

UMPQUA COMMUNITY COLLEGE

Umpqua Community College provides accessible and affordable quality college education; life-long learning opportunities; workforce training, and cultural programs for our communities.

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| <p><b>UCC Board of Trustees Goals, 2012-13</b></p> <ul style="list-style-type: none"> <li>• Finalize/Adopt Strategic Plan for 2013-18</li> <li>• Review Dashboard &amp; ensure alignment with Strategic Plan</li> <li>• Review &amp; Implement Accreditation Recommendations</li> <li>• Finalize Facility Master Plan, including utilizing state match for Allied Health Science Building</li> <li>• Implement findings from Campus Climate Survey</li> <li>• Increase Board involvement in advocacy during legislative session</li> <li>• Establish process for more regular policy review by Board</li> </ul> |
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VOL. XLVII, No. 3 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, November 14, 2012  
Board Work Session with Auditor to hear audit report at 5:30 p.m. in Board Room

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 Vice Chair Miller

II. ATTENDANCE Vice Chair Miller

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 Vice Chair Miller

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.

<b>VI.</b>	<b>INTRODUCTIONS AND PRESENTATIONS</b>		
	<b>A. Annual Audit Report</b>	<b>Lynn Moore</b>	<b>pp 5-6</b>
<b>VII.</b>	<b>ASUCC REPORT</b>	<b>Brenna Martin</b>	
<b>VIII.</b>	<b>ACEUCC REPORT</b>	<b>Debbie Hill</b>	
<b>IX.</b>	<b>UCCFA REPORT</b>	<b>Emery Smith</b>	
<b>X.</b>	<b>PRESIDENT'S REPORT</b>	<b>Dr. Olson</b>	<b>pp 7- 26</b>
<b>XI.</b>	<b>OCCA REP. REPORT</b>	<b>Dir. Bell</b>	
<b>XII.</b>	<b>OLD BUSINESS</b>		
	<b>A. 2<sup>nd</sup> Reading, Rev. Policy 710.07</b>	<b>Lynn Moore</b>	<b>pp 27-28</b>
<b>XIII.</b>	<b>NEW BUSINESS</b>		
	<b>A. Early Retirement Request</b>	<b>Jan Baxter</b>	<b>pp 29-30</b>
	<b>B. Res. No. 2 – Approval to Spend Funds</b>	<b>Lynn Moore</b>	<b>pp 31-32</b>
	<b>C. 1<sup>st</sup> Reading Proposed New &amp; Revised Policies</b>	<b>Jan Baxter</b>	<b>pp 33-40</b>
<b>XIV.</b>	<b>BOARD COMMENTS</b>	<b>Vice Chair</b>	
<b>XV.</b>	<b>ADJOURNMENT</b>	<b>Vice Chair</b>	

**IMPORTANT DATES:**

- November 13, Foundation Donor Dinner, Fairgrounds, 6 p.m.
- Festival of Trees, 7 Feathers, November 30, 6 p.m.



**NEXT BOARD MEETING:**

- Wednesday, December 12, 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: November 13, 2012
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of October 10, 2012 pp 1-3</p> <p>Personnel Actions p 4</p>	
Recommended by: 	Approved for Consideration:  U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
October 10, 2012**

The Umpqua Community College Board of Trustees met on Wednesday, October 10, 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:** Vanessa Becker, Bob Bell, Sharon Rice, Joe Yetter, Betty Tamm, Wendy Weikum and Elin Miller

**Others in attendance:**

Joe Olson	Brenna Martin	Debbie Hill
Lynn Moore	Jason Aase	Marjan Coester
Roxanne Kelly	Ali Mageehon	Victoria Sawyer
Janet Baxter	Lorrie Ranck	Chris Lake
Lee Salter	Robynne Wilgus	DeeWinn
Steve Kelly	Dan Yoder	Ken Smith, IE3

**Consent Agenda:**

- A. Board Minutes of September 12, 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**

Steve Kelly, South Umpqua School District Superintendent, expressed appreciation for Dr. Olson and staff for their contribution to the monthly school superintendents' meetings and for being open to ideas and collaboration. He noted that his district recently took in \$15,000 from a fund-raiser as seed money for a high-tech computer lab in hopes of attracting the College to offer more classes in south county. It is hoped to raise somewhere between \$100-150,000 in total. Currently, classes being taught on campus by the College (other than dual enrolled) are culinary and visual arts which are well-attended. He ended by stating how much they enjoy the partnership with the College.

**Introductions and Presentations**

The UCC Women's Volleyball Team was introduced to the Board by their new coach, Chris Werner. Each member of the team stated their name, where they are from and their major of study at UCC. They reported on how the season is going and invited the Board to come out and watch them play.

Focus Presentation: Chris Lake, Dir. Of The Southern Oregon Wine Institute at UCC said the SOWI students will begin processing their first grapes (Syrah) this Friday. Also this Friday, the Oregon Voc-Ag Teachers Association will be holding their annual conference at the Lang Center. We will be participating by providing classes in enology and viticulture. Chris then presented a report to the Board on IE3 (internship experience). We currently have a student in Spain as a part of this partnership. He introduced Ken Smith of IE3 Global Internships, who noted we now have a signed agreement and thanked us for that. He said IE3 is an Oregon University System program. They also have a partnership with Lane CC. He passed out brochures which explain the program and what they do. They have a total of 150 sites worldwide. All have English speaking base, so students do not have to know the language of the country which they go to. The experience is a 36-40 hours/week for a minimum of 10 weeks, so it is a full-time job. He said they do not do short-term medical mission programs.

He was asked by the Board if there are costs to students for participating in this program. The answer is yes, there is a program fee, airfare and living expenses. Sometimes some of those expenses are covered by the country they are going to by living with a host family. This is a credit-bearing program, so financial aid is applicable.

**ASUCC Report**

ASUCC President, Brenna Martin reported on various activities being held this term. A campus enrichment grant was awarded to bring in the Reel Rocks Video; held a welcome event for students, held a voter registration, worked with PTK on ways to recruit new members, selected a new student Senator, Jessie Nixon, a visual communication major. The first proposals will be heard and voted on next week. One is for a 1-time gas card available for students who are

## October 10, 2012 College Board Minutes

waiting for their financial aid to begin. The second proposal is for a documentary on saving refugees from China to North Korea. This Friday they will be handing out root beer floats at the voter registration. They gave away pizza the first day. On Friday, October 26 will be an overnight camp-out and call it Thriller Night, with Rocky Horror showing at midnight.

### ACEUCC Report

Debbie Hill, Chair of ACEUCC, reported that fall term is off to a good start. They are getting ready for their annual retreat on October 26 in the Lang Center. They will hear about benefits and building a healthy workplace.

### UCCFA Report

Dee Wimm, UCCFA, filled in for Emery Smith this evening who is out ill. He reported a meeting today of the leadership team. He said all is going well for faculty.

### President's Report

- Met with School Superintendents yesterday and discussed the idea of having a few of the smaller high schools come to campus for a day's visit. Those who are interested are South Umpqua, Yoncalla, Camas Valley and Oakland.
- Toured the Child Care Center yesterday with Jan Baxter. Ronda Stearns showed them around and they had fun with the small students!
- Harvest Fall Festival on campus is scheduled for October 19 from 1-3 p.m. This was hugely attended last year.

### OCCA Board Report

OCCA Board representative, Bob Bell, said there has not been a meeting, but he has sat in on one phone conference this week. The OEIB is holding meetings throughout the state for 0-20 grades. There are three that will be held nearby, Oct. 17 in Eugene at the UofO; Oct. 24 in Medford at N. Medford HS; Oct. 25 in Coos Bay. It would be nice if some board members as well as students and staff could attend.

Also discussed on the conference call was Achievement Compacts. The outcome was that it will be important to keep staff and faculty involved. Though not directly, these will come to play in how we are funded. The next conference call will include a PERS discussion and the impact on budgets.

### Old Business:

Chair Becker noted, that as stated at last month's meeting, the Board had held it's first evaluation of the President. This first evaluation was conducted through a 360 degree, whereby a survey tool was taken by selected staff, faculty, community, and the Board themselves. The Board met with President Olson last month in executive session to conclude the evaluation and work with Dr. Olson to come up with goals for this year. Strengths, focus areas and goals were included in this month's Board packet. Chair Becker said the Board is happy with this process and appreciate everyone's participation. Dan Yoder was thanked for putting together the survey and results. They will address further this evaluation in February.

