

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. 5 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, January 9, 2013

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 1-4

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.

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.	INTRODUCTIONS AND PRESENTATIONS		
	A. UCC Women's Basketball Team		
	B. Focus Presentation: Field Botany Program	Ken Carloni	p 5
VII.	ASUCC REPORT	Brenna Martin	
VIII.	ACEUCC REPORT	Debbie Hill	
IX.	UCCFA REPORT	Emery Smith	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 6-22
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
XIII.	NEW BUSINESS		
	A. Annual Enrollment Report	Dan Yoder	pp 23-24
	B. Strategic Plan Progress Report	Dan Yoder	p 25
	C. First Reading – Policy 611 Revision	Lynn Moore	pp 26-27
	D. Res. No. 4 – Approval to Spend Funds	Lynn Moore	pp 28-29
XIV.	BOARD COMMENTS	Chair	
XV.	ADJOURNMENT	Chair	

IMPORTANT DATES:

- Roseburg First Citizens Banquet, Fairgrounds, Jan. 24, 6 p.m.
- ABSD/GED Graduation, Jacoby Auditorium, Jan. 25, 7 p.m.

NEXT BOARD MEETING:

- Wednesday, February 13, Board Meeting, Board Room, 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: January 9, 2013
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Recommendation:

Recommend approval of:

Minutes of College Board Meeting of December 12, 2012 pp 1-3

Personnel Actions p 4

Recommended by:  _____	Approved for Consideration:  _____ U.C.C. President
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 12, 2012**

The Umpqua Community College Board of Trustees met on Wednesday, December 12, 2012 in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7 p.m., and the pledge of allegiance was given.

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

Others in attendance:

Joe Olson	Brenna Martin	Debbie Hill
Lynn Moore	Jason Aase	Michelle Bergmann
Janet Baxter	Emery Smith	Kelly Macha
Lee Salter	Lorrie Ranck	Ellen Brown
Linda Vellines		

Consent Agenda:

- A. Board Minutes of November 9, 2012
- B. Personnel Actions

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

Citizen Comment

There was no one signed up to speak this evening.

Introductions and Presentations

Vice President Moore introduced Michelle Bergmann, Dir. Of Financial Aid, along with Kelli Macha, Financial Aid Coordinator and Linda Vellines, Default Management Specialist, who presented a report to the Board on federal loans for students and the UCC Loan Default Management process. Ms. Bergmann passed out information to the Board showing the Oregon community colleges default rates for two-year (FY 2010) and three-year (FY 2009), as well as information about the sanctions or benefits associated with official cohort default rates, and topics presented to UCC students during our financial aid literacy seminars (a requirement by UCC). The Federal government is trying to make colleges more accountable for student loan debt. Currently, UCC's default rate is 25.4, which places us at 6th in the state. She explained the sanctions imposed on the college year-by-year, should we reach the default rate of 30. This year, we are only offering subsidized loans, and instead are offering more work study options, hoping to teach students to pay for their loans. We also have begun only providing loan amounts as students show the need for, not the asked for amount.

Dir. Yetter asked how the default rate is calculated. Ms. Macha said it is done by taking all students who enter repayment within a specific year. They are then watched over the next three years. When a student enters default, every college they ever attended is placed into default, even if the student was fine financially when they attended our school. Another question asked and answered included the difference between a subsidized and unsubsidized loan (student do not pay on the interest in an unsubsidized loan). The Board commended the Financial Aid Department for their proactive measures to assist students to succeed.

Motion: ~~I move for approval of the annual audit report as presented.~~ Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

ASUCC Report

ASUCC President, Brenna Martin reported on several activities from this past month including financial assistance for deer fencing for the community garden, the new library study carolls, assistance for a new club called the Monster Squad Club, attending the Oregon Student Color Conference, Thanksgiving food drive, homelessness awareness event, purchase of books Bridges Out of Poverty, finals week activities including the study-in and a stress-free zone, two giving trees with about 50 gifts donated, and lobbying in Salem. They are now in the process of revising the incentive for funding for the clubs.

December 9, 2012 College Board Minutes

ACEUCC Report

Debbie Hill, Chair of ACEUCC, reported appreciation for continued good working relationship with administration.

President Olson said he appreciated working with Debbie and with UCCFA Chair, Emery Smith. They will be attending a bargaining training soon with the idea of coming into negotiations in a different way.

UCCFA Report

Emery Smith, Chair of UCCFA, reported on non-interest based, collaborative bargaining, which is being considered for the bargaining process this spring. He passed out his written report (attached to the permanent minutes) in which he explained the principles of Interest-Based Bargaining. He, too, expressed appreciation for the working relationship with administration. This process does not work for all institutions, but because the relationship between the unions and the administration is good, all sides work together to make it a success.

