

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. 2 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, October 10, 2012
Board Dinner with New Full-Time Employees at 5:00 p.m. in Campus Center Bistro**

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. Focus Presentation: IE3	Chris Lake	p 5
VII.	ASUCC REPORT	Brenna Martin	
VIII.	ACEUCC REPORT	Debbie Hill	
IX.	UCCFA REPORT	Emery Smith	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 6-24-
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
	A. President's Evaluation, 2011-12	Chair Becker	p 25
XIII.	NEW BUSINESS		
	A. 1st Reading, Policy 710.07 Tuition Waiver, Rev.	Lynn Moore	pp 26-27
	B. Campus Climate Survey	Joe Olson	p 28
XIV.	BOARD COMMENTS	Chair	
XV.	ADJOURNMENT	Chair	

IMPORTANT DATES:

- UCC Accreditation Visit, October 22-24
- OCCA Annual Conference, November 8-11, Salem Conference Center


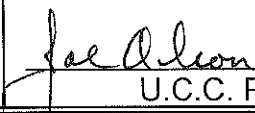
NEXT BOARD MEETING:

- Wednesday, November 14, 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: October 10, 2012
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of September 12, 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
September 12, 2012**

The Umpqua Community College Board of Trustees met on Wednesday, September 12, 2012 in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 4 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	Andrea Hendersen, OCCA
Roxanne Kelly	Nancy Nowak	Ali Mageehon
Dennis O'Neill	Lorrie Ranck	Victoria Sawyer
Janet Baxter	Rebecca Redell	Ellen Brown
Lee Salter	Freddy Gompf	Karlie Wilhelm

Consent Agenda:

- A. Board Minutes of June 13, 2012
- B. Personnel Actions

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

Citizen Comment

No one signed up to speak this evening.

ASUCC Report

ASUCC President, Brenna Martin introduced some of the new ASUCC officers for this year and described what the officers have been doing over the summer as well as some of the activities/goals planned for the coming year. Those goals are 1) to improve campus unity, 2) improve student participation, 3) improve events on campus, 4) improve access to services, and 5) improve student awareness. Upcoming events include a welcome event, voter registration (goals of 250 fall term). Year-long projects include creating a notebook for future student officers and finalizing the constitution and by-laws.

Chair Becker said she met the ASUCC officers this summer and enjoyed spending some time getting to know them and speaking about leadership.

ACEUCC Report

Debbie Hill, Chair of ACEUCC, reported a wonderful summer which included an annual OEA retreat as well as a summer training workshop. The annual Classified retreat is coming up in October and will be held in the Lang Center. She noted that all policies are now on the website for employees to access.

UCCFA Report

Emery Smith, Chair of UCCFA, was unable to be here today.

President's Report

- Dr. Olson asked Lorrie Ranck to speak about progress within the infrastructure in IT. Our infrastructure is anywhere between 2 - 7 years ago. Significant progress was made in negotiating with vendors, creating purchase orders and signing contracts to get the needed equipment in and included provisions for professional development for the IT staff to learn how to work with the new infrastructure. We should be running faster and more efficiently with added storage soon!
- President Olson also offered kudos to Dan Yoder for all his work on the president's evaluation tool, campus climate survey, strategic planning, accreditation.
- He also noted the upcoming Foundation Donor Recognition Dinner at the Fairgrounds on November 13.

September 12, 2012 Board Minutes

OCCA Board Report

OCCA Board representative, Bob Bell, had no report today.

New Business:

Chair Becker presented the goals for the Board for the 2012-13 year for Board adoption. The Board came up with these goals at their retreat in August.

1. Finalize/Adopt Strategic Plan for 2013-18
2. Review Dashboard & ensure alignment with Strategic Plan
3. Review & Implement Accreditation recommendations
4. Finalize Facility Master Plan, including utilizing state match for Allied Health Science Bldg.
5. Implement findings from Campus Climate Survey
6. Increase Board involvement in advocacy during legislative session
7. Establish process for more regular policy review by Board

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

Andrea Hendersen, Executive Director of the Oregon Community College Association, provided the Board with an update of activities in Salem. She passed out the OCCA Goals for 2013 that were just adopted by the OCCA Board this week. The overarching goal: As fundamental education reform efforts unfold at the state and national level, OCCA will assess issues and larger trends working with college leadership to frame issues for local engagement and to position colleges as leaders in educational reform.

