lynn Moore	pp 42-43
	E. Personnel Employment Agreements	Jan Baxter	pp 44-46
XIV.	BOARD COMMENTS	Chair	
XV.	ADJOURNMENT	Chair	

IMPORTANT DATES:

- Wednesday, April 17, 2013, All Oregon Academic Team Awards and Brunch, Salem
- Wednesday, April 24, 2013, 6:00 p.m., Budget Committee Dinner/Meeting, Bistro
- Saturday, May 11, 2013, UCC Athletic Fund-Raiser, Lang Center
- Saturday, May 18, 2013, Cow Creek Scholars Dinner, 6:30 p.m., 7 Feathers

NEXT BOARD MEETING:

- Wednesday, May 8, Board Meeting, Board Room, 7 p.m.

Robynne Wilgus, 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.

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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

 Information Item

 X Action Item

Subject: Consent Agenda

Date: April 10, 2013

Recommendation:

Recommend approval of:

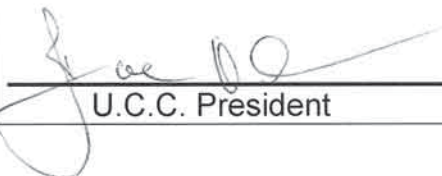
Minutes of College Board Meeting of March 13, 2013 pp 1 - 4

Personnel Actions p 5

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 13, 2013**

The Umpqua Community College Board of Trustees met on Wednesday, March 13, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7:03 p.m., and the pledge of allegiance was given.

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

Excused: Betty Tamm

Others in attendance:

Joe Olson	Emery Smith	Steve Kelly	Freddie Gompf	Ellen Brown
Lynn Moore	Jason Aase	Lee Salter	Brenna Martin	Robynne Wilgus
Lorrie Ranck	Jan Baxter	Marjan Coester	Dan Yoder	

Consent Agenda:

A. Board Minutes of February 13, 2013

Motion: I move for approval of the consent agenda as mailed out. Motion by Dir. Miller, seconded by Dir. Yetter and carried unanimously. Robynne Wilgus later added contracts for employees Diana Kelly and Robynne Wilgus who have recently changed positions at the college. The Board accepted these as inclusion to the consent agenda.

Citizen Comment

Steve Kelly, South Umpqua School District Superintendent, expressed appreciation for the partnership between his school district, the south county area, and Umpqua Community College. Last Thursday the school district and UCC cohosted the Myrtle Creek Chamber of Commerce meeting.

South Umpqua High School's graduating class of 2014 will be the first class required to have a college course as part of their diploma requirements. The school district also has an early college program and a transition program. Currently, there are seven in the cohort, and they hope to triple the group size next year. Mr. Kelly also explained one of the elementary school's new way of grouping students according to their academic need along an essential outcome continuum and their progress opportunities. This system makes it possible to differentiate and meet student needs rather than teaching "to the middle". Mr. Kelly stated he is very proud of the things going on in his school district.

Presentation

Dan Yoder, Director of Institutional Research, Planning, and Compliance, presented a snapshot review of funding and enrollment. He asked the Board to indicate their desire of metrics to be viewed and to give them to the Chair. A handout, Funding and Enrollment Snapshot and Projections, was passed around for review.

- Dan thanked the Business Office for their efforts in providing the financial information.
- Applications for admissions are down about 28%, which is in keeping of projected decline of enrollment on the downside of the bubble that occurred with the downturn.

- FTE projection – spring FTE not comparable to this time last year because of the registration strategy implemented this year. Once enrollment is open to all students then the data will be comparable.
- It appears that enrollment will be down about 27-28% for the year. It also appears that UCC is returning to a typical historic pattern of enrollment of which 2006-07 would be a representative year. Vanessa asked that the 2006-07 statistics be added next time for perspective.
- Financial aid applications are about even with last year.
- As a part of the admission process, students are asked what their intent or educational goal is at Umpqua Community College. About 50.43% of winter term credit students desired to earn an associate degree. The handout gives a more detailed breakdown of student goals. Compiling the goals together represents 71.3% of students who want to earn some type of credential from the college. Currently, answering the question is optional. However, as state funding becomes more dependent upon goal completion this option will be reviewed.
- The reverse side of the document provided a breakdown of FTE per term. Dan again shared that the spring term data for the current year is still developing.

Vanessa suggested a work session to have a more intentional conversation regarding specific information the Board needs and how often it is needed. This will help in making board decisions and also communicating with the public.

ASUCC Report

ASUCC President, Brenna Martin, reported on the Valentine fundraiser (which brought in \$735 for a local veterans organization), a new activities director, gearing up for election and reviewing the ASUCC constitution and bylaws. Future events will include a study-in on the Saturday before finals week, stress relief for Monday and Tuesday of finals week and an egg hunt for next term.

Freddy Gompf, ASUCC Vice President, reported on a student autonomy piece that is being developed by the Oregon Community College Student Association (OCCSA). Emphasizing that there is a good relationship with the UCC Board and administration, Mr. Gompf shared that there are other schools without such a good situation; therefore a student fee autonomy committee has been established by the OCCSA. In November of last year the student fee autonomy committee chose to pursue legislation in order to guarantee the rights of students with fee autonomy and elections on campuses. As the result of a meeting sponsored by OCCA the OCCSA is now pursuing a local option in which each student group works with their own Board for the rights they were searching. The idea is to establish a precedent in which students at institutions without the rights can point to other institutions that do and say “it works”. An OCCSA resolution, which was passed at last month’s meeting, is found in this month’s UCC Board packet. It is hoped to have some dialogue with the UCC Board and tailor fit the resolution for UCC. Mr. Gompf asked the Board to pass a resolution in which other schools could then point to UCC as a model school. One of the major differences from current practice is a process for how fees are brought to the Board for approval and put into place; it is hoped to have students vote for the approval and then have the Board’s approval.

Dir. Bell shared that previously the good relationship mentioned has been more informal including student forums and asking student leadership. At times there has been very little input, but decisions were made upon that feedback. As a formal procedure is developed what will constitute a student response? The idea of being an example for other colleges is inspiring. There is a need to consider what position the college is left in after the example.

Mr. Gompf indicated he is not anticipating anything too prescriptive, just something stating support for student rights in that area. He asked that the document be reviewed and to share any concerns with him. Dir. Bell appreciated the matter being brought to the Board's attention. Chair Becker added that it is important to define success for the college in this matter and suggested a metric be developed.

ACEUCC Report

There was no report at this meeting.

UCCFA Report

Emery Smith, Chair of UCCFA, shared that the faculty appreciate the sabbatical process and it is working. At the association's last meeting they talked about concern regarding financial aid. Michelle Bergmann, Director of Financial Aid, will be doing ten minute presentations to faculty; this will ensure students get the right information. A short film has been put together regarding campus security and associated classroom procedure. This has been in cooperation with Steve Buchko, Director of Safety, Security and Custodial, and also Joan Campbell and Doug Maupin, eLearning Specialists. Nancy Nowak presented information about Accreditation. Katie Cunion gave an update regarding learning management software. Bev Jensen shared an update about the bargaining process. They are pleased with how it is going thus far. Bargaining begins April 1.

President's Report

- Notification was received in the last few days that the Army has suspended their tuition assistance and the Marine Corps may be next. This will have very little impact on UCC, but does have a statewide and national impact.
- The Board was sent an email last week from Lee with information from Linn Benton Community College (LBCC) regarding their financial status. LBCC and UCC are very different situations.
- Saturday, Dirs. Rice and Bell and Dr. Olson attended a community feast in Riddle. There were many ideas shared for having a safe and secure food system. The learning garden program at the Woolley Center is a great example of this. Additionally, a similar program is in development through the Culinary department. At the close of the meeting Chair Becker will be asked to sign a grant application for that effort.
- The Automotive program has received the highest level of achievement recognizable for both the Toyota 10 program and automotive technician training. The auto folks, Mark Williams and Jesse Morrow work hard to be sure our automotive technology is as industry standard as possible.
- There is a regional welding program in concept form right now. This will include Winston, Glide and another district to enhance technical training at high schools.

OCCA Board Report

Dir. Bell shared an update from OCCA. The budget chair came out with community college funding at \$428 million to reinforce the Governor's proposal. The cochair of the budget committee placed community college funding as the highest priority; this means lobbying efforts may be able to raise the amount. The 2% holdback is still in effect for the second year of the biennium. It is important for legislators to hear from community members and college staff that funding is crucial to meet the Governor's goal of 40-40-20; if funding isn't provided from the state, then student tuition must be raised to meet those goals.

There is a bill that is being brought forward about whether or not higher education has a bloated administration; this effort has come up over the past two or three years and is getting more publicity. Dir. Bell doesn't think UCC has an administration bloat. However, we should be clear about what is happening at the college and be able to give proper answers.