President's Report

- Thanked Lynn for the financial aid report
- He asked Lee Salter to provide a political update. She said that Senator Wyden's office contacted her and asked to have his January Town Hall on campus on January 7 at 10 a.m. in the Lang Center. He would like to tour the building at 9 a.m. with the President and any board members that wish to come.
- Spoke about properties being viewed as possibilities for creating an Allied Health Center off campus using existing empty space. Whenever anything becomes a more definite possibility, he will immediately let the Board know. Dir. Rice asked about the possibility of the old Douglas Community Hospital building. It is a great property, but is not within the economic development zone of the City, which affects available matching funds. Dir. Bell asked about the timeline for a commitment before State funding would go away. Dr. Olson said June of 2015 is the deadline.

OCCA Board Report

OCCA Board representative, Bob Bell, passed out two pages of talking points regarding the OCCA legislative position for the 2013 session. One of the top issues this session will be the PERS reform. Some things being looked at are the COLAS for PERS members that retired with salaries higher than \$20,000 per year, as well as members who moved out-of-state and receive a tax break. The Community College ask from this session is still at \$510 million. The Governor proposes \$429 million. New Construction is also a topic of discussion, though changes may come. The amount remains at \$275 million. There is an OCCA Board meeting on Friday, so these will all be discussed.

Old Business:

Human Resource Director, Jan Baxter, presented for second reading approval the following new or revised policies. Policy 600.06 was presented by VP Moore. Most of the revisions were made to separate the policy from procedures.

Policy 302, Equal Employment Opportunity
 Policy 313, Standards of Conduct
 Policy 351, Separation from Employment (new)
 Policy 361, Background Investigations (new)
 Policy 362, Child Abuse Reporting Requirement (new)
 Policy 600.06, Investments

Motion: I move for approval of the second reading of the new and revised policies as presented. Motion by Dir. Miller, seconded by Dir. Yetter and carried unanimously.

New Business:

Dr. Jason Aase, Dean, presented the Academic Calendar for 2013-14 for Board approval. This calendar aligns with the k-12 system and other colleges in the State. This has been discussed at all levels within the College as well.

Motion: I move for approval of the Academic Calendar for 2013-14 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Dr. Aase, also presented for Board approval a sabbatical request from faculty member Honora NiAodagain for Spring term 2013. This would be a part-time sabbatical (release from two Spanish 103 sections) to do research in support of a

writing project and marketing of a completed novel.

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

Resolution No. 3 - Approval to Spend Funds

Vice President Moore presented for Board approval, resolution #3, which increases appropriations in the Special Revenue Fund - Grants and Contracts. Jasmine Filley was awarded \$2,000 for the implementation and enhancement of accelerated college credit programs from the Oregon Dept. Of Education, and Corrie Sommerfeld was awarded \$5,000 for a textbook resource project from the Oregon Community Foundation Ben Serafin fund.

Motion: I move for approval of Res. No. 3 for \$7,000 as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.

Board Comments:

- Chair Becker wished everyone a happy holiday.

Meeting adjourned at 8:05 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:

- Faculty Board Report
- Res. No. 3
- Policy 710.07, 302, 313, 351, 361, 362, 600.06



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Jan Baxter, Director of Human Resources
SUBJECT: Personnel Actions
DATE: January 9, 2013

Administrative/Confidential-Exempt Contract:

April Hamlin (reclassification)

Full Time Faculty Contract:

Stephanie Philo

Administrative/Confidential-Exempt Separation:

Art Brown


Full Time Faculty Separation:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Focus Presentation - Field Botany Class
Date: January 9, 2013

Science Dept. faculty member Ken Carloni will make a brief report to the board on the Summer 2012 "Field Botany of Southwestern Oregon and Northern California" (BOT203A) class. This hybrid online/field tour class, the first of its kind offered at UCC, was a great success on many levels, and a terrific learning experience for both students and the instructor. A short PowerPoint presentation will include photos from the trip, student feedback, lessons learned and an overview of strategies to make the 2013 class even more academically successful and financially sustainable into the future.

Recommended by: _____
Approved for Consideration:

U.C.C. President

**January Board Report
Joe Olson, President**

Significant Meetings:

- Dec. 6: Met with John Amoroso, Ford Family Foundation
- Dec. 7: Roseburg as a Destination – Partnership Meeting
- Dec. 8: Winston Cares Board Meeting
 - Follow-up South County meetings
- Dec. 11: Douglas County ESD monthly meeting
- Dec. 12: Monthly meeting with George Murdock, ESD
- Dec. 13: UCC/Douglas Timber Operators sponsored Unmanned Aerial Surveillance Seminar
- Dec. 13-14: OPC/OCCA Board Meeting in Salem (Agenda Attached)
- Dec. 15: Follow-up South County meetings
- Dec. 16: Met with George Murdock and Senator Kruse
 - Social meeting with Douglas County Superintendents
- Dec. 17: Monthly Budget review with Vice Presidents
- Dec. 18: Kelly Morgan at Mercy
- Dec. 19: Formal Accreditation phone report
- Dec. 20: Ag Teachers meeting
 - Volleyball feasibility meeting
- Dec. 21: Breakfast meeting with South County leaders

Monthly Faculty/Administration Labor Management

These monthly meetings continue to prove to be very effective towards building trust and improving communication. Though some topics are contract related, other topics bring to light issues that were not common knowledge. As an example, Administration was unaware of the use of office phones to monitor conversations in other offices. This is a complicated issue to explain in this paragraph, so I will ask Lorrie Ranck to give a verbal update at our meeting.