- Define Community Colleges as Innovative Education Leaders: Transforming Education to Help Students Succeed
- Promote Effective Governance Structures - State and Local
- Fight for Additional Community College Funding and Capital Construction

She noted that it has been decided that the community college ask from the legislature this session will be \$510 million. Last legislative session we received \$395 million and in 2007 we received \$500 million, so essentially we are asking to be placed where we were in 2007.

Andrea was thanked by all for coming down today and providing this report.

Resolution No. 1 - Approval to Spend Funds

Lynn Moore, Vice President for Administrative Services and Student Development, presented for Board approval to increase appropriations in the Special Revenue Fund, Grants and Contracts, in the amount of \$4000 for assistance with the Accelerated College Credit Program, and Robin VanWinkle was awarded \$4,250 for the Healthy Minds, Healthy Bodies program. (attached to permanent minutes)

Motion: ~~I move for approval of Res. No. 1 to increase appropriations in the Special Revenue Fund, Grants and Contracts in the total amount of \$8,250 as presented.~~ Motion by Dir. Tamm, seconded by Dir. Miller and carried unanimously.

Dr. Roxanne Kelly, Vice President for Instruction, presented for Board approval the request for sabbatical leave from Susan Rochester, Art Instructor. The faculty professional development committee approved this request. She plans to use the time to research, develop and complete a photography project with a working title of "An Umpqua Bestiary" during Spring term 2013.

Dir. Weikum asked who would be filling in as Department Chair for Fine Arts. Dr. Kelly said that Dr. Jason Heald would be doing this. Dir. Yetter asked who would own the rights to Ms. Rochester's book. It was felt that the instructor does.

Motion: I move for approval of the sabbatical leave request for Susan Rochester as presented. Motion by Dir. Yetter, seconded by Dir. Rice and carried unanimously.

Nancy Nowak and Ali Mageehon presented an update on the accreditation year 3 report and process. They passed out the link for the draft report on-line and spoke to the content of the report which pertains to the College resources, and the goals of the committee of ten members. These goals include keeping the campus community informed about the accreditation and the forthcoming site visit. The information is presented in several ways. . .in-service quiz, flyers around campus, event food-service napkins, e-mails from the president, table tents, slide show about the process.

The Board and Dr. Olson thanked the committee for all their good work.

Chair Becker spoke to the recently conducted 360-based evaluation of the President, Dr. Olson. She described the process used, including the campus climate survey. Goals for this year were drafted and shared verbally. Dir. Miller will formalize those goals to share with the campus later. They highlighted ten areas including communication, articulated vision, support of the Board to support their goals, focus on governance, improving relations with K-12, more engagement with community with more focus with outlying areas in south county, more focus and attention in Salem, looking at time management, increased communication and relationship with campus administration, and taking care of himself personally. Chair Becker said there were many positive comments particularly with climate change in such a short time here. A full 360 will probably be conducted every three years. The Board felt good about the process and that it was a positive experience. They will address further this evaluation in February.

Dr. Olson said he is delighted to work with this Board and feels their relationship is a positive and productive one. He said he considers himself blessed to be here. He said many staff members have helped him, and he appreciates all the assistance he has received.

Chair Becker said the Campus Climate Survey was discussed in a work session earlier this afternoon and some further discussion will occur in early October and then recommendations at the October Board meeting.

Board Comments:

- Collectively said they enjoyed the lunch with staff today.

Meeting adjourned at 4:50 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:

- Res. No. 1
- Personnel Actions



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Jan Baxter, Director of Human Resources
SUBJECT: Personnel Actions
DATE: October 10, 2012

Administrative/Confidential-Exempt Contract:

Full Time Faculty Contract:

Patrice Coate, Nursing Instructor, September 11, 2012

Administrative/Confidential-Exempt Separation:

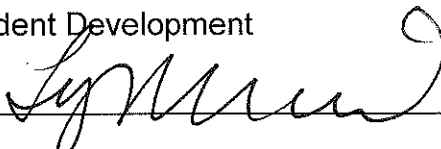
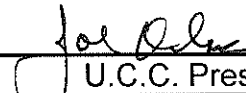
Full Time Faculty Separation:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Focus Presentation: IE3	Date: October 10, 2012
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Chris Lake will make a presentation on IE3 Global Internships.

Recommendation by: Dr. Lynn Moore, Vice President for Administrative Services and Student Development 	Approved for Consideration:  U.C.C. President
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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Reports Date: October 10, 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: <i>Joe Olson</i> _____ U.C.C. President
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October Board Report

Joe Olson, President

Significant Meetings:

Sept. 10: Meeting and tour of UCC with Wayne Gallagher, Camas Valley Superintendent.