**Motion:** I move for approval of the goals for the 2012-13 year for Dr. Olson as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

### New Business:

Dr. Moore, Vice President for Student Development and Administrative Services, presented for first reading approval by the Board, a revised policy 710.7, Tuition Waiver for Dependents of Fallen Oregon Service Members (attached to permanent minutes). She noted this policy has been reviewed by Executive Cabinet and College Council. The changes made in this policy align it to those at the other community colleges in Oregon and as directed by the State Legislature.

Dir. Tamm asked how many students we anticipate using this. Dr. Moore said we currently have 10 students who are attending school under this policy. Dir. Bell said that at one time it was noted that 110 students statewide were eligible.

**October 10, 2012 College Board Minutes**

**Motion:** I move for approval of the first reading of Policy 710.7 revisions as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

The Board of Trustees met in a retreat in August and discussed at length the Campus Climate Survey. Then again a work session on October 3 the Board finalized recommendations with regard to the Campus Climate Survey. This survey was introduced to all staff last spring and conducted by Dan Yoder, Director for Institutional Research, Planning and Compliance.

Mr. Yoder and the task force were commended for a great job in creation of the survey and processing of results. These will now be posted to the UCC website. Mr. Yoder asked the Board if they wished to conduct the survey again next spring or would they like to wait until their recommendations had been in effect for awhile. The Board said they would consider this and make a decision by the first of the year.

This survey, results and recommendations will now be posted on the College website.

Dr. Olson said he is putting together a group of staff members to help him with ways to move forward with some of the recommendations.

**Motion:** I move for approval of survey results and recommendations of the Campus Climate Survey as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

**Board Comments:**

- Chair Becker reminded the Board of the Accreditation visitation this month and thanked all the staff involved.
- Chair Becker said she will not be available for the November Board meeting, so Dir. Miller will run the meeting.
- Dir. Bell said he was glad to see policies coming through the revisions process.

Meeting adjourned at 8:10 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:  
Policy 710-7



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Jan Baxter, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: November 14, 2012

**Administrative/Confidential-Exempt Contract:**

Daniel Wu, UB Assessment and Program Development Specialist, October 29, 2012

**Full Time Faculty Contract:**

**Administrative/Confidential-Exempt Separation:**

**Full Time Faculty Separation:**

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item

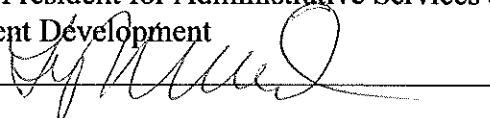
Action Item

Subject:  
 Audit Report FY 2011-12

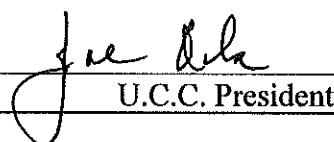
Date: November 14, 2012

The Board is requested to accept the 2011-12 Annual Audit Report. The complete report was previously submitted to the Board of Directors. The summary of auditors' results is attached.

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



Approved for Consideration:

  
 U.C.C. President



**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section I – Summary of Auditors' Results**

***Financial Statements***

Type of Auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

Any GAGAS audit findings disclosed that are required to be reported in accordance with section 505(d)(2) of OMB Circular A-133?  Yes  No

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?  Yes  No

**Identification of major programs**

**CFDA Number(s):**

**Name of Federal Program:**

84.063, 84.268, 84.033, 84.007 and 93.925  
84.048

Student Financial Assistance Cluster  
Vocational Education

Dollar threshold used to distinguish between type A and type B programs: \$ 363,093

Auditee qualified as low-risk auditee?  Yes  No

**NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Reports

Date: November 13, 2012

ASUCC Report

Brenna Martin

ACEUCC Report

Debbie Hill

UCCFA Report

Emery Smith

President's Report

Dr. Joe Olson

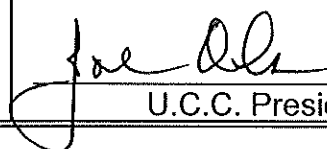
OCCA Board Report

Dir. Bob Bell

Recommended by:

Approved for Consideration:

\_\_\_\_\_

  
 U.C.C. President

## November Board Report

Joe Olson, President

### Significant Meetings:

- Oct. 9: Douglas County Superintendents' Meeting.
- Oct. 11: Dinner and expo at Southern Oregon University
- Oct. 12: Oregon High School Ag. Teachers
  - First Crush at SOWI and Lang Center
- Oct. 13: Day in South County
- Oct. 16-17: Lee, Chris, Roxanne and Joe in Walla Walla
- Oct. 18: Faculty Assoc. Labor Mgmt. Committee
- Oct. 19: Meeting with Gary Leif, Roseburg City Councilor Tom Ryan, Jeff Bright and Roseburg City Manager Lance Colley re: Allied Health
- Oct. 20: Sutherlin Visioning Meeting
  - Harvest Festival on campus
  - Volunteer at Brew Fest
- Oct. 22-24: Accreditation Team Visit
- Oct. 23: Healthy Forests meeting
- Oct. 24: Wayne Shammel at tribal offices
- Oct. 25: OEIB Budget forum in Medford
- Oct. 26: Presidents Meeting in Medford
- Oct. 27: Day in South County
- Oct. 30: OSBA dinner meeting on campus
- Oct. 31: Health Benefits Committee meeting (first for 2012-13)
- Nov. 1: Champions for Kids Mtg. with Lee
  - Joe and Dan at noon Rotary

Accreditation: The full report will be sent to the College within the next couple of weeks. Ali and Nancy continue to work wrap-up issues, but the process goes on as part of our continuing efforts to promote student success. You will continue to see this (UCC) SUCCESS tag. The validation of the accreditation process is rewarding, particularly as we work on our other major efforts; Achieving the Dream, led by Mark & Dan and planning and climate survey initiatives also led by Dan.

Presidents' Meeting: I have enclosed the agenda from the last Presidents' meeting, along with an announcement of the OEIB budget meeting, both of which took place in Medford. The agendas were relatively light, but they serve as a means to keep the Board informed.

Sutherlin Outreach: Over the last few weeks, I have participated in meetings that were called by Jerry Gilham, the "new" city manager. These meetings have been held to help forge a new vision for the City and to improve communication among city departments and county leaders. The City conducted an all-day visioning meeting on Saturday, October 20. Pete and I were able

to represent the College, and I have reason to believe that this interest in Sutherlin is bringing results.

South County Outreach: I continue to spend most Saturdays in South County at various informal meetings ranging from business visits to other lunch or breakfast meetings. I enjoy these ventures and the acquaintances I am making. At a Myrtle Creek chamber meeting, Steve Kelly and I decided to co-sponsor a meeting in the spring. This will be UCC's first co-sponsor.

Tribal Outreach: You know that we have a strong connection with the Cow Creeks. I have been working to strengthen that relationship, and after productive meetings with Ron Doan and Wayne Shammel in October, comes a meeting with Wayne and Michael Rondeaux on Wednesday, November 14. News to follow.

**Board Report  
Instructional Services  
November 2012**

**Dr. Roxanne Kelly, Vice President for Instruction**

- In light of recent EC level personnel changes, the Library Director, David Hutchison now reports directly to me and is a member of the Instructional Leadership Team.
- Fall term is off to a busy start with our Instructional meetings, Curriculum Committee, Instructional Council and Department Chair meeting.
- Along with Dr. Olson and Lee Salter, I visited Walla Walla Community College and the city of Walla Walla, Washington. We were able to visit the Enology and Viticulture Center on their campus and gain insights into how the community has reinvented itself with a focus on the wine industry.
- I continue to participate in the Leadership UCC project. This is a wonderful opportunity to work with our staff and faculty to enhance their leadership skills.
- The NWCCA Accreditation Visit took place October 22-24. We hosted a five member review team that represented the commission who came from peer institutions in Washington. The visit was intense and interesting but the College's Accreditation Committee did a great job preparing for the visit. We anticipate receiving a draft report within the next week or so. Thanks to all who helped make this a successful three days!