Meeting with OHSU

Recently, I had the opportunity to meet with the new Provost of OHSU, Dr. Jean Mladenovic, to discuss partnerships. The meeting was also an opportunity for a candid conversation of the needs of rural Oregon. I will follow-up on this meeting with a visit to OHSU.

Marketing

Lee Salter conducted a very comprehensive and productive search for a new Marketing Coordinator. Amanda Haines will begin service at UCC on February 4. I am very satisfied with this process and encouraged by the plans that are beginning to evolve. Amanda will have a solid basis, through our pre-planning with Dick Baltus, to form a marketing/branding effort.

OPC/OCCA Meeting

I have attached the agenda from these meetings, and I will provide a verbal assessment in conjunction with Bob Bell.

Oregon Presidents Council

December 13-14, 2012
Peter Angstadt, OPC Chairman

AGENDA
Thursday, December 13, 2012

Meeting Location

Oregon Community College Association – Salem, OR

Noon – 1:00 p.m.	Lunch and prep time	
1:00 – 1:30 p.m.	The Governor's Budget Recommendations	Andrea Henderson
1:30 – 2:15 p.m.	Governance	All
2:15 – 2:30 p.m.	Break	All
2:30 – 3:00 p.m.	OCCA Updates	Andrea Henderson
3:00 – 3:30 p.m.	CCWD Updates	Cam Preus
3:30 – 3:45 p.m.	Status Report - Outcome-based Distribution Model	Cam Preus
3:45 – 4:15 p.m.	K-12 Superintendent and Community College Presidents Meeting Update: Dual Credit	Cam Preus
4:15 – 4:45 p.m.	EMSI	Gabe Rench
4:45 – 5:00 p.m.	<ul style="list-style-type: none"> • Health Care Exchange Update • PERS Update 	Karen Smith
5:00 p.m.	Adjourn	
6:00 p.m.	DINNER: La Capitale 508 State St. Salem, OR Speaker: Representative Brian Clem	

Oregon Presidents Council

December 13-14, 2012
Peter Angstadt, OPC Chairman

AGENDA
Friday, December 14, 2012

Meeting Location

Oregon Community College Association – Salem, OR

8:00 – 8:30 a.m.	Breakfast and prep time	All
8:30 – 9:30 a.m.	OSU Leadership Program	Joe Johnson/OSU representatives
9:30 – 10:30 a.m.	Conversation with Rudy Crew	All
10:30 – 10:45 a.m.	Break	
10:45 – 11:30 a.m.	ESD and OEIB	James Sager
11:30 – Noon	Open Forum <ul style="list-style-type: none"> • Enrollment • Tuition • Contract Negotiations • Other 	All
	Other Items and Updates <ul style="list-style-type: none"> • Next OPC Meeting <ul style="list-style-type: none"> ○ January 17-18 OCCA offices, Salem OR • Next OCCA Board Meeting <ul style="list-style-type: none"> ○ January 18 (noon to 4:00 p.m.) Location to be determined 	
Noon	Adjourn	

**Board Report
Instructional Services
January 2013**

Dr. Roxanne Kelly, Vice President for Instruction

- Participated in a conference call with President Joe regarding our 3- Year Accreditation visit and Report. We look forward to receiving the Commission's final report.
- Leadership UCC class of 2012-2013 have made their choice for their class project. They will be getting benches for the bus stops and working on the community garden at Woolley Center.
- Attended a meeting with President Joe at Umpqua Business Center regarding Douglas County Partners for Student Success.
- Attended the Festival of Trees Mercy Foundation Fundraiser
- Happy Holidays from the Office of Instruction and the Instructional Leadership Team!

Dr. Ali Mageehon, Director of ABSD:

- The Academic Partnerships Office worked with the High School Connections committee to hold the annual High School Connections meeting for Douglas County high school counselors. The event was well attended and provided information to counselors about CTE programs, including health occupations, public safety, automotive, welding, and engineering. Information was also provided regarding scholarship opportunities, new student orientation and financial aid.
- Renewed contract with Smarthinking.com for another year of service. Smarthinking.com provides online tutoring 24/7.
- UCC Leadership has chosen the Woolley Center Learning Garden as one of its service projects for this year. UCC Leadership participants will be assisting in building raised beds in the early spring.
- The Learning Skills Director search committee had a successful search. Terrance Bradford was the finalist for the position and he will begin work on January 2nd.
- ABS started recruiting for a new accelerated learning cohort that will start in winter term. Students will co-enroll in ABS GED level courses and Microsoft Office Technologist Career Pathway Certificate courses over two terms.
- Kathleen Hutchison will begin work as the full-time Education Specialist at Wolf Creek Job Corps on January 2nd. This classified position will provide registration, payroll, and other administrative support on-site at Job Corps.