Old Business

Human Resources Director, Jan Baxter, presented for second reading approval of a policy revision (attached to permanent minutes) for policy 312.01, Employee Reinstatement. Last month she explained that some of the verbiage had been corrected, so there were only minor changes.

Motion: I move for approval of the second reading of policy 312.01 revisions as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

New Business

There was no new business at this meeting.

Board Comments

- Dirs. Bell and Yetter thanked Dan Yoder for his strategic efforts for the college.
- Chair Becker welcomed Robynne Wilgus to her first board meeting. She also said she was glad that Lee Salter was at the meeting.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes

Funding and Enrollment Snapshot and Projections, March 13, 2013
Policy 312.01



Serving Douglas County Since 1964

TO: UCC Board of Directors
FRM: Jan Baxter, Human Resources Director
SUBJECT: Personnel Actions
DATE: April 10, 2013

Board approval is requested on the following personnel actions:

Administrative/Confidential-Exempt Contract:

Jesse Morrow, Interim Dean of Career/Tech Education (one year)

Full Time Faculty Contract:

Administrative/Confidential-Exempt Separation:

Mark Williams, Dean of Career/Tech Education

Full Time Faculty Separation:


BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information
Item
 Action Item

Subject: Focus Presentation Student Mentoring Program	Date: April 10,2013
Corrie Sommerfeld will make a presentation about the "Student Mentoring Program"	
Recommendation by: Dr. Lynn Moore, Vice President for Administrative Services and Student Development 	Approved for Consideration:  U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports	Date: April 10, 2013
ASUCC Report	Brenna Martin
ACEUCC Report	Debbie Hill
UCCFA Report	Emery Smith
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President

APRIL BOARD REPORT

Joe Olson, President

Significant Meetings:

- March 12: Douglas County Superintendent's Council
- March 13: George Murdock, Douglas County ESD Superintendent
- March 14: Marissa Fink, Greater Roseburg YMCA Executive Director
- March 15: Danny Lang
Mike Kurtz
- March 20: Kelly Morgan, Mercy Medical Center
Ron Doan, Cow Creek Tribe of the Umpqua Indians
- March 26: Healthy Forests
Umpqua Business Center Board Meeting
- March 27: Steve Kelly, South Umpqua School District Superintendent
- March 28: The Partnership
Mercy Donor Appreciation
- March 29: Classified Association
Rep. Bruce Hanna and Rep. Tim Freeman

50th Anniversary

You all realize that UCC will be celebrating its 50th anniversary in the upcoming year. Lee and Amanda have pulled together a startup committee on activities that can be scheduled to celebrate our 50th. I have attached our 50th anniversary logo which we will be using to promote campus activities. The Foundation is already encouraged in identifying events of which they can help or sponsor as well as designing a 50th anniversary coffee mug. Lee, Robynne and I will be talking about identifying a possible committee chair and will be looking among the ranks of retired UCC staff and community leaders. Should the Board have any suggestions or if you're interested in serving on the committee please don't hesitate to let me know.

March Presidents Meeting

Again, I have included an attachment with board report of the agenda from March's Board and Presidents' Council. Of the meetings I have attended over the last year this was by far the most intriguing. Among several topics discussed were: formula funding, (attachment), higher education reorganization (attachment), and state funding. The discussions revolved around the reorganizing and formula funding were passionate and thoughtful. The attachment that you have for formula funding is truly a draft as it became apparent that much work still remains to be done. The Board will note that under the proposed funding model Developmental Education may not be fully funded as it relates to the higher education reorganization. In the course of my 36 hours in Salem three variations of this proposal were outlined. The Board will note that the proposal could contain a component whereby each of the Oregon universities would have their own board of trustees. This is a dramatic change and gives each university a voice unto itself but leaves 17 community colleges with just one statewide voice. I'm

worried that under this arrangement the community colleges could lose their stature and our mission could be jeopardized. I personally feel that we are best served by remaining with our k12 partners. This will evolve as the legislative process continues. I would encourage you to consider your own thoughts about how best to represent Oregon community colleges.

Currently there is a strong feeling that community college funding will come in over the \$429 million level which has been proposed by the Governor. OCCA has some level of confidence that our funding could reach as high as \$453 million. It should also be noted that there is concern in Salem that the “kicker” may kick in. I personally am not sure what this may mean to our funding level, but again there is concern that the “kicker” could somehow play a role in what our final level of funding may be.

Umpqua Valley Wine Art and Music Festival

The college will again play a significant role in this year’s wine, art and music festival. In a meeting that was held on Wednesday, March 26, it was decided that the festival will be a two day event as is the norm. The dates will be Sept. 7 & 8.

The headline performer will be Quarterflash, a rock group formed in 1980 in Portland, Oregon. Two of the original members, Rindy Ross (lead vocals and saxophone) and her husband Marv Ross (guitars) now make up the group. “Harden My Heart” was a number one hit for Quarterflash in 1981.

Jess and Robynne are playing a significant role in carrying on the legacy that was set by Paul Tamm. Each of us is confident that this year’s festival will again follow the success set last year. I look forward to the college hosting this event and bringing the community together on our campus.

Political Outreach

During my two days in Salem I was very fortunate to have very serious and candid conversations with Sen. Kruse and Sen. Prozanski. I am very satisfied with the way the relationships have developed between Jeff, Floyd and I. I’m happy to consider them close and trusted advisors and that we can have candid conversations about issues pertinent to the college and to the wellbeing of all Oregonians. On Friday, Sept. 29, I met with Rep. Bruce Hanna and Rep. Tim Freeman who held a town hall meeting on campus. Before the town hall we shared a private lunch which allowed me the opportunity to express my thoughts on issues related to higher education and Douglas County. I’m sure the Board is aware of my concerns for the dwindling middle class in Douglas County and the many social issues that confront us in public service who are pleased to serve. Political outreach was a goal set by the Board and me. I feel that we have made significant strides toward establishing positive and personal relationships with each of our elected officials from Douglas County.

Sen. Kruse and Sen. Roblan were kind enough to extend an invitation for me to attend the 2013 Oregon Coast Economic Summit that will be in Lincoln City on August 20 & 21. I think this is a significant step in demonstrating the commitment that Sen. Kruse and I have to do all that we can improve the quality of life in Douglas County and a key role that UCC plays as a resource to the community.



UMPQUA COMMUNITY COLLEGE

1964-2014

Oregon Presidents Council

March 21-22, 2013
Peter Angstadt, OPC Chairman

AGENDA
Thursday, March 21, 2013

Meeting Location

Oregon Community College Association – Salem, OR

Noon – 1:00 p.m.	Lunch and Prep Time	
1:00 – 2:00 p.m.	OEIB Strategic Initiatives Regional compacts	Hilda Rosselli Mike Seelig
2:00 – 3:00 p.m.	OCCA Updates <ul style="list-style-type: none"> • Governance Bill • Budget Discussion • Legislative Bills • 2013-14 Meeting Calendar 	Andrea Henderson
3:00 – 3:15 p.m.	Break	
3:15 – 3:45 p.m.	National and State Measures of College Value and Effectiveness	Greg Hamann
3:45 – 4:30 p.m.	Student Fees at Community Colleges	Eric Noll, OCCSA
4:15 – 5:00 p.m.	Discussion of College Reductions	Greg Hamann/All
5:00 p.m.	Adjourn	
6:00 p.m.	DINNER: Gamberetti's Italian Restaurant 325 High St SE (Pringle Park Plaza) Salem OR 97301 Speaker: Representative David Gomberg (D-10)	

Oregon Presidents Council

March 21-22, 2013
Peter Angstadt, OPC Chairman

AGENDA
Friday, March 22, 2013

Meeting Location

Oregon Community College Association – Salem, OR

8:00 – 8:30 a.m.	Breakfast and Prep Time	All
8:45 – 9:30 a.m.	Statewide Structure Overview	Ben Cannon
9:30 – 10:15 a.m.	CCWD Updates <ul style="list-style-type: none"> • Capital Construction • Dual Credit OAR Change • Developmental Education • Ways & Means Presentation 	Cam Preus
10:15 – 10:30 a.m.	Medicaid Waivers	Karen Smith
10:30 – 10:45 a.m.	Break	
10:45 – 11:30 a.m.	Outcomes Based Funding Model	Cam Preus
11:30 – Noon	Open Forum	All
	Other Items and Updates <ul style="list-style-type: none"> • April 17, 2013 - All Oregon Academic Team Salem Conference Center • May 9-10, 2013 - Oregon Presidents Council OCCA Office, Salem OR • May 10, 2013 - OCCA Board Location TBD 	
Noon	Adjourn	



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<u>Title</u> Outcomes Based Funding Model	<u>Docket Number</u> C5
<u>Presenter</u> Cam Preus	<u>Action</u> Discussion

Discussion on Incorporating Outcome-Based Measures into the Community College Support Fund

Commissioner Preus will review with the board the progress made to date on the outcome-based model for community college.