**Dr. Ali Mageehon, Director of ABSD:**

- ABS is putting together a second accelerated ABS to college cohort that will begin in winter term. Students enrolled in the cohort will take a combination of skills review courses in writing, math and reading, as well as the five credit courses that comprise Microsoft Office Technologist pathways certificate and a student success course.
- The accreditation visiting team was at UCC from Oct. 22 – Oct. 24. The accreditation committee worked throughout October on final details for the site visit.
- The Academic Partnerships Office is working on coordinating the annual Career and Technical Articulation workshop which will be held at UCC on November 14 from 4 – 6 p.m. in the Danny Lang Center.

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

- The accreditation visit provided a moment to reflect on all the incredible work that is happening across the college, and showcase work in CTE.
- Allied health is conducting NSRC trainings in Pediatric Advanced Life Support (PALS), Trauma Nurse Core Curriculum (TNCC) and Advanced Cardiac Life Support (ACLS); Lesa Beth Titus from Mercy Medical Center Emergency has been hosting Med-Surg/Peds education days using the NSRC and "CHIP," the infant simulation manikin for skills review for MMC RNs; the NSRC will be housing the Ukrainian Open World Delegation on Nov 6<sup>th</sup>.
- The Entrepreneurship Club had its first meeting of the academic year. It was well attended, and we anticipate that the excitement for this Club and for entrepreneurship will grow thanks in part to the \$2500 grant that the Club received. With the grant money, students will work towards producing and selling a product over the next several months thus gaining experience as entrepreneurs.

- Paralegal is providing Lexis-Nexus access to second-year students so that they have access to industry-standard software. This would not be possible without help from the Foundation.
- Culinary Arts did a cooking demonstration in conjunction with a Douglas County Mental Health AmeriCorps volunteer, working to improve the health of the families by limiting reliance on fast foods and prepared foods. The Bistro is taking reservations - ASUCC has provided for renovation of the Bistro to enhance the overall look. We are very appreciative of the generosity of the Student Government.

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

- The SBDC has surpassed all of their key performance goals for the past six months. Although not a key metric, the Center, not unlike the rest of the College, has seen a downturn in seminar attendance.
- The Center recently held an orientation for the Small Business Management Program (SBM), an eighteen month cohort program for existing businesses at least three years old. As part of the orientation, five alumni from last year's program offered testimonials and each of the five offered that despite the current economic situation in the last two years, all them had experience positive growth in their revenues, which they attributed to their work with the SBM
- The Workforce Department is busy preparing for the Open World Delegation from Ukraine set to be in Roseburg from November 3 - 11.
- The Department recently hosted a roundtable conversation with Congressman Peter DeFazio where he met with local businesses and partners who work with the College. Board Member, Betty Tamm was in attendance both as a board member and as a "partner".

**JOBS – Carla Bee, Director:**

- JOBS have received additional funding to hire a Teen Outreach Coordinator. Shannon Rinkle, a UCC alumni and current employee in the JOBS Oregon Food Stamp Employment and Training Program is being promoted to the position.
- JOBS have been at full capacity in all contracted services. Their capacity and funding has been increased to assist the increase of students currently enrolled in Voluntary Work Experience.
- Director Carla Bee and Sylvia Metsig, Work Experience Coordinator, will attend this year's AAWCC (Oregon Chapter) Conference on November 8 & 9.

**Community Education – Robin VanWinkle, Director:**

- Community Education staff members Aaron Larsen and Judy Ode created and sent a press release to media outlets stressing the dangers of distracted driving including texting while driving. Judy Ode received three media requests following this release and participated in interviews on KMTR television, KQEN radio, and The News Review. KMTR is working with our assistant marketer to do a longer feature on distracted driving.
- UCC, in partnership with the Douglas County Early Childhood Planning Coalition, hosted a very successful Early Childhood Care and Education Conference on October 19 & 20. The event was attended by 150 participants from throughout SW Oregon and

featured Eric Pakulak, Outreach Coordinator and Researcher from the University of Oregon Brain Development Lab. The UCC effort was a partnership between Community Education and the Education Department.

- Several Community Education staff members will attend the LERN National Conference in Washington DC in November. They will join 800 other Continuing Education professionals to learn about new trends and practices in the field.

**Jason Aase, Interim Dean of Arts and Sciences:**

- The term is going very well; our faculty and staff are doing a fantastic job meeting student needs and helping them succeed. Thank you! And, a special thank you goes to the chairs who work so tirelessly behind the scenes – you are all fantastic!
- The Fine and Performing Arts Department is hosting an exhibit of work by critically-acclaimed illustrator Amy Jean Porter. Amy Jean Porter will be here for a reception and artist's talk on Thursday, November 8th, from 5:00 – 7:00 pm. On Friday, November 9th, Amy Jean will present a workshop for artists and writers of all levels on working with found poetry and images. Please contact Susan Rochester for more details.
- UCC Fine and Performing Arts Department presents the UCC faculty jazz quartet, *Moment's Notice*, in concert on Friday, November 9, 2012 at Centerstage Theatre, UCC main campus at 7:30 p.m. The quartet features John Gronberg, Ross Hansen, Jason Heald, and Clint Newell. Admission is \$7 per person or \$15 per family at the door.
- The Fine and Performing Arts Department and the Umpqua Chamber Orchestra are proud to present a combined POP concert with Susannah Mars and the Umpqua Singers on Monday, November 19th in the First Presbyterian Church sanctuary at 7:30 p.m. Susannah Mars is one of the brightest stars of musical theater and cabaret, and a nationally known actress and recording artist.
- The science department participated in Spooky Nights at the Museum on Oct. 26-27. Among the demonstrations provided by UCC Science for area children were colored fire, smoke rings, dry ice fog bubbles, a 'singing' pipe, a dancing laser beam, elephant toothpaste, and a bed of nails that UCC physics instructor Mick Davis demonstrated by having a concrete block smashed on his chest while laying on the bed of nails. (no physics instructor was harmed in this demonstration ... ☺) The event was well attended and we hope to be invited to participate again next year.
- The inaugural class offering of Women's and Gender Studies is proceeding smoothly. Students are engaged and enjoying the class!

**David Hutchison, Library Director:**

- 6491 individuals entered the library during the first week of the Fall term.
- In early November Katie Cunnion will be hosting 55 College Now students from South Umpqua High School to provide them with reference and research instruction before they use the library collection and online databases.
- The library rolled out a free text message reference service in October.
- Laptop lending is more popular than ever with the addition of 22 new laptops and the reduction of lab desktops.
- After new appointments and administrative adjustments by the President, the library has a new place on the college organization chart and the Library Director now reports to the Vice President of Instruction.

**Umpqua Community College  
Vice President for Administrative Services and Student Development  
Board Report – November 14, 2012**

**Advising and Career Service Center – Mandie Pritchard, Director**

**Academic Advising, Counseling, Testing, Disability and Career Services**

- Pearson Vue testing has increased from an average of under 15 tests per month to 76 registrations in October.
- 42 GED Computer Based Testing were proctored in October with 3 people completing the battery and qualifying for their GED.
- Testing session for GED CBT is offered twice a week. The paper test is offered on Friday for candidates that began taking the paper version.

**Student Life Office - Marjan Coester, Director**

**ASUCC Student Government**

ASUCC Student Government welcomed five new senators to their leadership team: Jessica Mixen, Cristina Bayardo, Shawnee Garza, Sarah Meyer, and Melia Van Cleave.

ASUCC hosted seven days of Voter Registration/Education activities beginning the week of October 8 and ending October 16. The goal was to register 250 students to vote; 260 students were registered. The week of October 29, students began making calls to registered voters to remind them to vote and provide them information on when and where to turn in ballots.

ASUCC President Brenna Martin participated in Woolley Center's retention day activity on October 11.

Club Fair was held on October 17 and eight clubs and student organizations participated.

ASUCC was pleased to be able to be one of the co-sponsors for the wildly successful Harvest Festival. In addition to the many UCC staff, over 50 student volunteers from student leadership, TOP and Upward Bound helped with the event.

Vice President Freddy Gompf joined Board member Bob Bell and participated in the OEIB road show event at Southwestern Oregon Community College on October 25. Gompf did an outstanding job sharing the student perspective.