**Mark Williams, Dean of Career
Technical Education:**

CTE would like to wish everyone happy holidays.

Motorcyclists, led by Santa himself, rode in the Rudolph Run Toy Drive



on Saturday, December 15th. (If you look closely you may recognize Santa as being local – if you need help, just ask Jesse.) The toy drive is put on by several local businesses, including Cascade Community Credit Union. The motorcyclists start out at the credit union and make eight stops along the way to pick up donated toys. The toys go to the Department of Human Services for distribution to local children.

Art Brown's last day at the college was Dec 14th. He accepted a Dean's position at South Arkansas Community College. The Division and Allied Health departments will be working on how to manage the transition and plan for the future in January.

A couple of department items:

- PN program will be starting in January with a new and expanded cohort of 20 students.
- Engineering has been busy planning the 2013 Explore Engineering & Surveying event. Future engineering and surveying students will have the opportunity to network with local employers and representatives from Portland State University, Oregon State University and Oregon Institute of Technology. The event will be held on January 31st and will include a free dinner. For more information, go to <http://www.umpqua.edu/ees2013>.

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

- The SBDC is beginning planning for the second annual Douglas County Entrepreneurs' Fair.
- The SBDC has two companies enrolled in the "Grow Oregon" the State of Oregon's new economic gardening program.
- For the time period of 1/1/12 to 12/30/12 the SBDC increased the number of clients advised by 40% and in overall counseling hours by 38.9%.
- The Director has been named Vice-Chair of the Board of Directors of the Umpqua Business Center.
- The Workforce Department has been informed the College has been accepted to host an Open World Delegation from Ukraine in 2013. This will be the seventh delegation to visit UCC since 2007.
- The Director attended the Oregon Leadership Summits in early December in Portland. The Summits brings business, government, workforce and economic development leaders from around the state to discuss the economy and current economic development strategies in Oregon. The event is hosted by U.S. Senator Merkley, U.S. Senator Wyden and Governor Kitzhaber.

JOBS – Carla Bee, Director:

- JOBS is currently exceeding all performance measures.
- JOBS has been given an additional \$36,000 to hire a .75 FTE in Roseburg to assist with Work Experience placements and job development.

Community Education – Robin VanWinkle, Director:

- Three Community Education staff members attended the LERN Conference in Washington D.C. in November. They brought back valuable program ideas and trends in continuing education. The top promotion reminder was importance of the print schedule and mailings in generating interest in community education students. LERN officials presented one study

showing investment in printed schedules accounted for 15% higher enrollment than those not sending a term or semester schedule.

- During the month of December, CE staff will utilize the Lang Event Center to hold an annual in-service training for part-time instructors and a Best Customer Reception.

Jason Aase, Interim Dean of Arts and Sciences:

- Stephanie Newman has verbally accepted the Theatre Arts Faculty Position, and we anticipate her arriving on campus in February. Please join us in welcoming Stephanie!
- Three journalism students had articles written for class accepted for national publication:
 - Don Gilman's earthquake article was published via the Southern California Earthquake Center's website, sponsored by the U.S. Geology Service, FEMA, Earthquake Country Alliance, and the National Science Foundation.
 - Cindy McSperrit's Achieve the Dream article was published throughout Lumina's network.
 - Courtnee Marin's Phi Theta Kappa article was re-published by the national Phi Theta Kappa organization.
- Viticulture and Enology received a grant from the Erath Foundation for a special collection of wine related literary items and publications valued at \$25,000

David Hutchison, Library Director:

- The library hosted the Fall 2012 ASUCC Study In on December 1 to help students prepare for Finals
- During the quiet weeks of December the staff took the opportunity to update library laptop lending procedures
- Beginning with winter term, students from off campus can login to library databases, using their student ID numbers.
- The Library Director attended the Winter 2012 meeting of Oregon Community College Directors (online) and learned about digital learning objects management software, the timetable for planning for the next round of Statewide Database Licensing, the State Library budget, and minor changes for participants in the Orbis Cascade Alliance database licensing program
- The library renewed its annual membership with the Foundation Center to maintain its status as a Cooperating Collection of grant writing and nonprofit development resources

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – January 9, 2013**

STUDENT DEVELOPMENT

Academic Advising, Counseling, Testing, Disability and Career Services - Mandie Pritchard, Dir.