The department, a working group of Oregon community college presidents and the National Center for Higher Education Management Systems (NCHEMS) are continuing work on customizing a portion of the Community College Support Fund to include outcome based metrics for Oregon community colleges. The workgroup has concentrated on two primary principles – *design and implementation*.

The *design principles* adopted by the working group include:

1. Getting agreement on the goals first.
 - The driving force for moving to an outcomes-based distribution model is to increase the importance, attention, and activity on the student outcomes of access (enrollment) and success (milestones and completions).
2. Don't construct the outcome metrics too narrowly.
 - All community colleges have an opportunity (not a guarantee) to benefit by excelling at their different missions.
3. Design the distribution model to promote mission differentiation.
 - Important to use the same model for all community colleges – and similarly one model for 4 year public universities – while allowing for differences between these models.
4. Include provisions that reward success for serving underserved/underrepresented populations.
 - Among those under consideration are low income and minority students.
5. Limit the numbers of outcomes to be 'rewarded'.
 - If we have too many than we will lose focus
 - Current model has 5 major metrics
6. Choose metrics that are unambiguous and difficult to game
 - An example is # of graduates not graduation rates.

Implementation principles under consideration by the working group include:

1. Make the pool of outcome pool of money enough to command attention
2. Reward continuous improvement, not attainment of a fixed goal
3. Include a phase-in provision
4. Use a stop-loss provision for colleges to adapt to the new distribution model
5. Continue outcome based funding in good times and bad
6. Put in place a rigorous (outcomes-based) approach to assessing quality and monitor results on an ongoing basis
7. Involve college representatives at each stage of the process.

The *outcome-based metrics* the work group is considering includes:

- Increase in the number of Associate Degrees
- Increase in the number of certificates/credentials
- Increase in transfers to 4-year institutions after accumulating 30 quarter credits hours (QCH)
- Momentum points for:
 - Successful completion of first college-level math course
 - Successful completion of first college-level writing course
 - Successful completion of first college-level reading course
 - Successful completion of 15 college-level credits
 - Successful completion of 30 college-level credits
- Total college credit hours completed
- Extra weight for success of underrepresented students

These aren't new metrics, they have actually been around and part of the community college vernacular for a number of years – at least since 2008 when the first Student Success Steering Committee report *Measure What You Treasure* was published. The use of momentum and milestones was a central feature of that report – an intentional strategy to raise up the importance of student progress, not simply enrollment and/or completion. Some of them are also familiar because they are closely aligned with metrics used the OEIB Achievement Compacts with community colleges.

The work group has discussed an “Oregon-ized” approach to an outcome-based model and our current thinking includes the following ‘leanings’:

- Need to balance the old system of enrollment with the new outcomes-based model
- Maintain essential pieces of the current distribution formula, such as:
 - Keep ‘total public resources’ as one pool = all general fund + property taxes
 - Keep the small school base
 - Keep the three year rolling average for enrollments
 - Keep the Growth Management Component (at least for now)
- Start moving to the outcome-based model relatively soon
- Use 2013-14 as a learning and baseline year
- Use 2014-15 as the first outcome-based distribution year
- Maintain a majority of resource distribution on enrollment (access)
- Use a stop loss (1 to 2%) to ensure no college is damaged by the change

Conversations continue with the work group and we are briefing the Oregon Presidents Council at their monthly meetings. The work group plans to bring forward a proposal with more particulars in the next few months – with the expectation that within the same time frame - the State Board of Education will hear recommendations for engaging additional community college stakeholders in transitioning to the new outcomes-based distribution model.

Draft timeline:

March	- SBE and OCCA discussion on proposed principles for design & implementation	
April	- SBE and OCCA discussion on principles for design, implementation & proposed Oregon Administrative Rule (OAR) development and outreach calendar	timeframe for
May	- SBE and OCCA reviews first draft of OAR narrative and mechanics	
May	- Notice of public comment	
June	- SBE reviews public comment received to date, changes to OAR as appropriate	
Summer	- Stakeholder meetings around the state to discuss model	
Fall	- SBE reviews public comment input – final draft of OAR for review & adoption	



1 Role of HECC
 2 " of CC
 3 Role Univ.

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<u>Title</u>	<u>Docket Number</u>
Statewide Restructuring Bill Update (HB 2130)	C2
<u>Presenter</u>	<u>Action</u>
Andrea Henderson	Discussion

Below is a set of draft principles sent from Chair Dembrow's office for discussion.

Draft Principles for HB 3120

1. The role of the HECC is two-fold: (a) to work with the Legislature and Chief Education Officer to clearly define the state outcomes and investments for the postsecondary system of education, and (b) to coordinate the post-secondary education and workforce system, including community colleges, public universities, financial aid, and private post-secondary institutions.
2. Governance of our community colleges and universities resides at the institutional board level, including locally elected community college boards, the Board of Higher Education, and institutional boards for public universities. Further, the role of the HECC and the Department of Post-Secondary Education is to support and empower the local governance of community colleges and public universities so that priorities and policies are set to the greatest extent possible at the local board level.
3. Community colleges and public universities, while part of Oregon's post-secondary education system, have distinct diverse missions and structures. HECC will support and recognize these differences in its decision making.
4. The role of the HECC and the Department is to create a strong partnership between the state and local colleges and universities that clearly identifies and supports the role and relationship of each.
5. The HECC should be judicious in its creation of administrative regulations and create only those regulations necessary to address state level issues while supporting local boards' roles over all other policies governing the operation of the college.
6. Transfer of select functions from the Oregon University System to institutional boards at public universities, the HECC, and the Department of Post-Secondary Education and Workforce Development must not reverse the autonomy given to Oregon's public university system by the passage of SB 242 (2011).