Sept. 13: Meeting and Lang Center Tour with Gordon Burns of ETS Laboratories, along with discussion of pending Walla Walla visit.

- Meeting with faculty at faculty retreat at Big K Ranch

Sept. 14: Acceptance of scholarship donation with Dennis O'Neill from Bigfoot Distributors (Eric Forrest and Tom Loomis).

Sept. 17: The Partnership met at Umpqua Business Center

Sept. 18: Roseburg Chamber of Commerce Executive Committee – College Update

- Douglas ESD Superintendents' Council
- Meeting with Co-Speaker Hanna and Kelly Morgan, Mercy CEO
- Staff meeting at Woolley Center

Sept. 20: Sutherlin planning and visioning strategy meeting

- Whipple Board meeting and evening social

Sept. 21: Mercy Medical Health Careers College monthly advisory meeting

Sept. 25: Communities for Healthy Forests meeting

Sept. 27: Meet with Senator Prozanski in Eugene

Sept. 28: Steve Perkins, Sutherlin Superintendent, visits UCC

Oct. 1: Roxanne Kelly, Jan Baxter and Joe meet with Art Brown and nursing faculty

Oct. 4: Tour of the Ford Family Childcare Center

- First monthly meeting with Larry Parsons, Roseburg Superintendent

Oct. 5: Flex schedule meeting with Jan Baxter

K-12 Outreach: We have had some positive meetings with local superintendents during visits to the campus. The Superintendent of Camas Valley visited as did the Sutherlin Superintendent. I will be starting monthly meetings with Larry Parsons of Roseburg; and while I, George Murdock (ESD) and Steve Kelly (South Umpqua) see each other regularly, our meetings will become more

regular and more focused. Over the course of the next few weeks, Roxanne and I plan to visit Winston-Dillard and Camas Valley in keeping with our goal to expand K-12 partnerships.

Flexible Work Schedule: We floated this concept to staff to determine if it was possible to move towards a year-round flex schedule. Our definition of “flex” has varying meanings, from a 4-day work week with a Monday or Friday off, to a 4-day work week with the College closed on Fridays, or a possible 4 ½ -day work week. This will be a difficult action to take, given operations, student scheduling, child-care and the like. We have a ways to go before any form of implementation. This is just a heads-up.

Mercy Medical Health Careers College: I sit on an advisory group for Mercy Medical Center. The group has met twice over the summer to explore the feasibility of developing a Medical Health Careers College (proposed) in Roseburg. UCC is an affiliate partner along with other key Roseburg and Douglas County members. This is an initial step towards the goal of helping to revitalize downtown. The feasibility effort is projected to be a year-long project. Beyond that, considerable work will still need to be done before visible action is taken. I will update the Board as things progress.

City of Sutherlin: Under the guidance of new City Manager, Jerry Gilham, the City has formed a “visioning task force”. The Task Force will assist in the development of a plan for Sutherlin. I have been asked to join this group, and our initial meeting will be Saturday, October 20. Updates will be provided over the next few months.

Board Report
Instructional Services
October 2012

Dr. Roxanne Kelly, Vice President for Instruction

- The Instructional Leadership Team (ILT) had a successful all day planning meeting with the Instructional Administrators.
- In-Service guest speaker Connie Green
- During In-Service the ILT met with the Department Chairs for their summer planning meeting.
- I was able to attend the afternoon of the Faculty retreat
- Leadership UCC began the 2012-2013 class; I had the privilege of attending the kick off meeting.
- The year is off to a great start! Seeing students on campus is invigorating!

Dr. Ali Mageehon, Director of ABSD:

- Five Elkton High School students have started taking classes toward the Microsoft Office Technologist Career Pathways Certificate.
- The Year Three report for accreditation has been completed and sent to the visiting team and NWCCU in preparation for the October 22 – 24 site visit.
- ABS has started planning for the College for a Day session to help current and recent GED and AHSD graduates plan for college. The event will take place November 14 on the UCC campus.

Lorrie Ranck, Director of Curriculum Support:

- As part of a great inservice, the UCCOnline Instructional Support Specialists provided numerous opportunities for faculty, staff and students to learn about instructional technology tools and Angel, our Learning Management platform.
- The Academic Partnerships Office has been actively coordinating the enrollment of students in dual credit classes at area high schools. This involves tabling during registration events and working with high school instructors to register students.
- Library staff have been preparing to serve students in a variety of ways this term from providing orientation and embedded library instruction to changing the look of the library computer lab by removing some desktops and providing laptops for checkout. The staff are also testing Chromebooks (which sync with google applications): these would add to the current stock of mobile devices available for limited checkout. Based on user data including gate counts from over the years and a thorough review of what other community colleges libraries do, the UCC Library will be closed on Saturday starting this fall.
- Teaching, Learning and Assessment (TLA) work is gearing up again for the academic year. Nancy Nowak, who serves as faculty liaison, and I reviewed potential workshop topics and began planning for activities this term as part of our four pronged approach to working with full-time and part-time faculty.