Winter Term New Student Orientation has served a number of students face-to-face and in person. A great deal of effort was put out by academic advisors and counselors to ensure students are starting off on the right foot for fall term. Thank you to the following NSO presenters: Caroline Hopkins, Corrie Sommerfeld, Lori Yeo, Deborah Whitaker, Marty Garrison, Mary Morris, Michael Olson, Sue Windsor, and Kira Oerman. An extended thank you also goes out to LaVera Noland, Admission Officer, and the UCC On-line Team Jeanine Lum, Doug Maupin and Joan Campbell for their technical support. Thank you to Nancy Hart, Jessica Richardson and Ben Horvath for assisting with the pre-registration process. Lastly, a thank you goes out to Chris Grant who has worked hard to bring all up to speed with the NSO components, training, scheduling and staff. Thus far, 89 students have attended a NSO in person and 24 online for the current month. Additional sessions are still available the first week in January.

UCC hosted 10 representatives from various high schools for the annual High School Connections Day (formerly the Principal and Counselor's Day) on December 11th. Presentations included Automotive, Fire Science, EMT, Welding and Nursing. Additional information provided included UCC Scholarships, New Student Orientation, and Priority Registration. Shannon Fye from South Umpqua High School also shared valuable information on South Umpqua School Districts Early College partnership with UCC.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

The ETS Advisors attended and/or helped present Financial Aid Nights at the various high schools. Cat Wilson attended the Roseburg High event on Dec. 5, Jennifer Vaughn helped at the Sutherlin/Oakland event on Dec. 11, and Brandi Hamilton helped at the South Umpqua event on Dec. 13. We have also been presenting about FAFSA individually with the students to prepare them for submission after Jan. 1.

Our seniors have completed 144 college applications. We have also processed over 263 fee waivers and/or payments for students to take the SAT or ACT. Seniors will continue to apply for a variety of colleges through February. Many scholarships are becoming available, and our focus with seniors will turn to those applications.

Upward Bound

The final performance report for the concluded grant cycle was submitted on Dec. 1. The report showed:

- 100% of our graduating seniors passed their Oregon assessments in reading and math.
- 80% enrolled in college in the fall term.
- 71% of our former graduates who started postsecondary education in fall 2011 were still enrolled in college in fall 2012.

- 80% of our students served during 2011-2012 were both low income and first generation college students.

The program currently has 50 out of 63 spots filled. We are heavily recruiting at SUHS to fill the remaining spots with students from southern Douglas county.

Financial Aid – Michelle Bergmann, Interim Director

Financial Aid Applications

5309 - Total applications to date for 2012-13

Financial Aid Awards

2034- Total awards packaged to date for 2012-13

Disbursements for the 2012-13 award year through 12/20/2012 total over \$5.4 million to 2034 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Michelle Bergmann and Kelli Macha attended the annual Federal Student Aid Conference in Orlando, Florida for 4 days. Each day consisted of 5 sessions on information in the following areas: Changes to the Verification process for 13/14, Pell Grant program updates, Audit & Program review findings, Title IV Reconciliation, FAFSA & Application processing updates, NSLDS & COD program updates, R2T4 training, FSA assessment tools, Loan counseling tools, Default Aversion Activities and Developing Effective Mandatory & Voluntary Default Management Plans. We came back with a wealth of information to incorporate into our next year planning.
- Provided a presentation to the Board with regards to UCC's Cohort Default Rate, how it compares to other Oregon community colleges, sanctions involved and preventative measures that our office is taking with students and with providing information to the college as a whole.
- Diana Kelly has provided several high school financial aid night presentations both on campus and at the local high schools.
- Ann Able has been working on a push of Federal Work Study funds by working on a wait list in an effort to provide more students with this opportunity for the Winter term.
- Successfully spent three days working with a SIG consultant on our Satisfactory Academic Progress Policy set up in Banner in an effort to line up our policy with that of the Federal Government requirements.
- Our next SIG consultant visit will be in February for the annual roll in Banner from the 12/13 to the 13/14 academic year in a continued effort to have the Banner Financial Aid system working smarter rather than harder.
- Continued weekly meetings with IT.
- Four Financial Aid Literacy Seminars have been given in preparation for Winter term with 1 more scheduled to occur before the term begins. Additional on campus presentations will be scheduled throughout the term. Online presentations continue to be available to students.

- Ann Abel hosted the Official VA meeting this past month.
- Packaging continues in an effort to assist our students with preparing for the upcoming term.

Recruiting Department – Richard Robles, Recruiter

During the months of November and December, the Recruiter organized and hosted two large school groups from **Coquille Middle School** and **Yoncalla High School**. With the help of the Applied Science, Automotive, Culinary Arts, CIS, Fine Arts, and Science departments, 80 students were provided with great information about preparing to attend college and the key characteristics of Umpqua Community College. **Yoncalla High School** was able to bring all of their 11th and 12th grade students to UCC's campus, to hear about programs of study, financial aid, scholarships, and the TOP program, with the hope of promoting post-secondary options to students who may not have thought about attending college.

School visits in December, to talk to over 90 interested students, included the high schools of **Roseburg** and **South Umpqua**. **Roseburg high school's** visit included only seniors who were interested in attending UCC in the fall while **South Umpqua's** visit was to help their Dual Credit students register for winter term courses. Other visits to **Sutherlin, Douglas, Glendale, and North Douglas** are planned for January along with continued visits to Roseburg and South Umpqua.