ASUCC hosted a "dusk until dawn" event for Halloween on October 26-27. Called "Thriller Night," the event featured a showing of the original Night of the Living Dead and Rocky Horror Picture Show, a Wii Michael Jackson dance-off, Human vs Zombie "tag" game, board and LAN games, giveaways and lots of food.

Members of ASUCC Student Government participated in a lunch and presentation with the visiting Ukraine delegation.

ASUCC will be hosting a screening of Liberty in North Korea on November 29, a documentary about North Korean refugees in China.



Student leaders are working on a Thanksgiving Basket drive to provide 25 Thanksgiving meals to students in need. They are also collaborating with Salvation Army to have a holiday Giving Tree.

ASUCC Student Government approved funding for several Campus Enrichment Grants, including the pizza for Woolley Center's retention activity and an Art Department request for guest artist Amy Jean Porter. Grants still to be voted on include funding for a presentation by Teatro Milagro on Frida Kahlo and the ATD Team request to help with the purchase of multiple copies of *Bridges Out of Poverty*.

ASUCC Student Government also approved funding of emergency gas cards, which will be used to assist students that cannot afford gas at the beginning of the term, in the period between the time school starts and financial aid is disbursed.

Student leaders are actively participating on campus committees and task forces, including Accreditation, Budget Process, Campus Technology, College Council, Instructional Council, Safety, Theatre Faculty Hiring and Website. The level at which students are encouraged to participate in campus governance is outstanding and their level of commitment is to be commended.

### Clubs

- Art Club has met twice and is planning their year.
- ASTRA held an Ice Cream Social on October 23 and participated in a Dress A Child event on November 10.
- Computer Club will be hosting two computer clean-up events in November. The club is also looking at sponsoring workshops, including How to Use an Android Device, What is Linux, and How to Upload Office.
- Debate Club held their first informal debate, which was over the death penalty. They are working on coming up with a topic for the winter quarter formal debate.
- Engineering Club has been meeting and is planning a fundraising activity.
- Mainstream has published three editions and the next edition will be out on November 27.
- Phi Theta Kappa hosted a welcome back event on October 23. They will be hosting events for Commit to Complete on November 14 and November 19; Miguel Carreon, the 2013 Jack Kent Cooke scholar has been invited to be the guest speaker at the November 14 event.
- Skills USA is hosting their annual Turkey Raffle to raise funds for a Christmas shopping trip for a family.
- Spanish Club hosted their first meeting of the year Thursday, October 25. They planned their El Dia de los Muertos potluck and elected officers. They also discussed the cultural exchange with Colegio San Gabriel and welcomed exchange student Pablo Higuero.

### Student Life Office

The Job & Resources Fair held on October 24 featured 16 businesses and organizations.

The quarterly Blood Drive was held on October 31 and November 1; we had a great turnout but weren't quite able to meet our collection goal – regardless, every unit of blood collected is valuable.

Twenty students took part in the second Southern Oregon College Student Leadership Summit, held November 3 at Southwestern Oregon Community College. This summit was developed through the collaborative efforts of the directors of student life at UCC, SOCC and Rogue CC and has now expanded to include Klamath CC.

The Dental Van will be on campus on November 20 and November 29; this service is very valuable to students with emergency dental needs and would not be possible if not for the generous support of ASUCC Student Government.

**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:**

- There were a total of 25 TOP students that took part in the Harvest Festival on October 20<sup>th</sup>- TOP students decorated campus center, assisting with set up of the festival, organized and ran games during the festival.



- Many TOP students took part in the student open forum for the accreditation team. They were happy to share their experiences on campus.
- 45 TOP students will be visiting Universities on November 12<sup>th</sup>, Veteran's Day. This is a great day for students to visit college campuses as classes are held and open for services.
- TOP staff complete mid-term check-ins with students and are assisting students with term by term planners and preparing them for priority registration.
- TOP tutoring is doing well this fall- there are a total of 65 individual matches. Many of our students need assistance with 200 level math and sciences. This is a vital service to our students. Students are also utilizing free online assistance- Khan Academy and Smarthinking.

**Education Talent Search/Upward Bound- Missy Olson, Director**

**Educational Talent Search**

- The federal annual performance report is being prepared and the results show the following numbers:
  - 93% of ETS seniors from 2011-2012 graduated from high school in four years (meets federal objective)
  - 46% of those seniors completed a rigorous high school diploma program (meets federal objective)

- 65% of the seniors enrolled in a post-secondary institution fall term after graduation. (meets federal objective)
- Of the 143 seniors enrolled in a college or university, 75 or 52% are attending UCC.
- Staff attended campus tours of OSU and University of Oregon with 24 seniors on Friday, October 26.
- The program currently has 442 participants, and 220 of these participants are seniors in high school. We have 150 spots to fill.
- We hired Marquia Rivers as a PT ETS Coordinator to help chaperone trips and assist advisors with ETS activities at all seven high schools.

#### Upward Bound

- Daniel Wu has started as the new Upward Bound Assessment and Program Development Specialist. Daniel has a Master's degree in Student Affairs from USC and comes to the program with previous experience working for a Talent Search grant, as well as helping with college orientation. He will be working at Douglas High 2-3 days per week, as well as developing a systematic student portfolio system and determining the proper evaluation techniques for the new five-year grant cycle.
- We have accepted 15 new students into the program for the new year, making our total student count at 49. The program serves 63 students and most of the rest will come from the new school, South Umpqua High School.
- October team meetings focused on test taking skills and study groups.
- 32 UB students volunteered for the UCC Harvest Festival on Saturday, October 20.
- 10 UB students volunteered at the Hucrest Elementary School Carnival on Friday, October 19.

#### **Ford Childhood Enrichment Center – Ronda Stearns, Director**

October was a big month for us here at the Ford Childhood Enrichment Center. The month started with a tour by Joe and Jan from the Admin Building. They learned all about the center, what we do here, and even checked into what we eat. Joe was especially interested in the Zoom we serve and how much the children seemed to enjoy it. You'll have to ask Joe about the downside of serving Zoom in the infant/toddler classroom.

Our fearless secretary, June, was busy compiling our USDA One Month Enrollment Report (OMER) that allows our continued participation in the Child and Adult Care Food Program. She has single-handedly tracked down every parent in the center and had them complete the needed paperwork. Some days it was a lot like herding cats, but she persisted.

Sadly we must bid adieu to two of our beloved staff. Alisha will be moving with her family to Grants Pass for new possibilities. Melinda will be leaving to join a Head Start classroom in Sutherlin. We will miss them both and wish them the best of luck in their new pursuits.

Lastly, we would like to thank the Community Education Department here at UCC for providing such a rich early childhood education conference here on campus. Our professional development hinges on quality opportunities to gain continuing education units and the conference was just what we needed. We'd like to express our gratitude in a way that only the FCEC can do...

There once was a center named Ford  
 whose staff had no time to be bored.  
 They attended multiple classes  
 on children's brains and emotional impasses.  
 All of this information had them quite floored.

To Community Ed we are thankful  
 for providing training so delightful.  
 We look forward to next year,  
 and the possibilities we cheer  
 to educate our children in ways that are insightful.

**Athletic Department – Cheryl Yoder, Director**

The UCC volleyball team is on a roll. They are currently 26-16. They hold a 3<sup>rd</sup> place position in league. Their last 2 home VB games are Friday, 11/2, vs 2<sup>nd</sup> place Linn Benton @ 6 PM and on Saturday, 11/3, vs 4<sup>th</sup> place Chemeketa. Friday night everyone is encouraged to wear White, and Saturday is honoring Sophomores last home game.

Last weekend, at the Dorian Harris VB Tournament at Mt. Hood, the ladies made it all the way to the Finals, with their only loss coming to the Mt. Hood Saints.

Both Basketball teams have started scrimmaging and UCC is hosting a big Men's Tournament over the Winter Break, Dec. 14-16.