Oregon Economic Update

Christian Kaylor

Christian.R.Kaylor@state.or.us

% Growth APR

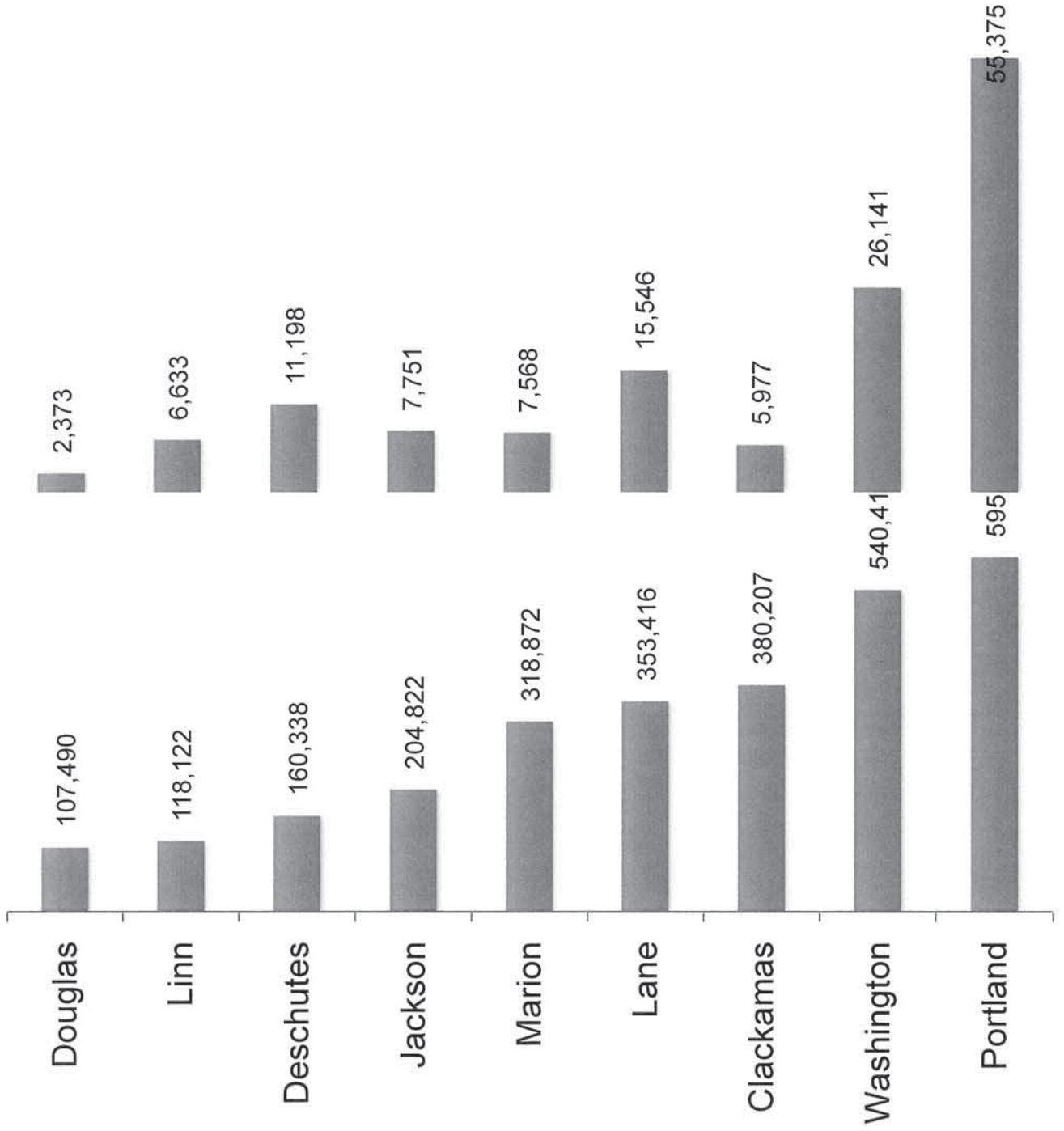
Growth 2006-11

Population



Growth 2006-11

Population



**Board Report
Instructional Services
April 2013**

Dr. Roxanne Kelly, Vice President for Instruction

- Jason Aase has accepted the position of Dean of Arts and Sciences beginning April 1, 2013. Jason has served as Interim Dean since March of 2012. Congratulations Jason!
- Attended the CIA with Provost meeting on March 7th & 8th at Rock Creek at Portland Community College
- Attended NWCCU Accreditation Liaison Office and Self Evaluation workshops in Seattle, Washington with Ali Mageehon, on April 12-14.
- Attended the Oregon SBDC Network Executive Level Orientation at UBC on March 21.
- Preparing for the trip to Ukraine! You can follow us during this trip at [dancewellorstartdrinking.tumblr.com!](http://dancewellorstartdrinking.tumblr.com)
- Stay tuned for news from Ukraine in next month's board report.

Dr. Ali Mageehon, Dean of Academic Support:

Adult Basic Skills

- The Adult Basic Skills program is excited to be working with Learning Skills, Academic Advising, and the UCC Foundation to bring an innovative, new program to Umpqua Community College spring line-up called TRAC. Technical Readiness for Accelerated Careers is combining Basic Skills review in Math, Reading, and Writing, with college classes, including CIS 125W and HD 100.
- We are also actively working on our next College for a Day event, coming up in Spring--we regularly have 50-60 students visit UCC to determine what their next steps toward attending college will be.
- We are also excited to be working with Academic Advising, the Testing Center, and our new Marketing Coordinator Amanda Haines with a press release about the upcoming changes to the GED test and the need for students who have started the current GED test to complete their testing by December 20, 2013. The new GED test starts January 2, 2014.

Academic Success Center

- Learning Skills student workers produced a "Harlem Shake" YouTube video that has received over 700 views. Stats show that people have viewed from the United Kingdom, Brazil, Belgium, Germany, Hong Kong, Venezuela and other countries. The top views were from the U.S. followed by the U.K., and Brazil.
- The Roseburg Optimists International Club requested speakers at their meeting last Friday after viewing the Harlem Shake Video. The Learning Skills Director, accompanied by 2 students gave a presentation on the Academic Success Center and its initiatives.
- Reports show a significant increase in online tutoring usage through Smarthinking.com. Last Winter our students used 35.3 hours. This year our students have used 60.18 hours.
- Supplemental instruction is expanding. Starting Spring term, S.I. Tutors will attend all Spanish 1 and 2 classes. We also expect to increase the number of S.I. Tutors in Developmental Math classes.

Academic Partnerships

- High schools have been actively registering students for spring dual credit classes.
- The search for the Academic Partnerships Coordinator is in progress.

Developmental Education

- Four faculty members attended a full day event at Lane Community College that was sponsored by the Northwest Association of Developmental Education and brought together developmental educators from across all seventeen community colleges.
- We will be attending the follow-up session to the full day event in May. Conversations continue about how we might better accelerate student learning.

Mark Williams, Dean of Career Technical Education:

- CTE Division: the Division welcomes Jesse Morrow as Interim Dean.
- Automotive: UCC's automotive department received notification that both programs have been accredited by NATEF as of February 27, 2013.
- Business: department faculty and students are participating in the Roseburg Start-up Event, an entrepreneur event scheduled for April 19-21; the department continues to work on Technical Skills Assessments with the most recent approval being the Administrative Assistant AAS TSA.
- CDL: the second set of CDL truck driving students are scheduled to complete by April 12th, 2013. This continues the strong re-start of the program. The Division appreciates and wishes to recognize the support and partnership of UT&E and the County Commissioner's office in this work.
- CIS: the CIS faculty are working on developing a new 100-level computer literacy course and digital literacy placement exam that will be used to help meet UCC's computer literacy goals. Both the course and placement exam will be ready for use on a pilot basis in the fall, with the intent that the course will replace the old CIS 09x 2-week short courses, and provide a possible option to programs that currently use CIS 120.
- Culinary: UCC culinary arts partnered with Mercy Medical center to develop some low fat healthy menu items for Mercy's March Facebook theme. The two students that produced menu items are Melanie Bonney and Doug Floyd. Two representatives from Mercy came out and filmed Melanie and Doug making the items and posted the videos on their Facebook page, a new one each Wednesday: <https://www.facebook.com/mercymedicalroseburg>
- Engineering: the US Forest Service is permanently closing the facility on Diamond Lake that the program had been using, and the program will be using this facility for the last time this Spring term. The Forest Service is working the UCC to surplus equipment that will be housed in the Tower Building.

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

- SBDC has been working on a number of joint projects in the community including the second annual Douglas County Entrepreneur Fair in May and Start-up Weekend in April!

- The SBDC recently hosted the Oregon SBDC Network expert on Search Engine Optimization. The advisor worked with a number of SBDC clients to assist them in maximizing their web site's marketing potential.
- The Workforce Development Department is serving as the planning lead for the Instructional Division's delegation to Ukraine. The trip will include Susan Rochester, Department chair and faculty member from the Art Department, Martha Joyce, Department Chair and faculty member from the Business Department; Roxanne Kelly, Vice-President of Instruction; Jason Aase, Dean of Arts and Science; and Pete Bober Director of Workforce. The delegation will be working with representatives of Kremenchuk and Uzhhorod National Universities to establish program collaboration and a variety of exchange opportunities.
- The Director is working with the Oregon Green Technician Certificate Steering Committee to develop a sustainability plan for the Oregon Green Technician Certificate once the Department of Labor grant ends that funded its start-up and initial operation.

Robin VanWinkle, Director, Community Education:

- Driver Education got a second new car - a 2011 Nissan Sentra! This car will be a much needed replacement for a well-used 1999 Ford Taurus that will be retired.
- The department will be hosting a special testing preparation course for waste water treatment operators on March 27 and 28 followed by the opportunity to take the state examination at UCC on March 29.
- Planning is completed for a very robust Community Education Summer Program. The program including a substantial amount of activities designed for kids as part of UCC's commitment to life-long learning!

Carla Bee, Director, JOBS:

- JOBS continues to assist JOBS students in securing work experience placements and and/or securing full-time employment.
- JOBS staff are working with DHS partners to plan for the upcoming program year which begins July 1.

Jason Aase, Interim Dean of Arts and Sciences:

- Roxanne Kelly, Ali Mageehon and I attended the quarterly CIA meeting at PCC Rock Creek Campus, Mar 7-8. We look forward to hosting the next CIA meeting here at UCC in April.
- Preparation continues for the upcoming visit to Ukraine April 3-15. We hope it will be beneficial for everyone involved and help propel us toward our goal of internationalizing our campus!
- Communications/World Lang/Soc. Sci: Progress continues on the hiring process for a new FT Psychology instructor. We anticipate making a selection by the first week of Spring Term.
- Fine & Performing Arts: The 2013-14 CenterStage Theatre Season schedule was announced and productions will include Bus Stop, Romeo and Juliet and Brownstone. The Roseburg Concert Chorale, under the direction of Dr. Jason Heald, premiered Daughter of Erin, a new cantata by Heald. The work features mezzo-soprano UCC faculty member Donna Spicer, and is based on the life of Irish revolutionary Maud Gonne. The performances

were held March 15 at First Presbyterian Church of Roseburg and March 17 at Tri-City Presbyterian Church in Myrtle Creek.