A very successful High School Connections Meeting (formerly High School Counselor's Day) was organized and held on December 11, by the High School Connections Committee. Twelve counselors from local area schools, both large and small, attended the event in the Lang Center in which the participants were informed about Programs on campus, Financial Aid and Scholarship issues, and New Student Orientation requirements.

Side-note: The Men's Basketball team and the Athletic Dept. hosted a three-day tournament on December 14-16th, featuring eight teams from Oregon and Washington. The Men's team will be on a short break for Christmas but will be back on campus to organize a basketball camp for 6th-8th grade girls – in conjunction with the Women's team – on December 27th and 28th. Along with providing a service for the local youth, the camp will also act as a fundraiser to offset tournament costs and travel. The Men's basketball team will also implement a camp for the **Boys & Girls Club** on January 2nd and 3rd.

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

- The purchase of the driver's education vehicle for the Community Ed department has been completed.
- Purchased additional tables and chairs for the tutoring center to accommodate more students.
- Coordinated the purchase of seven new study carrels for the Library.

- Purchase order expenditures, performed by Purchasing, totaled to \$78,672 for the month.
- Testing has been done on the purchasing and vendor components of the Banner system before the IT department did their upgrade.

Budget Office – Rebecca Redell, Director

The internal budget committee has been finalized and consists of the following:

Classified	-	Chris Morgan
Classified	-	Judy Ode
Faculty	-	Dee Winn
Faculty	-	Bill Armstrong
Admin/Exempt	-	Marjan Coester
Admin/Exempt	-	Robin VanWinkle
Student	-	ASUCC Business Manager

The first meeting of the committee will be January 16th at 3:30.

Safety, Security & Custodial – Steve Buchko, Director

Custodial:

- Continuing the deep cleaning of buildings (carpet cleaning, windows, etc.)

Security:

- Conducted Tactical training on campus (12/14/12)
- Working with IT to upgrade Emergency Notification system

Vice President for Administrative Services and Student Development – Lynn Moore

I believe that the only thing more important than staying focused on student success, is maintaining a healthy and safe education and work environment for all students, employees, and our community.

To this end, I am extremely proud of Steve Buchko and his efforts in coordinating with Douglas County law enforcement in the design and implementation of the first Regional Tactical Training event on campus the evening of Friday, December 14, 2012. Steve will include some of the highlights of his formal de-briefing with the authorities in his presentation to the UCC Board of Trustee at the February board meeting.

As we bring 2012 to an end, I believe I can safely say that all of us at UCC are very thankful for the developing and mutually beneficial relationship with our local law enforcement partners.

Board Report – January 9, 2012
Jan Baxter, Director of Human Resources

Recruitment began or continues for the following positions:

Current Postings

Internal Promotional Opportunities

- PT Administrative Secretary: Community Education (CTC)
- FT Scholarship & Donor Relations Coordinator

Full – time

- Classified
 - Web Developer
 - Database Administrator/ Systems Administration – LINUX

Part-time

- Classified
 - EMS program Assistant
 - Automotive – Lab Aide & Tool Room Assistant
 - Academic Advising Specialist-Open until filled
 - Front Desk Assistant- Open until filled
- Faculty
 - Speech Communication Instructor

Positions In-Process/Filled/Closed

- Catering Assistant
- Marketing Coordinator
- PT Bookstore Clerk
- PT Evening Custodian
- Theater Arts Director
- Perkins Career Network Specialist
- Learning Skills Director
- Education Support Specialist (WCJC)
- PT Accommodations Specialist

HR Department

- Oregon's minimum wage increased to \$8.95 effective January 1, 2013. Affected employees have been adjusted to the new amount.
- Revision of HR policies and procedures are in progress.
- We are implementing our online training on respectful workplace and child abuse reporting.
- Jan and Kelley have completed introductory Banner training.
- The annual IPEDS Report has been completed for HR.
- Kelley represents UCC on the Oregon Employers Council of Douglas County and has been placed on the committee for the upcoming JOB EXPO.
- We've developed a spreadsheet for employee evaluations and department directors are receiving direction about evaluations that are due.
- Our filing backlog has been addressed, including removing and shredding old unnecessary documents to make room for current needs.



**BOARD OF
DIRECTORS**

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Neil Hummel

Vice President

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Neal Brown

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Elaine Cheney

Jerold Cochran

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Jean Loosley

Mo Nichols

Tom Nelson

Kathleen Nickel

Joe Olson, Ph.D.