**Financial Aid – Michelle Bergmann, Interim Director**

**Financial Aid Applications**

5044 - Total applications to date for 2012-13

5698 – Total applications to date for 2011-12

**Financial Aid Awards**

1634- Total awards packaged to date for 2012-13

Disbursements for the 2012-13 award year through 10/31/12 total over \$4.5 million to 1634 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Actively participated and represented the Financial Aid Office during the accreditation visit.
- Received UCC's 3 year cohort default rate and it is 25.2%. UCC will be held accountable for this rate beginning in 2014. There are currently two colleges Klamath CC and Southwestern Oregon CC that are in the 30% bracket. UCC along with Blue Mountain CC, Rogue CC, Central Oregon CC, Chemeketa CC, Mt. Hood CC and Linn Benton CC are all in the 20% bracket.
- In an effort to assist with default management our office is enforcing a new policy of not offering Federal Direct Unsubsidized Loans up front on student award offers. Students are being offered Federal Work Study up front in an effort to encourage students to earn the funds needed instead of borrowing them. If students are still in need of the unsubsidized loan they are required to complete a request form that requires them to look up their current loan debt, determine what their payment would be for that loan debt, list their estimated graduation date and what the cumulative payback would be on their loan debt and provide a budget showing need for the additional loan. This is in an effort to assist our students in becoming more educated borrowers.
- Director met with Dr. Joe to discuss and advise of current Financial Aid Office status

- On the approved closure day of October 19<sup>th</sup> the office processed 148 financial aid awards.
- Another closure day is scheduled for November 2<sup>nd</sup>.
- Worked with IT to put forth a proposal for extended SIG consultant training for upgrade of current financial aid process. In an effort toward working smarter rather than harder.
- Continued weekly meetings with IT in preparation of next SIG consultant meeting for Satisfactory Academic Progress update.
- Two additional Financial Aid Literacy Seminars were offered for Fall term students.
- Six Financial Aid Literacy Seminars are being scheduled in preparation for Winter term.
- Ann Abel attended a quarterly veterans meeting at Mt. Hood Community College.
- Diana Kelly assisted with presentations during an on campus visit by Sutherlin HS.
- Diana Kelly accompanied the College Recruiter on a visit to RHS.
- Met with a Mainstream student representative to provide information for two articles to date, in an effort to communicate with students and college staff.
- Staff continues to put in overtime in an effort to get students awarded.
- Staff still actively participating in training for new positions.

**Recruiting Department – Richard Robles, Recruiter**

**October Events :** During September-October, the Recruiter made visits to various high schools throughout the county including **South Umpqua, Sutherlin, Glide, Douglas, and Roseburg**, to communicate with counselors and principals regarding the recruitment plan for the rest of the school year and set follow-up activities and visits. During November, the Recruiter will make a strong effort to connect with counselors at Days Creek, Glendale, North Douglas, Elkton, Camas Valley, and Umpqua Valley Christian High Schools.

**High School Campus Visits & Presentations:** On October 17<sup>th</sup>, UCC hosted the entire 12<sup>th</sup> Grade class of **Sutherlin High School** on campus. Presentations were made by the Financial Aid, Scholarship, Advising, and TOP program offices. A tour of the campus and facilities, including the Lang Center, were also conducted during the visit with over 115 high school students and their chaperones in attendance. During the month of October, the Recruiter also promoted UCC by visiting **Douglas and Sutherlin** high schools during their lunch hours to hand out give-away materials, provide information, and stir-up general interest in post-secondary educational opportunities. Visits to **Glide, South Umpqua, Oakland, and Douglas** high schools will be made in November to do the same. On October 23<sup>rd</sup>, the Recruiter made presentations to the entire 9<sup>th</sup> and 10<sup>th</sup> grade classes at **Sutherlin High School**, promoting Career-Technical programs, transfer degrees, and the college experience in general. Just over 200 students were exposed to UCC's programs of study. Near the end of October, the Recruitment Office with the help of a Student Ambassador and Danielle Haskett, UCC's Disability Services Coordinator, hosted a Career Exploration class of twelve resource students from **Roseburg High School** on campus. Other visits are planned in November for the other Career Exploration sections from RHS.

**Middle School Campus Visits:** The Recruiter hosted 25 GEAR Up students from the **Powers** area, on campus October 25<sup>th</sup> and 40 students from **Coquille** on the 1<sup>st</sup> of November. With the help of many classified staff and faculty including Allied Health, Automotive, Welding, Fine Arts, and CIS programs, a

great visit and promotion of the school was accomplished in an effort to spark interest in post-secondary education. More of these presentations and tours are scheduled in November.

College Fair / College Night: This month was also College Fair month as the Recruiter attended **Douglas County's College Fair** where he interacted and shared information with 700 students at the event. The Recruiter also attended **Roseburg High School's College Night** on October 11<sup>th</sup>. Along with Diana Kelly from the Financial Aid Office, the Recruiter had an opportunity to talk with over fifty interested students, and their parents about attending UCC in the fall.

Men's Basketball News: The Men's Basketball Roster has been finalized and official practice started October 15<sup>th</sup>. The team is very young with fifteen new faces to the program and two returners, but all the young men are working very hard in the classroom and on the court. The team has already performed some community service by helping with set-up at the **Boys and Girls Club** for their Celebrate Kids Event, October 13<sup>th</sup>, and assisted here on campus with the pumpkin patch set-up for **UCC's Harvest Festival**. The boys will travel to Clackamas CC for scrimmages on November 3<sup>rd</sup> and will introduce themselves at the November 14<sup>th</sup> Board Meeting, before the season officially begins with a home contest on November 20<sup>th</sup>, against the Willamette JV squad.

**Purchasing – Linda Spaccarotelli, Purchasing Manager**

The purchasing department took care of day to day business operations which include managing all the college vendor's W9 tax forms to stay compliant with federal regulations. The renewal of the college's contract with our on-call contractor was administered. Training in the production side of Banner was completed with the Bookstore for creating purchase orders.

Meetings attended:

- Met with various vendors for updates on new products
- Future Banner Group
- POCC task force to update the CCRP, (Community College Rules of Procurement)
- Meetings with Ricoh Copier Representative
- Umpqua Valley Wine, Art and Music Festival Committee
- Harvest Festival Committee

**Finance Office – Natalya Brown, Director**

Now that annual financial audit and accreditation visit are behind us, Finance office is gearing up for the IRS 1098-T, 1099 and W-2s reporting. We are reviewing and planning ahead for Banner upgrades and the calendar year end. Very soon, we will be testing the system to make sure that it is working properly once the new tax patches and releases are installed. We are in the process of finalizing preparation of the Form 990 for the Umpqua Community College Foundation.

Staff has been processing financial aid checks, contracts, scholarships and third party billings. Payroll has been busy with setting up Banner system with new medical insurance plans that became effective October 1<sup>st</sup>.

Both travel policy and procedure are under review and we hope that the revised documents would be introduced to campus after January 1<sup>st</sup>.

Business officers have met at Clatsop Community College on October 25-26, 2012 to discuss various legislative updates, funding formula and an increase in PERS rates for the next biennium. We will start projecting an increase in PERS costs to prepare for the budgeting process.

**Budget Office – Rebecca Redell, Director**

I attended the Business Officers meeting at Clatsop Community College Oct. 25<sup>th</sup>- 26<sup>th</sup>. We discussed the possible changes to our funding formula to make it more performance based. It appears that this is still in the development stage and will need more review.

I have been gathering feedback on last year's budget process from the internal budget committee and various other participants. This feedback is being presented to EC on Nov. 6<sup>th</sup> for their review with the goal of continuing to improve the process this next year. We will soon begin the process of projecting next year's funding level and start developing our priorities for the future.

Grant reporting continues (it never goes away!) Over the last month we have reported on the following grants:

EDA	Educational Talent Search	Pathways
Vesta	Transfer Opportunity	Small Business Portability
CASE	SESP	Rural grant
Upward Bound	Title II	UTE

**Bookstore – Cathy Vaughn, Manager**

The month of October went by so fast.

- We had fun decorating the bookstore for Halloween and bringing in a few extras for our Coffee Cart like Chai Tea and Soy milk. We also have pumpkin flavored coffee for the holidays.
- Our book orders for Winter term are trailing in and hope to have them all by the first week of November.
- One of our part time employees, Brenda Butterfield, will be leaving us on Nov. 1. She found a full time job with the Roseburg School District. We wish her luck.
- Textbook sales are all but over for Fall term and now we start working on having our textbook and supply area ready for Winter term.
- We are scheduled to start selling books for Winter term Dec. 10 and our Textbook Buy Back is Dec. 5, 6 & 7.