The Art Gallery at Umpqua Community College is excited to present Contact Boundary, an exhibit that focuses on maintaining the practice of art making, from April 1 – May 3, 2013.

- Science: Becky Chappel, UCC Science Lab Technician, and I demonstrated several science experiments for Cobb Street School on March 21st. We thoroughly enjoyed ourselves, and the children also seemed to enjoy the demonstrations! The highlight was creating a vacuum in a PVC pipe in order to propel a ping pong ball through an empty soda can at 500 mph! They loved it (and I will admit – I still haven't tired of watching it happen!). We hope this is the beginning of demonstrating science to area schools in order to garner interest in the STEM disciplines.
- VE/SOWI: Chris Lake attended the LIVE (Low Input Viticulture & Enology) Board meeting in Dayton OR on March 11th. LIVE aims to preserve human and natural resources in the wine industry of the Pacific Northwest by accomplishing this through internationally-recognized third-party certification of collaborative science-based winegrowing standards of Integrated Production.

LIVE Winery Certification for UCC on March 13th.

ETS is back on campus. They officially moved into the Lang Center on March 18th, and we hope they feel welcome on campus.

David Hutchison, Library Director:

- Katie presented information about the library's Martha Young Grantsmanship Collection to LiveWell Douglas County community at their monthly meeting.
- Open Education Week & Sunshine Week were celebrated with displays March 11-15th, 2013. Resource lists were created for students & faculty by the library.
- The library hosted winter 2013 ASUCC Study-In event on Saturday, March 16th.
- Comfortable new couches were added to the library seating options for students and they are a hit.

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – April 10, 2013**

STUDENT DEVELOPMENT

Academic Advising, Counseling, Testing, Disability and Career Services – Mandie Pritchard, Director

SENIOR SPRING ADVISEMENT

It's that time of year when UCC academic advisors and counselors will be visiting our local high school seniors to discuss potential classes for 2013-2014 summer and fall enrollment. Marty Garrison has scheduled all the local high schools and charter school for visits that began in March prior to spring break and will continue through the second week of May. Each academic advisor or counselor will visit 2-3 schools each.

NEW STUDENT ORIENTATION

Students were introduced to some new technology in NSO this month. The use of clickers has been incorporated for students to compete the electron assessment of learner outcomes. Doug Park-Sample, UCC Online Office, and Sue Windor provide training to the ACSC staff.

GUEST PRESENTERS

The ACSC had a number of guest presenters at the weekly staff meetings. Staff greatly appreciated the shared information from each department that will assist in serving UCC students and community members. Thank you to all presented. Any presentation request may be made to either Chris Grant, Lead Academic Advising Specialist, or Mandie Pritchard, Director, by email or calling the center at 541-440-4610.

- Robin VanCleave – Adult High School Diploma
- NiAodagain & Nicholas Tratz – Language Department
- Steve Buchko – Campus Security
- Robyn VanWinkle – Community Education
- Ann Able – Veterans Educational Benefits

Student Life Office - Marjan Coester, Director
ASUCC Student Government

Sarah Meyer, who has been part of Student Government as a senator, was selected to serve as the Acting Activities Officer.

Vice President Freddy Gompf participated in a Lobby Day in Salem in March.

Several ASUCC Student Government members participated in the Academic Services Center "Harlem Shake" video.

The Dodgeball Tournament was rescheduled for spring term.

The quarterly Study-In was held on March 16; turnout was lower than in previous terms (and years); this may be a reflection of lower enrollment.

The Stress Free Zone was held on March 18-19. Grab and go healthy snack foods and drinks were provided. The highlight of the event was the massage therapist, who provided 5-10 minute massages; he was kept very busy both days!

Club Fair for Spring term will be held April 17.

Elections for ASUCC Student Government officers begins in April. Applications will be available April 2 – April 26. Elections will be held May 21 and 22.

Clubs & Student Organizations

ASTRA collected several large bags of coats for the Coat Drive.

Monster Squad worked over the break on creating their short film.

Phi Theta Kappa welcomed 13 new members to the organization. A formal induction ceremony will be held in spring term.

SkillsUSA is sending 21 students to the Oregon Skills Conference in April.

Student Life Office

Alvia Wilcox, has been selected as a 2013 COCA-COLA BRONZE SCHOLAR! Selection as a Coca-Cola Bronze Scholar was based on scores earned in the All-USA Community College Academic Team competition, for which more than 1,800 applications were received this year. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society.

The director has formally agreed to be the lead advisor (of the Oregon Student Life/Activities advisers) for the OCCSA Leadership Retreat/Conference, which will be held in September at Menucha Conference Center.

The final Blood Drive for the year will be held April 24-25.

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:

- TOP successfully completed the 2011-12 Annual Performance Report on March 20th to the Department of Education. The table below lists statistics on TOP's successful completion of the objectives set forth in the grant.

Persistence Rate	79% TOP students persisted from fall to fall	Approved rate = 65%
Good Academic Standing (2.0 or greater)	97%	Approved rate=85%
Earned an Associate's Degree	59%	Approved rate=30%
Associates degree or transfer	85%	Approved rate=27%

Ford Childhood Enrichment Center – Ronda Stearns, Director

Winter 2013 has come and gone at the Ford Childhood Enrichment Center. Amongst our regular academic pursuits, we thought it best to pamper ourselves with a spa day. The three to five year olds were treated to manicures, pedicures, and facial treatments. All enjoyed the day and a few even enjoyed snacking on their facial treatments. Parents understood the importance of the pampering and thought it best they be included in the pampering next time around.





The infants decided to experiment with some supplies from the resource room here at the center. They mixed glue, water, Borax, and food coloring to create Gak. The result was a rubbery mixture that oozed from the colander it was placed in. The colander was then suspended from the ceiling for all to enjoy. Children got to watch the colors of Gak mix, then ooze and harden. The strings of Gak were then used for practice with scissors as children attempted to trim up the Gak. Never a dull moment here at the FCEC!

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

5620 - Total applications to date for 2012-13

Financial Aid Awards

Disbursements for the 2012-13 award year through 2/27/2013 total over \$9.4 million to 2,313 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- The draft cohort loan default rate for 2012/2013 academic year became available recently and are as follows:
 - 2 year loan default rate went from 17.4 to **23.9**
 - 3 year loan default rate went from 24.3 to **38.2**

Currently, we are only held accountable to the 2 year default rate however; in 2014 we will be held accountable for the 3 year loan default rate.

- Spent six extensive days, with IT and a SIG consultant during the weeks of March 4th and March 19th regarding the annual roll in Banner from the 12/13 to the 13/14 academic year. The actual roll will take place in April and we will begin processing for the upcoming year.
- Meet with and presented to faculty on March 6th and have 5 additional meetings at varying times planned throughout April and the first part of May. Numerous meetings have been schedule in an effort to connect with the majority of faculty members. These meetings are in an effort to increase awareness of the financial aid process, cohort default rate and recent changes that have occurred to open the lines of communication in an effort to better serve our students.
- Currently, in the application process for the hiring of a Financial Aid Specialist with the recent departure of Diana Kelly to another position on campus. Congratulations to Diana!

- Six Spring term Financial Aid Literacy Seminars (FALS) have been held. Online presentations for Spring are currently available to students. Revisions for next year's seminars are underway with the first 13/14 presentations set for April.
- Packaging continues in an effort to assist our students with Spring term awarding, there are currently 60 students pending.
- Continued weekly meetings with IT.

Recruiting Department – Richard Robles, Recruiter

March Activities & Future Plans –

Campus Visits in March – tours, program presentations, & campus activities:

March 6 – **Coquille/Myrtle Point/Powers** Talent Search – forty-five 11th and 12th Grade Students

March 7 – **Camas Valley Middle School** – twenty-five 7th and 8th Grade Students

March 15 – **Umpqua Valley Christian HS** – forty 11th and 12th Grade Students

The end of March saw little activity due to Middle School and High School spring breaks.

April – Major Activities and Plans:

The Recruitment office is working closely with 6th Grade Staff at **Joseph Lane Middle School** to coordinate campus visits for 240 6th grade students in April over four successive weeks.

Students will tour the school, hear from select Career and Technical programs, have lunch on campus, and compete to find interesting information and sites on campus highlighting UCC's 50 year existence in the community.

Oakland High School's 11th and 12th grades will be visiting UCC on April 10th to tour the school and learn about programs of study along with general information about transfer opportunities and financing a college education.

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

- Campus Master Plan Update RFP is being worked on.
- Sold the used vehicle for the Auto Shop by sealed auction.
- Sold another used driver's education vehicle for the Community Education department by Sealed Auction.
- Assisted the Community Education department in the purchase of a newer vehicle for the driver's education program.
- Assisted several departments with furniture, computer and supply purchasing needs.
- Worked with the college auditor's when they needed information on the bidding, quote and request for proposal documents.