Brian Pargeter

Bob Ragon

Alanson Randol, DDS

Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

**EXECUTIVE
DIRECTOR**

Dennis O'Neill

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

General Board Meeting

The General Board Meeting in January of each year is the organizational meeting for the Foundation. Lee Paterson's term as President concludes at this meeting. Lee has been an extraordinary President who will be remembered as the leader of our first capital campaign and an active member of our Executive Team on the Bond Levy Campaign. Lee will be leading a small committee to evaluate the possibility of the UCC Foundation setting up a C-Corp similar to Northwest Innovations at Chemeketa which is wholly owned by the Chemeketa Foundation. The investment landscape is changing and traditional models are marginally productive. The Foundation Board looks forward with great anticipation to recommendations that will be made by Lee's committee.

A new President and Vice-President will be selected at the General Board Meeting. Committee leadership positions will be filled by the new President and members of each of the committees will be selected. Kudos to Steve Feldkamp and his new Budget Committee members who are guiding the development of a great relationship with the team at Wicks, Emmett CPAs. We especially appreciate the ability to consult with our Wicks Emmett partners who have decades of non-profit finance experience.

We look forward to reporting the changes to the makeup of the Foundation Board.

End of Year Gifts

December is highlighted by many end-of-year gifts typically led by mandatory distributions. We were pleased to have Paul and Lory Utz provide significant additional funds to their *Paul & Lory Utz Engineering Endowment*. Paul was pleased with the results of the first year of his endowment in which two scholarships were awarded in the amount of \$2,500 to each student. The intent of the scholarship is to provide a scholarship for a first and second year student who will be transferring to a university upon completing their program at UCC. The additional funding will now provide for an additional two \$2,500 scholarships.

Foundation Board member Dale Ritter and fellow UCC retirees Warren Schwartz and Allan Gould provided matching funds to fully endow the *Joey Bouwsema Memorial Scholarship Fund*. Matching funds were offered by the Foundation. Joey was a pre-med student at UCC when she was fatally shot in 1984. Family and friends started the endowment but it languished without sufficient funds to achieve the \$10,000 minimum threshold. The Bouwsema family has been greatly moved by this generosity.

Director Activities

- Weekly area meetings with staff groups
- Bi-weekly individual staff meetings
- Vendor/external service partner meetings, Banner group, vendors, and consultants

Lab Refresh

We utilized the winter break to re-image some of the labs and prepare the computers for winter classes. We've moved to cycle that breaks up the lab upgrades and reimaging throughout the year rather than all during the summer which makes the process more manageable and allows us to be flexible with installations and support. We will soon be piloting a virtualized lab environment that can be managed from one central hub.

Emergency Notification System

Staff have been collaborating with security this past term to make our emergency notification system efficient and consistent for the campus community. Our goal is to use the capabilities in Banner in order to automate the system and streamline notification of to users. We estimate that this will be in place and working by the beginning of winter term. We have also researched other options and will meet with vendors in January.

IT Infrastructure (hardware and software) Migration

The Angel LMS and all accompanying data were migrated to the new data center. We are also working with small campus groups in migrating email to the new exchange server. Clean up efforts and finetuning of the storage and server settings will be addressed in the next few weeks.

Course Evaluation Survey

Information Technology staff have been involved this term in setting up the course evaluation survey to run in selected CTE courses. The scrubbing of data is complete and our next step is setting up reports. We are also in the process of scheduling additional training with several staff members so we have a shared knowledge base and can use the system more fully.

Web Service Projects

With the recruitment effort for a full time Web Developer underway, we are maintaining our contracted Web Developer for another two months to ease the transition and provide basic maintenance of our website. Several pages have been developed or reworked over the past term and we have begun to streamline content by removing dated information and organizing how information is presented on our site.

UCCOnline + Educational Technology Projects

Staff have been researching options to improve academic integrity in online testing environments remotely and on campus. One particular product locks down the web browser so students cannot access unauthorized websites or copy assessment questions during testing.

We are working with OCCDLA (Oregon Community College Distance Learning Association) to deliver a series of professional development webinars available to faculty and staff with a focus on online teaching and learning and educational technologies.

Staff are continuing to provide advanced support to faculty as they prepared their courses for winter term.

ACEUCC
Board Report
January 9, 2013

The association is gearing up for bargaining - still learning about interest-based bargaining but so far looks like it will be an easier process. We have a good group and hoping to make it as painless as possible.

We all enjoyed the break (and the extra day) and came back at full speed to get ready for winter term.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

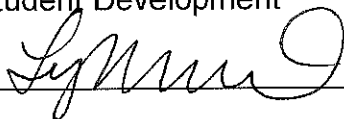
Information Item
 Action Item

Subject: 2011-2012 Enrollment Report

Date: Jan. 9, 2013

Dan Yoder will present the 2011-2012 Enrollment Report.

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



Approved for Consideration:



U.C.C. President

Executive Summary 2011-2012

This academic year marks the beginning of enrollment returning the college to its historical pattern post the “Great Recession” enrollment bubble. Students returning to college due to the recession to advance their education and/or train for a new career are in the process of completing their program of study and moving forward with their lives. Just as enrollment increased in uneven amounts over a two year period these students will finish their programs throughout 2011-12 and 2012-13 academic years. This is the normal historical enrollment progression as experienced in prior economic downturns for our service area.