**Research & Planning – Dan Yoder, Institutional Researcher**

In Progress:

- Strategic Plan progress report for 2011-12 – waiting on input from instruction
- Annual Enrollment Report for 2011-12 – making progress
- Strategic Plan framework presented to EC and planning charge given to the campus
- Change in IR assignment to include compliance and compliance oversight for the College

- Campus Climate Survey completed, presented to the Board and published on the Presidents web page
- Foundation Support – Scholarship program reports and analysis
- Achieve the Dream data extracts – Completed historical class, students, graduation, and class faculty extracts for 2009-10, 2010-11, and 2011-12.
- Admissions Operational support for new student check, Win Win projects
- Counseling Advising –
  - Early Alert grade support
  - Data analysis in support of planning for mandatory student orientation winter term
- Student Life – PTK Eligibility report, students eligible for various scholarships, and 4<sup>th</sup> week fall term enrollment for license agreement renewals
- Upward Bound/Talent Search grant support
- OCCURS –
  - Fall 4<sup>th</sup> week enrollment data submitted
  - Technical Skills Assessment (TSAS) data for 2011-12 submitted (late!)
- Reports Completed:
  - VET100 – Department of Defense
  - Equity in Athletics – Federal Dept of Ed.
- Instruction:
 

<ul style="list-style-type: none"> <li>○ Course Master extracts</li> <li>○ Faculty Load reports for contract verification</li> <li>○ Automotive NATEF accreditation process data, analysis, and support</li> <li>○ Business program analysis for various business degree programs planning</li> <li>○ CIS program data and analysis</li> <li>○ Health Informatics' program data and analysis</li> </ul>	<ul style="list-style-type: none"> <li>○ Non Credit class data for the term</li> <li>○ Support for Ali Mageehon, Jason Aase, and Mark Williams on request – various forms of assistance</li> <li>○ Dual Credit coordinator support</li> <li>○ Nursing Program accreditation support</li> <li>○ Viticulture and Enology VESTA grant compliance support</li> </ul>
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**Safety, Security & Custodial – Steve Buchko, Director**

**Custodial:**

- Continue to clean campus
- In process of filling Trades helper position

**Security:**

- In process of checking all classroom phones working condition
- Turn all campus clocks times back this week end per daylight savings time

**Lynn Moore, Vice President**

We had a productive meeting with the Budget Process Team and they are anxiously awaiting direction from EC on this year's budget development. Susan Rochester, Jess Miller and I had an informative meeting with our representative from Special Districts so hopefully we will complete the fountain/artwork recovery and restoration process soon. Rebecca, Natalya and I are working with our DA Davidson representative on scenario planning regarding the federal government's Sequestration Plan. Roxanne and I passed our training/testing with Steve Buchko on ConnectEd and the KeyScan system. We are well prepared for the first snow day of the academic year!



**Board Report – November 14, 2012**  
**Jan Baxter, Director of Human Resources**

Recruitment began or continues for the following positions:

- Academic Advisor
- Accommodations Specialist
- Catering Assistant
- Database/Systems Administration
- Learning Skills Director
- Network Technician
- Perkins Career Network Specialist
- Theatre Instructor
- Trades Helper Weekend/Evening Maintenance
- Web Developer
- Writing Instructor

Part-time

- Café Production Assistant
- Development Education Math Instructor
- Machine Shop Instructor
- SBDC Business Counselor/Advisor
- Speech Communication Instructor
- 

Positions filled/closed

- Bookstore Clerk Part Time
- Business Instructor
- Education & Registration Support Specialist (WCJC)
- ETS Coordinator Part Time Temp
- Facilities Scheduling Specialist
- Financial Aid Assistant
- Infant/Toddler Instructor
- Machine Shop Instructor
- Nursing Instructor
- SBDC Business Counselor/Advisor
- Teen Parent Outreach Worker
- TOP Tutor Program Assistant
- Writing Instructor
- TOP Tutor Program Assistant

### HR Department

- Implementation of the classified salary schedule continues as we review those positions that didn't quite "fit", have changes to the job description, are part time positions, and are for employees who are appealing their placement in the salary schedule.
- Revision of HR policies and procedures are in progress.
- Accreditation team has made a recommendation regarding performance management. President Olson and Dr. Baxter were already aware of and working to eliminate deficiencies.
- The HR Technician position has been filled and our new employee will begin on November 15<sup>th</sup>.
- Training on FMLA/OFLA and EAP was presented at the ACEUCC retreat.
- We continue on the work to implement our online training on respectful workplace and child abuse reporting.
- Dr. Olson and Dr. Baxter attended training with the part time faculty association on labor negotiations.
- HR has been offering employees some free to UCC, voluntary benefits for cable/satellite tv, internet, and cell phones.
- There are two Learn and Earn students in HR this session, Najla Morgan and Harmeen Soni.



**BOARD OF  
DIRECTORS**

**Foundation Director's Report  
October, 2012**

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**Friends of UCC Celebration Banquet**

The annual donor recognition banquet is scheduled for Tuesday, November 13, 2012 at the Fairgrounds. This event has grown significantly each year from fewer than a hundred guests four years ago to 268 guests last year. We have reserved additional space to accommodate a larger group at this year's event.

The Community Relations Committee and Executive Board have selected Danny Lang to be honored as the Foundation's Donor of the Year at this year's event.

**Foundation Committee Meetings**

After the summer hiatus, the Foundation's committees have been active and engaged in many projects:

**Investment Committee**

Several meetings have been held with our two investment managers; Ferguson Wellman Capital Management and DA Davidson. This committee is working on containing our management costs and increasing our earnings in difficult times. Traditional asset allocation models in the next decade, especially cash and cash equivalents, will be marginally productive causing us to look at alternatives. This committee will also assess the implications of our bank PremierWest being sold.

**Annual & Planned Giving Committee**

This committee will be focusing on implementing a segmented planned giving campaign after the first of the year. They will be focused on providing planned giving materials and seminars to our Board members followed by tailored presentations to alumni, retirees, Foundation donors, and financial and estate planners. Barry Rubenstein and Sarah Subias, the Foundation's estate experts will be providing the latest information to these groups.

**DIRECTOR**

Dennis O'Neill

**Scholarship Committee**

The Scholarship Committee is in the final stage of selecting awardees during the Fall cleanup cycle. These are scholarships that were awarded to students in the Annual Scholarship Campaign last spring who didn't return to UCC in the fall term. There are 36 of these re-awarded scholarships this year.

Foundation Director's  
Board Report, Page 2

### **Board Development Committee**

The Board Development Committee received 22 nominations from Foundation Board members to fill vacancies on the Board at our January organizational meeting. The Board Development Committee has moved seven of those nominations forward to the Executive Committee for approval and recruiters will be selected from the Board. As always we have been strategic in the skill sets we need for the work we will be undertaking in the future. We are mindful that board members do not have term limits and we are asking for long-term commitments. The Board Development Committee will also be organizing a Strategic Planning Retreat for the Board in 2013.

### **Social Networking**

The Foundation has hired an independent contractor to provide us with a complete social media and integrated marketing package designed to improve student and donor loyalty, contributions and engagement. We will have an independent Foundation website/blog and Facebook Fan Page. These additions will help the Foundation inform and cultivate strong supportive relationships with all of our audiences.

### **Grant Development Office – October Highlights**

#### Grants submitted

- We submitted a grant request to the Erath Family Foundation with Chris Lake for a Special Collection Library in the amount of \$16,000.
- We submitted a grant application to the U.S. Department of Education and Department of State for a Fulbright Scholar-in-Residence from the Ukraine to teach business courses for fall term 2013.
- We submitted a grant application with Jasmine Filley to the Oregon Department of Education for dual credit teacher training for \$2,000.
- We submitted a grant request to the Three Rivers Foundation for \$5,305 for the Oregon Music Theatre Festival.

#### Closed projects

We were not awarded the HRSA Scholarship for Disadvantaged Students (SDS) grant this year. Although we received this grant each year for the last three years, the 2012 competition underwent a drastic overhaul. The program changed from formula funding to a highly competitive competition. This year 98 awards were made to 67 colleges and universities. Only eight of these went to community colleges. No colleges in Oregon or Washington received this award. Unfortunately, this competition will not open again until 2016. In the meantime, we can seek other opportunities to assist our nursing students.