Budget Office – Rebecca Redell, Director

Final touches are being put on the 2013-14 proposed budget to be reviewed at the April 24th Budget Committee meeting.

Finance – Natalya Brown Director

Business and travel expense procedure has been finalized and is available online:

http://www.umpqua.edu/images/AP_611.01_BUSINESS_AND_TRAVEL_PROC_3.pdf.

External auditors had finished their field work for fiscal year 2012-13 annual audit during March 4 -7th visit. The college will be preparing for the next trip in August 2013.

Preparation is under way for the spring term cashiering in the Campus Center Lobby.

Finance office staff has been busy with testing Banner system for student upgrades released.

I have been involved in ticketing software review and PCI compliance issues. I have been

working with Elavon representatives to research merchant fees and payment gateway setup.

I have been part of Learning Management System (LMS) subcommittee charged with investigating the LMS selection, implementation and migration plan.

I have been closely following the development of the agreement between Oregon Health Authority and UCC as well as other community colleges that will require reporting and transferring of funds for allowable Designated State Health Programs (DSHP).

I migrated College's data to the System for Award Management (SAM) to maintain compliance with federal contracts.

Research & Planning – Dan Yoder, Institutional Researcher

Monthly IR Report – February 26, 2013 through March 25, 2013

- President: Joe Olsen –
 1. Confidential Assistant to the President: Robynne Wilgus –
 - Case grant data sharing agreement questions and submission – done 3/10/13
 - Updated and presented college dashboard to the Board of Directors at the monthly Board meeting – done 3/13/13
 - Delivered draft copy of the strategic plan to Joe's house and reviewed many aspects of the plan with him. – done 3/18/13
 - Generated placement test data for recent South Umpqua High School graduates for Superintendent Steve Kelley – done 3/18/13
 - V.P. of Student Development and Administrative Services: Lynn Moore
 - Credit class list and low enrollment check report for winter term credit classes as of 3/5/2013
 - Diana K. – Estimated spring term headcount – done 3/18/13
 2. Director of Institutional Research: Dan Yoder –
 - MyEdu public records request for Fall 2012 grade distribution report . Payment received and report sent 3/4/2013
 - Updated program reviews through 2011-12 data:
 - Welding – done 3/5/13
 - Construction – done 3/5/13
 - Apprenticeship – draft done 3/5/13
 - Green Tech. – draft done 3/6/13
 - Updated Board Dashboard – done 3/13/13

- Klamath Community College visit from 3/19 through 3/20 observations and notes done – 3/22/13
- Compliance:
 - Started OSHA review with Jan Baxter and Steve Buchko – 11/30/12
 - Initiated review of practices and process for proper accounting of class/event registrations and payments with Community Ed. and Workforce Development – started 1/17/13
 - Ann Able – DOD MOU follow-up regarding compliance issues related to admissions policies – done 3/1/13
- Strategic Planning
 - Conducted Roseburg Business open forum 2/26/13
 - Prepared draft strategic plan materials from campus input and conducted Strategic Planning Task Force meeting - done 3/12/13
- 3. Director of Financial Aid: Michelle Bergman –
 - Percentage of students that have loans by term and annual for 2011-12 and 2012-13 to date – done 3/6/13
 - Linda V. – List of all students with federal student loans that attended between Winter 2010 and Winter 2011 who didn't return after that period – done 3/15/13
- V.P. of Instruction: Roxanne Kelly –
 1. Dean of Lower Division Transfer: Jason Aase
 - NiAodagain – Analysis of the language arts classes to assist with budgeting done 3/1/13
 - Credit students by intent for the past 2 years by term – done 3/7/13
 2. Dean of Adult Basic Education: Ali Mageehon –
 - Terrance B. – Data related to Developmental Learning Cohorts in group of Gateway and Practicing Study Skills classes
 - Pass/Fail analysis and demographics for Gateway Study Skill students
 - Pass/Fail analysis and demographics for Practicing Study Skill students
 3. Director of Community Education: Robin VanWinkle –
 - Estimated value of an FTE for the past several years – done 3/7/13
 4. Director of Viticulture and Enology Program: Chris Lake
 - Allison P. program review and enrollment reports for use with the advisory committee – done 3/19/13

- Achieve The Dream
 - Completed extracts for student terms, transfer credit, placement test scores, financial aid, and sponsorship files and forwarded example files and file layout sot CFAR to generate the upload scripts – done 11/20/12
- Compliance
 - General Accounting Standards and Acceptable Procedures – Mitigate exposure to errors and fraud with accepting registrations and payment in person or over the phone for Registration, Community Ed., and Workforce Development – start 1/18/13
- Strategic Plan process:
 - Follow-up of those assigned in developing strategic plan actions/projects.
 1. Strategic Plan Progress report for 2011-12– to board 1/2/13
 - Gather data for the progress report in June/July for the past year.

Security, Safety & Custodial Service – Steve Buchko, Director

Custodial:

- Custodians take advantage of Spring Break to clean and work on projects which need attention but cannot be worked on when students are here.

Security:

- Continue trainings in regards to lockdown procedures and drills.
- Five new cameras installed in Campus Center, Administration, PE complex, Library, and Warehouse/Lockwood area.
- Another walk through and discussion with local law enforcement in regards to lockdowns.
- Working on fixing all non- working blinds on campus
- **Alertus** emergency desktop notification nearly complete

Vice President for Administrative Services and Student Development– Lynn Moore, Ph.D.

The 13/14 budget is coming together with the guidance of Rebecca Redell and the input and perspectives of all constituent groups associated with the College. I will be attending the Ways and Means Committee hearings in Salem next week to continue the state-wide push for more financial support so that we can mitigate tuition increases to our students.

Representatives from the Roseburg VFW post along with the Sutherlin VFW post are working with us as we plan a visit to the Clackamas Community College Veterans Center and Army Strong Community Center. We also hope to develop a Roseburg/UCC Chapter of the Student Veterans of America Association this spring.

Board Report – April 10, 2013

Jan Baxter, Human Resources Director

CURRENT POSTINGS

INTERNAL PROMOTIONAL OPPORTUNITIES

- Financial Aid Specialist Full Time
- Computer Programmer Analyst Full Time

FULL TIME

CLASSIFIED

- Database Administrator System Administrator Linux
- Administrative Assistant Career & Technical Education – Temporary
- Computer Programmer Analyst (following internal posting)
- Admissions/Records Assistant

CONFIDENTIAL/EXEMPT

- Academic Partnerships Coordinator

FACULTY

- Psychology Instructor

ADMINISTRATIVE

- No vacancies at this time

PART TIME

CLASSIFIED

- Grant Accountant
- Custodian On Call

FACULTY

- Speech Communication Instructor
- Language Instructor Pool
- Upward Bound Summer Instructor

CURRENT ACTIVITIES

- HR has selected NeoGov as our provider for software contracts for online recruitment/selection, onboarding, and performance management. Implementation for the recruitment module will begin soon.
- We've conducted salary comparison and analysis to comparable employers and community colleges as part of budget recommendations for administrative/exempt staff.
- President Olson and Dr. Baxter have met with two associations in preparation for bargaining sessions in the near future. Currently, the classified and full time faculty associations and UCC are considering a hybrid model of interest-based bargaining.
- Performance evaluations for staff who are to be evaluated this year were due April 1st. Feedback on new format is that the meeting takes longer but it is a better discussion.
- More Board policies and procedures are being revised and are currently being vetted through EC and College Council, in preparation for presentation to the Board.
- President Olson and Dr. Baxter met with Michael Kurtz, HR Director at Douglas County to discuss labor relations, salary, and NeoGov.
- Dr. Moore, Dr. Baxter, and staff have been meeting to discuss computation issues related to PERS and employees considering retirement.
- President Olson, Dr. Kelly, and Dr. Baxter met with Ron Doan at Cow Creek regarding a new UCC position that is half-time SBDC and half-time UBC.
- HR met with Mike Bishop from Legal Shield to discuss offering this voluntary benefit for our employees.
- Kelley Plueard represented UCC at the Oregon Employers Council of Douglas County Job Expo on March 13th. She recruited both employment applicants and students. (Please see the photo of our booth.)
- Don Cherry at Douglas County presented an insightful demonstration of NeoGov to the HR department.
- HR attended the Douglas County SHRM meeting March 8th. The topic was Fixing the Outrageous Cost of Conflict by Chris Sheesley. We learned many practical tips for HR professionals on handling conflict and have a great resource available for future needs.
- Kelley has worked toward implementation of SafeColleges, an online training company. It should be up and running this month.
- Sue has worked toward implementation of WorkPlace Answers software. There were some difficulties with our database and email addresses but we are confident this online training will be available to employees this month. Some of the well-developed training includes harassment prevention and child abuse reporting.
- HR is participating in the Inservice meetings; planning for training for all employees this fall.