- The final state FTE figure, with all adjustments, is 4,576.99 FTE a decrease of 347.73 FTE or 7.1%.
- New/Reactivated programs for 2011-12:
 - Early Childhood Education
 - Infant/Toddler Pathway Certificate
 - Pre-School Pathway Certificate
 - Level 2 Pathway Certificate
 - Microsoft Office Networking Support Technician Pathway Certificate
 - CISCO Networking Support Technician Pathway Certificate
 - Surveying Pathway Certificate
 - Water Quality Pathway Certificate
- Web-provided classes expanded from 424 classes in 2010-11 to 471 classes in 2011-12, an increase of 47 classes or 11.08%.
- Community Education had an increase of 19 reimbursable FTE and 34.5 non-reimbursable FTE. Reimbursable gains were related to enrollment gains in self-improvement courses and new course offerings such as Waste Water Treatment Exam Preparation. Non-reimbursable FTE gains were due to the addition of Financial Literacy Seminars and New Student Orientation sessions.
- Health and Human Performance department increased by 30%. This is largely due to the addition of online web-based Health and Human Performance classes while maintaining current face-to-face class offerings.
- Small Business Development center FTE was reduced as a result of substantial funding cuts to the Oregon Department of Human Services in the last legislative session resulting in a redesigned the JOBS program that incorporates very little classroom training.
- Workforce Development increases is due to the development of additional community partnerships and a contract with Roseburg Forest Products to deliver a training series on American Production and Inventory Control Systems (APICS).
- The average age for credit students was 28.69 years, a decrease of .39 years from the previous year.
- The number of Associate level degrees awarded increased 57 from 434 for 2010-11 to 491 for 2011-12 for a 13.13% increase.
- Of June 2011 Douglas County public high school graduates, 330 or 34.85% attended UCC for the 2011-12 academic year.

Dan Yoder
 Umpqua Community College
 Director of Institutional Research and Planning

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

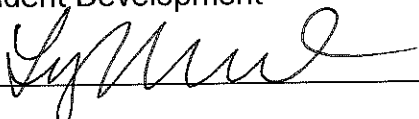
Action Item

Subject: Strategic Plan Progress Report

Date: January 9, 2013

Dan Yoder will present a progress report of the Academic Year 2011-2012 of the Strategic Plan 2008-2013.

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

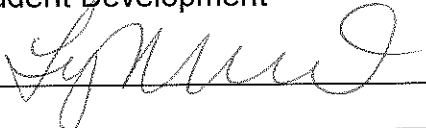
Information Item
 Action Item

Subject: 1st Reading Proposed Policy Revision Date: January 9, 2013

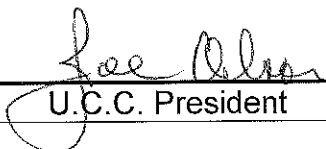
The following policy revision has been reviewed by College Council and is coming to the Board for approval.

Policy #	Policy Title
611	Business and Travel Expense

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



Approved for Consideration:


_____ U.C.C. President

Policy Revision – Administrative Services

POL#611: BUSINESS AND TRAVEL EXPENSE

12/11/12

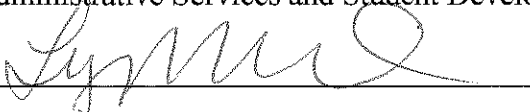

Current Policy	Proposed Policy
<p>Personnel whose duties require travel are to have advance approval. All official travel out of district must be authorized by the immediate supervisor and Vice President. Requests for travel exceeding the budget must receive the President's approval. The final approval authority for out-of-state travel will be the President.</p>	<p>Employees whose duties require travel are to have advance approval. All official travel out of district must be authorized by the immediate supervisor. All official travel out of the state must be approved by the President.</p>

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #4, Approval to Spend Funds	Date: 1/9/13
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Chris Lake was awarded \$5,000 for the viticulture program from the Oregon Community Foundation, and \$20,500 for a library and special collection from the Erath Family Foundation.

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. 4 - FY 12-13
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$5,000 from the Oregon Community Foundation to support the viticulture program and \$20,500 for a library and special collection related to the viticulture program from the Erath Family Foundation ;

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 \$25,500 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	12-13 Budget Through Resolution 3	Adjustment	12-13 Budget Through Resolution 4
REVENUES:	\$ 4,771,190	\$ 25,500	\$ 4,796,690
EXPENDITURES:			
Instruction	\$ 2,627,363		\$ 2,627,363
Instruction Support	575,623	\$ 25,500	601,123
Student Services	1,508,204		1,508,204
Community Services	60,000		60,000
TOTAL	<u>\$ 4,771,190</u>	<u>\$ 25,500</u>	<u>\$ 4,796,690</u>

ADOPTED this 9th day of January, 2013

 Clerk of the Board

 Chairman of the Board