#### Projects in the works

We are working with several departments on campus on funding prospect research, project planning, and grant analysis on the following projects:

- The UCC Pool project
- Woolley Center Learning Garden
- Early Childhood Program Development
- Technical Readiness for Accelerated Careers
- Speech and Debate Program
- Baseball and softball programs

ACEUCC  
Board Report  
November 14, 2012

The Classified group just had our annual retreat, held up in the SOWI building. We had several workshops including more details on benefits available to us (retirement, EAP/FMLA?OFLA and professional development funds); a great workshop on learning our Working Styles and dealing with co-workers with different styles. In the afternoon we had a speaker for a session on effective communication, letting go of stress, and playing well with others. Lots of silliness, but gave us some good insight and ideas for team building.

The Classified Staff has been pretty busy this term. Several donated to the ASUCC Blood Drive. Everyone was involved in the Accreditation visit. Several forums were held and all areas were visited by committee members. The Harvest Festival was a huge success this year. The campus was overrun with lots of little ones (and big ones too). Some of the classified staff helped set up, decorated the campus, handed out candy and helped to clean up. I didn't make it this year but will be sure to next year – I'll come early though. I heard there were so many people attending, it was hard to find a parking spot.

The work is still ongoing on the classified position survey – it is a long, tedious process but necessary. The last few Labor Management Committee meetings were focused on the survey process. We'll be back to regular meetings now.

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

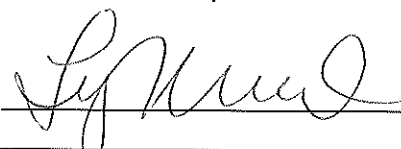
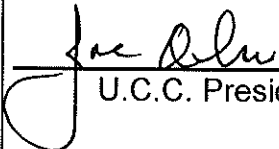
Information Item  
 Action Item

Subject: 2 <sup>nd</sup> Reading Policy	Date: November 14, 2012
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The following policy revision has been reviewed by College Council and is coming to the Board for approval.

Revised Policy:

Pol. #	Policy Title
710.07	Tuition Waiver for Dependents of Fallen Oregon Service Members

Recommendation by: Vice President for Administrative Services & Student Development   <hr style="width: 100%;"/>	Approved for Consideration:   <hr style="width: 100%;"/> U.C.C. President
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## BOARD POLICY

**BOARD POLICY SERIES NUMBER: 710.07**

**TITLE: TUITION WAIVER FOR DEPENDENTS OF FALLEN OREGON SERVICE MEMBERS**

Umpqua Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of members of all branches of the United States Armed Forces or United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of the Umpqua Community College district at the time of application for a waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

Eligible students will receive a first-dollar tuition waiver if they do not receive the Marine Gunnery Sergeant John D. Fry Scholarship and are the survivor of a member of the U.S. Armed Forces or U.S. Coast Guard that died on active duty or died as a result of 100% service-connected disability. All other eligible students shall be granted in coordination with other student financial assistance (including VA Benefits) for which the recipient may be eligible, utilizing other grant resources before applying this tuition waiver in order to provide a total benefit not to exceed the total estimated cost of attendance.

The tuition waiver is available to students admitted to a certificate or degree program only. This waiver is also limited to 135 college credits or the completion of an Associate degree, whichever comes first. The waiver does not include required fees and may not be applied to community education programs or distance learning programs for recipients residing out of state. Continuation of this tuition waiver benefit is contingent upon the student meeting the applicable satisfactory academic progress requirements.

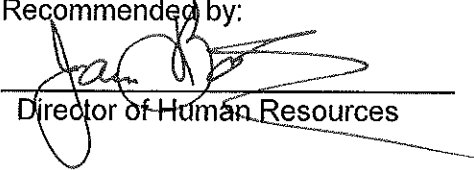
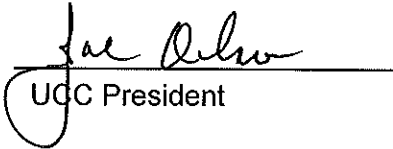
DATE OF ADOPTION:

DATE(S) OF REVISION(S): To Board for 2<sup>nd</sup> reading 11/14/12

DATE OF LAST REVIEW:

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

X	<input type="checkbox"/> Informational Item <input type="checkbox"/> Action Item
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Subject: Early Retirement Request	Date: November 14, 2012
<p><b>Recommendation:</b></p> <p>Board approval is requested for the following staff for early retirement:</p> <p><b>Linda Stinnett</b>, Receptionist/Switchboard Operator, is requesting early retirement to be effective April 30, 2013. She began full-time employment on September 30, 1985, serving over 27 years in her position. Linda qualifies for Early Retirement according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement.</p>	
Recommended by:  _____ Director of Human Resources	Approved for Consideration:  _____ UCC President



RECEIVED NOV 01 2012



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*Serving Douglas County Since 1964*

November 1, 2012

Linda Stinnett  
1840 E Fourth Ave  
Sutherlin OR 97479

Jan Baxter  
Director of Human Resources

RE: RETIREMENT

After 27 years of working at Umpqua Community College I am submitting my letter of retirement. I will be retiring April 30, 2013 under the 2008-2011 collective bargaining agreement, article XV, section F early retirement.

It has truly been my pleasure to work for UCC. I have seen our community college grow and I have seen us struggle with the bad economy but through it all we have been here for our students.

Umpqua Community College cares about its students and cares about its employees; there has always been a feeling of family around our campus. Thank you for letting me be a part of that family.

Respectfully,

A handwritten signature in cursive script that reads 'Linda Stinnett'.

Linda Stinnett  
UCC Receptionist/  
Switchboard Operator

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

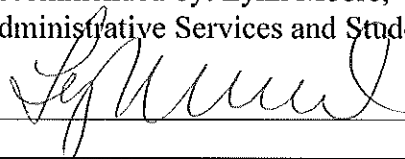
Informational Item  
 Action Item

Subject:  
 Resolution #2, Approval to Spend Funds

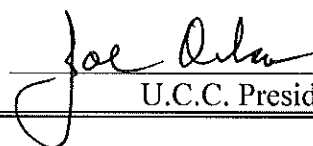
Date: 11/14/12

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Ali Mageehon was awarded \$5,500 for the OPABS and Learning Standards projects and Art Brown was awarded \$5,000 for a ventilator and DVD's for the nursing program.

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

  
 \_\_\_\_\_

Approved for Consideration:

  
 \_\_\_\_\_  
 U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 2 - FY 12-13  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$5,000 for a mechanical ventilator and instructional DVD's for the Nursing Program from the Oregon Community Foundation and \$5,500 for OPABS and Learning Standards projects from CCWD ;

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 \$10,500 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	12-13 Budget Through Resolution 1	Adjustment	12-13 Budget Through Resolution 2
REVENUES:	\$ 4,753,690	\$ 10,500	\$ 4,764,190
EXPENDITURES:			
Instruction	\$ 2,616,863	\$ 10,500	\$ 2,627,363
Instruction Support	573,623		573,623
Student Services	1,503,204		1,503,204
Community Services	60,000		60,000
TOTAL	<u>\$ 4,753,690</u>	<u>\$ 10,500</u>	<u>\$ 4,764,190</u>

ADOPTED this 14th day of November, 2012

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Clerk of the Board

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Chairman of the Board

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

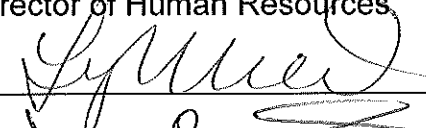

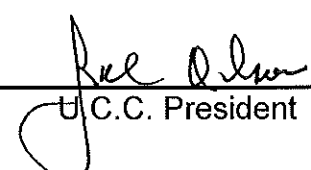
Information Item  
 Action Item

<b>Subject:</b> 1 <sup>st</sup> Reading Proposed Policies and Revisions	<b>Date:</b> November 14, 2012
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The following criteria has been used to make decisions about processing so many policies at once: policies requiring significant further work were assigned to the appropriate administrator for repair; policies with a recommendation to be deleted were explained to College Council and now, the Board; policies that included administrative procedural language have had those portions removed for inclusion in the procedural handbook; policies that have been approved but had no review date were reviewed by College Council and then are ready to be posted on the web if there were no changes.

The following new and/or revised policies have been reviewed by College Council and are coming to the Board for approval.