UCC

UMPQUA COMMUNITY COLLEGE

Information Technology + Innovation
April 2013 Board Report
Lorrie Ranck, Director

Director Activities

- Weekly area meetings with staff groups, bi-weekly individual staff meetings
- Campus meetings: Campus Technology Oversight Committee, Website & Social Media sub-committee, Banner group, project groups
- Vendor/external service partner meetings and consultants and web presentations
- Reports and documentation for various projects: Title III grant proposal sections, ticketing software, emergency notification documentation, staff performance appraisals
- Meeting with South Umpqua Superintendent with Joe Olson

Security Audit

We have contracted with a consulting team to conduct an assessment of our IT environment. Their testing and subsequent recommendations will help us identify and prioritize projects that support a secure IT environment for the campus community.

SOU Intern

The division had the opportunity to bring on a student intern from Southern Oregon University this past term. Jeff Knapp is completing his bachelor's degree in business and with his interest in Information Technology. He met with staff over the course of term and worked to produce a draft of the Information Tactical Plan. He also shadowed a few staff members to get a sense of their daily work and ongoing projects. We are pleased to have had the chance to work with Jeff.

Information Technology and Innovation Website

Now appearing on the UCC main webpage! See what is happening in the IT+I division by visiting our website, <http://www.umpqua.edu/information-technology-and-innovation-division>. Useful information on these pages include a current 2012-13 list of software for campus labs, a tally of our major projects, and some brief information about our staff along with links to related IT+I sites. You can find us on the UCC front page, just left of the picture frame.

For more information about the **Website & Social Media sub-committee** (reports to the Campus Technology Oversight Committee) and current projects like UCC website redesign and reviewing Content Management Systems, please visit: <http://www.umpqua.edu/it-division-web-services>

For more information about the **Learning Management System sub-committee** (reports to the Campus Technology Oversight Committee) and the larger LMS Alliance or to complete the LMS survey, please visit: <http://ucclmsalliance.weebly.com/>



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Dennis O'Neill

**Foundation Director's Report
March, 2013**

General Board Meeting

The Foundation Board held its first General Board meeting on March 5th, 2013 in the Lang Center. The Foundation will now have four General Board meetings each year to coincide with the quarterly reports released by our Accounting firm Wicks, Emmitt. The activities of the Foundation have intensified and an additional meeting each year will give us time to share progress on our various projects.

Scholarship Report

We received 409 applications for the 2013-2014 academic year. Of these 370 applications were complete and will be considered for scholarships and scored at the Readers' Dinner on March 3rd. The most common reason applications were disqualified were missing transcripts, missing personal statements, or a GPA below the 2.0 requirement. We have approximately \$345,300.00 in scholarships to award for the 2013-2014 academic year.

Investment Committee Meeting

The new Chair of the Investment Committee is Danny Lang. Two meetings have been held in the past month, including one with each of our Investment Managers, seeking advice on how to leverage optimal gains while managing risk in these turbulent times. Between our two investment managers we have \$7,217,350 invested with additional cash accounts totaling \$616,030.

Foundation's Annual Golf Tournament Announced

The Foundation's Annual Golf Tournament will be held on Friday, July 19th at the Myrtle Creek Golf Course. Lunch will be served at 11:15 a.m. followed by the start of the tournament at 12:30 p.m.. Registration is \$100 per player. There are many levels of golf sponsorships available ranging from \$100 tee sponsorships to \$1,500 major sponsorships. Please find a way to come out and support this annual fundraising event.

Alumni Association Fundraiser – Opening Night at Summer Musical

The Opening night of the Summer Musical "Fiddler on the Roof" is on July 25th. Mark your calendar to join us again for another fun evening of good food followed by a great family musical production in Jacoby Auditorium. Tickets will be \$28 for Adults and \$18 for children ten and under.

UCC Grant Development Office – 3rd Quarter Board Report (January – March 2013)

Grant applications submitted in 3rd Quarter

Funding Agency	Award Amount	Project	Project Lead
Douglas Community Fund of the Oregon Community Foundation	\$6,000	Smart board technology for the Nursing Program	Sandy Hendy
Cow Creek Foundation	\$9,000	Child care scholarships	Dennis O'Neill
Bessie Minor Swift Foundation	\$2,200	Family book exchange program	Ronda Stearns
Dr. John Wm. And Betty Long Unruh Fund of the Oregon Community Foundation	\$3,500	Oregon Musical Theatre Festival	Stephanie Newman
Betty Gray Foundation Fund of the Oregon Community Foundation	\$6,000	Scholarships for Early Childhood Education students	Gwen Soderberg-Chase
Herbert A. Templeton Foundation	\$9,000	To launch the Oregon One Acts Project	Stephanie Newman
United Communities AmeriCorps	~	Renewal application for an AmeriCorps VISTA volunteer, full-time for an 11-month period, to oversee the Woolley Learning Garden Project	Ali Mageehon
Ann & Bill Swindells Charitable Trust	\$24,300	Telescopes, mounts, and parts for a new observatory	Paul Morgan
Combined Federal Campaign	~	Application for the UCC Foundation to receive funds through the federal employee annual giving campaign	Susan Taylor

Grants awarded in 3rd Quarter

Funding Agency	Award Amount	Project	Project Lead
State of Oregon (HB 2800) Farm to School / School Garden	\$3,629	Sub-award with the Roseburg School District to support the Woolley Learning Garden project	Hannah Morris
Small Business Development Center Network	\$11,398	Technology outreach and mentoring clients	Pete Bober
Juan Young Trust	\$4,000	Scholarships to students	Ellen Brown
Energy Trust of Oregon	\$8,750	Server virtualization project	Lorrie Ranck
U.S. Department of Education Title III Designation of Eligibility	~	Application for UCC to qualify as an eligible institution	Susan Taylor

Grants Not Awarded in 3rd Quarter

U.S. Department of Education, Fulbright Scholar-in-Residence Program – to host an international scholar to teach business courses at UCC in 2013/2014. Reason: unspecified. This is a very competitive grant, and UCC competed with major universities from around the USA.

MetLife Foundation – \$10,000 for Contextualized Basic Skills Instruction and mentorship through LaGuardia Community College. Reason: only one college in the nation was awarded this grant.

Proposals in the Pipeline for 4th Quarter

- U.S. Department of Education Title III Strengthening Institutions Program
- U.S. Department of Education Child Care Access Means Parents in Schools (CCAMPIS)
- U.S. Department of Education Undergraduate International Studies and Foreign Language Program (UISFL)
- Other smaller grants such as Oregon Community Grants and City of Roseburg

Other Projects Actively Seeking Funding

- Theatre Department: Oregon Musical Theatre Festival, Oregon One Acts Project, Guest Artist Initiative
- Science Department:
 - o Astronomy: Establish an observatory on campus for live and virtual astronomy education
 - o Chemistry: Funding for chemistry equipment
 - o Natural Resources: Establish a natural resources program of study
- Welding Program: Program expansion and Accredited Testing Facilities program
- Adult Basic Skills: Contextualized basic skills instruction

ACEUCC
Board Report
April 10, 2013

We're all busy getting ready for spring term. Everyone is enjoying the efforts of the maintenance crew and their "spring cleaning". Now if we could just get some spring weather....

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

Informational Item
 Action Item

Subject: Fee Increase Requests	Date: March 26, 2013
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		<u>Current</u>	<u>Proposed</u>
<u>Dental Assisting</u>			
DA192	Dental Materials I	\$ 100	\$ 415
DA195	Chairside Procedures I	\$ 375	\$ 325
DA196	Chairside Procedures I	\$ 375	\$ 325
DA198	Dental Materials II	\$ 100	\$ 415
SA210	Dental Radiology I	\$ 225	\$ 306
DA211	Dental Radiology II	\$ 225	\$ 306
		\$ 1,775	\$ 2,467
<u>Welding</u>			
WLD 101	Welding Processes and Applications	\$ 40	\$ 85
WLD 111	Shielded Metal Arc Welding	\$ 55	\$ 85
WLD 112	Shielded Metal Arc Welding: Mild Steel I	\$ 55	\$ 85
WLD 113	Shielded Metal Arc Welding: Mild Steel II	\$ 55	\$ 85
WLD 114	Shielded Metal Arc Welding: Mild Steel III	\$ 55	\$ 85
WLD 121	Gas Metal Arc Welding	\$ 55	\$ 85
WLD 122	Gas Metal Arc Welding - Pulse	\$ 55	\$ 85
WLD 123	Advanced Welding III	\$ 55	\$ 85
WLD 124	Advanced Welding IV	\$ 55	\$ 85
WLD 131	Basic Metallurgy	\$ 55	\$ 55
WLD 141	Flux-Cored Arc Welding I	\$ 55	\$ 85
WLD 142	Flux-Cored Arc Welding II	\$ 55	\$ 85
WLD 161	Welding Problems	\$ 55	\$ 85
		\$ 700	\$ 1,075

This request standardizes all course fees for materials to \$85/course, with the exception of Metallurgy which remains at \$55.