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

Recommendation by: Lynn Moore, Vice President Administrative Services and Student Development, and Jan Baxter, Director of Human Resources  	Approved for Consideration:  J.C.C. President
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## Policy Revision – Human Resources

**POL#302: EQUAL EMPLOYMENT OPPORTUNITY**

11/14/12

Current Policy	Proposed Policy
<p><b>There will be no discrimination or harassment on the grounds of sex, race, color, ethnicity, marital status, sexual orientation, religion, national origin, veteran's status, age or disability in any educational programs, activities or employment.</b></p> <p><b>The College complies with Title VII of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Educational Amendments Act of 1972,</b></p> <p><b>Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, the Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all local and state civil rights laws.</b></p> <p><b>Persons having questions about equal opportunity and non-discrimination should contact the Director of Human Resources.</b></p> <p><b>Persons having questions about, or requests for, special needs and accommodation should contact the ADA Coordinator, Disability Services.</b></p> <p><b>Date of last review: 4/13/11 by Board</b></p>	<p><b>There will be no discrimination or harassment on the grounds of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, genetic information, or any other status as protected under federal, state, and/or local law, in any educational programs, activities or employment.</b></p> <p><b>The College complies with Title VII of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Educational Amendments Act of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, the Americans with Disabilities Act of 1990 (as amended), the ADA Amendments Act of 2008, the Uniformed Services Employment and Reemployment Rights Act of 1994, and all local and state civil rights laws.</b></p> <p><b>Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director.</b></p> <p><b>Students having questions about, or request for, special needs and accommodation should contact the ADA Coordinator, Disability Services. Employees should contact the Human Resources Director.</b></p>

## Policy Revision – Human Resources

**POL#313: STANDARDS OF CONDUCT**

11/14/12

Current Policy	Proposed Policy
<p><b>313.01 Standards of Conduct</b></p> <p><b>Purpose:</b>  UCC represents a community of diverse cultures, ages, sexual orientations, races, religions, abilities, and nationalities. The College strives to provide a productive environment for accomplishing our mission and goals, and making UCC an outstanding institution of higher education. A welcoming, encouraging, educational climate in which relationships are based on trust, courtesy and mutual respect is important to the effective operation of the College.</p> <p><b>Policy:</b>  Below are minimum expectations for employee conduct and work performance. All employees are expected to adhere to these standards during normal working hours and anytime that they represent the College. They are not inclusive and may be supplemented by additional regulations where employees are subject to professional and/or state regulation or licensure.</p> <p>Umpqua Community College promotes a quality working environment for all staff.</p> <ul style="list-style-type: none"> <li>• Employees of Umpqua Community College are expected to:</li> <li>• Report to work as scheduled and on time;</li> <li>• Notify their supervisor of intended absences or tardiness and complete any required paperwork;</li> <li>• Perform assigned tasks safely and professionally during assigned hours;</li> <li>• Participate in College committees and professional training opportunities;</li> <li>• Perform job duties as outlined in their job description and directed by their supervisor;</li> <li>• Act professionally. Treat everyone with courtesy, respect, honesty and dignity. Avoid the use of profane, abusive, or loud/boisterous language on College premises;</li> <li>• Avoid on-campus activities which could cause property damage;</li> <li>• Follow the College's EEO anti-discrimination and non-harassment policies;</li> <li>• Abide by all federal, state, and local laws and college policies;</li> </ul>	<p><b>We believe that all employees prefer to work in an environment where the expectations are clear and employees are expected to adhere to them. Therefore, Umpqua Community College has established standards of conduct that all employees are required to observe, as stated in the Standards of Conduct Administrative Procedure No.313. The College will issue discipline (including oral and written warnings, suspensions, demotions, and termination of employment) as it deems appropriate for violations of its policies and procedures. However, nothing in this policy or the Standards of Conduct Administrative Procedure is intended to modify the requirement of "just cause" for administering discipline under an applicable collective bargaining agreement or individual employment contract.</b></p>

- **Not bring firearms, explosives, dangerous chemicals or other dangerous weapons to campus except as provided for in ORS 166. In the event a special chemical or weapon is required for instruction, prior written approval must be obtained from the College President or his/her designee;**
- **Promote a safe working environment. Take all practical steps to eliminate and reduce exposure to accidental injury or conditions that would be injurious to the health of any member of the campus community, including, following College and industry safety protocols.**

**Report promptly any accident or injury to their immediate supervisor and to the Human Resources Department;**

- **Maintain confidentiality and anonymity regarding student's FERPA rights and procedures, College issues, and personnel-related matters;**
- **Abide by federal and state standards relating to one's position;**
- **Perform the duties of the job, without the impairment of alcohol or other drugs;**
- **Use College property only for authorized and proper usage;**
- **Refrain from interfering with any College function or approved activity;**
- **Avoid any conflicts of interest which would involve the College. This is defined as arising when an employee of the College, in relationship to an outside organization, is in a position to influence the College's business, or other decisions in ways that could lead directly or indirectly to financial gain for the faculty or staff member or his or her family, or give improper advantage to others to the detriment of the College.**

**Discipline**

**Depending upon a review of circumstances, violation of any conduct expectation may result in disciplinary action. Consideration will be given to the nature of the incident, the frequency of the violation and the employee's overall work record. (See UCC Discipline and Discharge Policy which follows).**

## BOARD POLICY

BOARD POLICY SERIES NUMBER: 351

TITLE: SEPARATION FROM EMPLOYMENT

Separation of employment from UCC can occur for several different reasons. In order to ensure uniform and consistent procedures for employee separations, UCC has established rules applicable to all such separations. UCC makes every effort to ensure that all separations from employment are conducted in accordance with all provisions and requirements of applicable laws.

DATE OF ADOPTION: 11/14/2012

DATE OF REVISION(S):

DATE OF LAST REVIEW:



## BOARD POLICY

BOARD POLICY SERIES NUMBER: 361

TITLE: BACKGROUND INVESTIGATIONS

Umpqua Community College is committed to hiring the most qualified applicants and ensuring the safety and welfare of students and staff. Consequently, all offers of employment are conditioned on an applicant successfully passing UCC's reference and other background check processes.

DATE OF ADOPTION: 11/14/2012

DATE OF REVISION(S):

DATE OF LAST REVIEW:

BOARD POLICY

BOARD POLICY SERIES NUMBER: 362

TITLE: CHILD ABUSE REPORTING REQUIREMENT

In accordance with ORS 419B and HB 4016 (2012), effective January 1, 2013, all community college employees are required to report suspected cases of child abuse.

DATE OF ADOPTION: 11/14/2012

DATE OF REVISION(S):

DATE OF LAST REVIEW:

## Policy Revision – Administrative Services

**POL#600.06: INVESTMENTS**

11/14/12

Current Policy	Proposed Policy
<p>In the event that the College possesses funds that are in excess of its immediate operational needs, the College shall invest such funds in accordance with applicable Oregon Law and in adherence with this policy.</p> <p>The Vice President for Administrative Services shall be responsible for excess funds investment decisions and activities. There are three objectives that shall guide the Vice President for Administrative Services in implementation of this policy.</p> <p>A. The primary objective for investment activities shall be the preservation of capital and the protection of investment principal. In investing excess funds, the Vice President for Administrative Services will not assume unreasonable investment risk to obtain investment income. In all investment activities, the Vice President for Administrative Services will follow the Prudent Investor Rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived."</p> <p>B. The second objective for investment activities shall be the maintenance of adequate liquidity to meet daily funds needs for payment of College operating requirements which might be reasonably anticipated; and</p> <p>C. The third objective for investment activities shall be optimization of investment earnings consistent with adherence to these objectives. The Vice President of Administrative Services shall prepare at least weekly reports on investment activities for the President. Additionally, the Board will be provided monthly reports which will include data providing information such as dealer name, type of investment, issue date, maturity date, rate of interest and principal invested as well as any further data or narrative explaining the basis of the investment decision. As soon as practical after the end of the fiscal year, a comprehensive annual report on the investment program and investment activity shall be presented to the Board.</p>	<p>In the event that the College possesses funds that are in excess of its immediate operational needs, the College shall invest such funds in accordance with applicable Oregon Law and in adherence with this policy.</p> <p>The Vice President for Administrative Services shall be responsible for excess funds investment decisions and activities.</p>