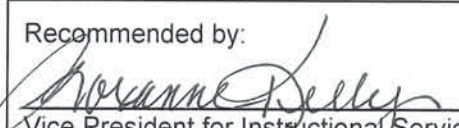
The fee increase is to offset cost increases in supplies, particularly gas costs. Last year for the first time the Welding program had to be supported by the Apprenticeship program; in recent Spring terms the program has had to ration supplies to make ends meet.

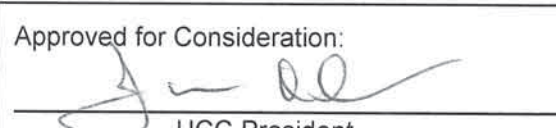
The net effect is to bring our program in line with what SWOCC had students pay last year, and we're still half the cost of Lane.

Culinary Arts

- Pass through fee.
- The students currently pay \$419.89 through the bookstore for their equipment.
- The request is that they pay a \$385 fee attached to CA 160 – Intro to Culinary Arts instead, which will be easier to implement and will save approx. \$35 per student.

Course	Current	Proposed	
CA 160	\$75	\$460	(no change to existing \$75 fee + \$385 pass-through for supplies)

Recommended by:

 Vice President for Instructional Services

Approved for Consideration:

 UCC President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

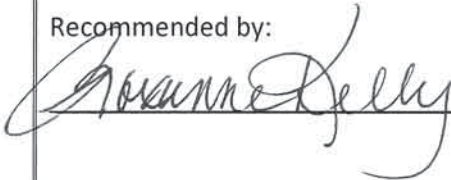
Subject: Science Fee Increase	Date: April 10, 2013
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Increase fee for BOT 203A, Field Botany from \$650 to \$675.

Justification: This increase is necessary to cover the increased cost of the Green Tortoise tour bus service.

There are no comparables available as no other Oregon community college offers this course.

Recommended by:



Approved for Consideration:


_____ UCC President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Tuition Increase Proposal

Date: April 10, 2013

Whereas, there is an expectation at the state level that each community college will close part of the budget gap through all available means before advocating for additional state resources,

Therefore, approval is requested for the authority to increase tuition up to \$85 per credit hour. Any increase will be effective at the beginning of the academic year commencing in the summer term. An increase in tuition is expected effective Summer 2013.

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



Approved for Consideration:



 U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

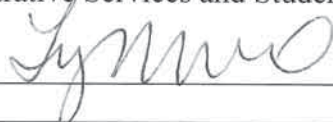
Action Item

Subject:
 Resolution #5, Approval to Spend Funds

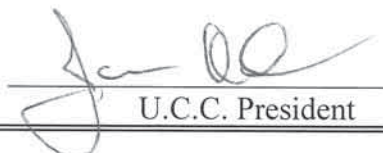
Date: 4/10/13

This is a resolution to increase appropriations in the Special Revenue Fund – Administratively Restricted. The Umpqua Community College Foundation will be reimbursing the College for the increase in their employees' salaries going forward (\$6,465). Additionally, the Foundation will be reimbursing the College for the percentage of duties previously assigned to the Presidents' office (\$7,673). Total for this year is \$14,138.

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



Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 5 - FY 12-13
Approval to Spend Funds

WHEREAS, Umpqua Community College will begin to be reimbursed for a portion of the UCC Foundation employee costs ;

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 expenditures of \$26,656 for the implementation of this reimbursement.

SPECIAL REVENUE FUND - ADMINISTRATIVELY RESTRICTED

	12-13 Budget Through Resolution 4	Adjustment	12-13 Budget Through Resolution 5
REVENUES:	\$ 5,140,856	\$ 14,138	\$ 5,154,994
EXPENDITURES:			
Instruction	\$ 1,968,846		\$ 1,968,846
Instruction Support	751,500		751,500
Community Services	184,115		184,115
Student Services	1,627,471		1,627,471
College Support Services	320,700	14,138	334,838
Transfers	19,000		19,000
Contingencies	269,224		269,224
 TOTAL	 <u>\$ 5,140,856</u>	 <u>\$ 14,138</u>	 <u>\$ 5,154,994</u>

ADOPTED this 10th day of April, 2013

Clerk of the Board

Chairman of the Board

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Personnel Employment Agreements

Date: April 10, 2013

Recommendation:

Board approval is requested to award contracts for administrators/confidential-exempt employees and probationary and regular faculty for the fiscal year 2013–14.

Recommendation by: Dr. Jan Baxter,
 Director of Human Resources



Approved for Consideration:


 U.C.C. President

**Contract Renewals
Administrators and Confidential/Exempt Staff
Fiscal Year 2013-2014**

Administrators - Award One-Year Contract:

Jason Aase	David Hutchison	Dennis O'Neill
Jan Baxter	Roxanne Kelly	Mandie Pritchard
Michelle Bergmann	Chris Lake	Lorrie Ranck
Natalya Brown	Ali Mageehon	Lee Salter
Steve Buchko	Jess Miller	Chris VanDyke
David Farrington	Lynn Moore	Robin VanWinkle
Amanda Haines	Jesse Morrow	Dan Yoder

Confidential/Exempt - Award One-Year Contract:

Dwayne Bershaw	Philip Hawkins
Terrance Bradford	Diana Kelly
Keith Cooper	April Myler
Sue Cooper	Rebecca Redell
Lisa Fields	Ronda Stearns
April Hamlin	Robynne Wilgus

**Administrator & Confidential/Exempt - Award One-Year Contract
Funding Sources Other Than General Funds**

Marjan Coester	Cathy Vaughn
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**Administrator & Confidential/Exempt - Award One-Year Contract
Contingent Upon Funding From Outside Sources:**

Carla Bee	Corrie Sommerfeld
Ellen Brown	Susan Taylor
Missy Olson	Daniel Wu

**Salary Recommendations - Full-Time Faculty
Fiscal Year 2013-2014**

Renew Regular Faculty Status & Step:

	<u>Step</u>		<u>Step</u>
William Armstrong	15*	Gregory Kuk	14
R. Clay Baumgartner	9	Kevin Mathweg	8
Andrea Bean	6	Michael Matteo	15*
Mariah Beck	15*	Linda Mayer	15*
Melinda Benton	11	Jillanne Michell	13
John Blackwood	8	H. NiAodagain	11
John Blakely	9	Nancy Nowak	15*
Sean Breslin	8	Joanne Richards	8
Geoffrey Brownell	8	Susan Rochester	12
Kenneth Carloni	15*	Emery Smith	10
Dale Champion	15*	Rod Snook	15*
Toni Clough	9	David Stricklin	15*
Katherine Cunnion	9	Crystal Sullivan	5
Amy Fair	8	Paula Usrey	10
Ian Fisher	8	Donna Wellington	7
Marie Gambill	15*	Deborah Whitaker	8
Jason Heald	15*	Susan Windsor	15*
Andre' Jacob	15*	R. Dee Winn	14
Beverly Jensen	12	Janet Woodcock	15*
Joy Jones	10	Bettie Wright	15*
Martha Joyce-Test	9	Cheryl Yoder	15*
Roger Kennedy	7	Charles Young	12
Brent Knapp	6		

Renew Regular Faculty Status - Soft Money/Grants, Contracts & Other:

(Contingent upon funding from outside sources)

	<u>Step</u>
John Druzik	15*
Nathan Fleming	6

Award Regular Faculty Status & Step:

	<u>Step</u>		<u>Step</u>
Sandra Hendy	9	Gregg Smith	9
Cheryl Palmer	7	David Wolf	5
Tamra Samson	6		

Renew Probationary Contract Status:

	<u>Step</u>		<u>Step</u>
Deborah Boyles	5	Stephanie Newman	4
Patrice Coate	4	Mary Stinnett	8
L, Mick Davis	6	Nicholas Tratz	5
Danielle Haskett	4	Vincent Yip	5
Joshua McDaniel	6		

Renew Probationary Faculty Status & Step - Soft Money/Grants, Contracts & Other:

(Contingent upon funding from outside sources)

	<u>Step</u>
Todd Mican	2

Non-Renewal of Contract: Mitchell Black
Brandon Green
Douglas Park-Sample

* At top step - no change from 2012-13