Mark Williams, Dean of Career Technical Education:

- **Allied Health Occupations:** Practical Nursing held its pinning ceremony on September 8 for the graduating class of 18.
- **Business:** Sheryl Lehi accepted an award on behalf of Mercy Medical Center as noted below. She is the Volunteer Coordinator at Mercy and has been teaching PT for UCC for ~6 years. As you can see, she says, “I have also been elected to a three-year position on the national Board of AHVRP. AHVRP is an affiliated group of the American Hospital Association. I will serve during 2013-2015.”
- **CIS & Engineering:** In partnership with the UCC Advising and Career Center, all of this year’s AAS graduates from the engineering technology program secured employment. Several of the students had to travel out of the area, including students that found work in Wyoming through phone interviews.
- **Culinary Arts:** Culinary arts recently purchased Google nexus tablets with the help of the Perkins grant to complete development of an online platform to support instruction during lab classes. Enrollment is steady at 33 students for the start of the fall term with 8 returning from last year.
- **Public Safety & Industrial Technology:** The UCC Automotive Department is continuing its work with Toyota to update UCC’s program to meet the demands of continuing CE standards. NATEF, accreditation is due 2013. It’s a busy fall term with full Welding classes; a new new student process for attending Fire Related Skills at Fire District Number 2; EMS Paramedic increased class size to 27 to accommodate students who have all pre-screen requirements met; Green Tech Cohort 5 started this past summer 2012 and now approved for Financial Aid; Apprenticeship: Police Reserve Academy Class 17 with 18 students ready to meet the requirements of the Academy.

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

- The SBDC recently held a successful strategic planning session for the coming year. The activity was facilitated by Mary Merrill, Director of the SBDC at Columbia Gorge.
- The College has signed an agreement that will utilize a single instructor/advisor for SBDC's Small Business Management Program and Neighborworks Umpqua's Microenterprise Development and Learning Program (*MEDAL*). Neighborworks will be the employer of record and the instructor/advisor, Bob Hillis will spend most of his time at the Umpqua Business Center. Previously each program was staffed by a part-time individual with little connection between the two. This collaborative effort helps both programs to attract and retain a higher-caliber staff member, creates a “continuum of services” for clients, maximizes scarce resources and gives Neighborworks a presence at the Umpqua Business Center.
- The Workforce Department in conjunction with Financial Stewardship Resources (FSR) will be presenting an all-day training program for non-profit board members on Saturday September 29 at the Lang Center. The training, partially funded by the Ford Family Foundation will offer a host of seminars on the duties, responsibilities and laws governing board member activities. FSR is a nationally recognized organization that provides training for board members throughout Oregon and the Northwest.

JOBS – Carla Bee, Director:

- As of July the JOBS Program has met and/or exceeded their Work Experience and JOBS+ Placement goals.
- JOBS have been informed that they will be receiving an additional \$35,000.00 in funding for the year.
- 31 families went to work in August as a result of the staffs coaching, job referrals and encouragement. Their target is 20 placements per month, and we surpassed that by 11 placements!

Community Education – Robin VanWinkle, Director:

- Community Education is sponsoring the Third Annual Early Childhood Care and Education Conference October 19 & 20 on campus. This event attracts over 150 attendees from the field of early childhood education, parent education, and interested parents and community members. Financial support has generously contributed by The Ford Family Foundation, Mercy Foundation, Douglas Early Intervention Advisory Council, ASUCC, and the Commission on Children and Families.
- The Community Education Department is partnering with Allied Health to offer the Home Health Aid certification program. The course includes 45 hours of instruction and prepares those with CNA I and CNA II certificates to provide professional care in home-care settings.

Jason Aase, Interim Dean of Arts and Sciences:

- Department Chairs have been watching classes closely, gauging demand and canceling/adding classes where necessary. We have many full sections -- thank you, Chairs, for all of your hard work!
- Kick-off for the 2013 OMTF season will be held Saturday, October 6, at 7pm in the Centerstage Theater. Donations will be accepted.
- A juried collection of pastels from the Oregon Pastel Society is currently on display in the Whipple Art Gallery. The opening reception was very well attended. Plan to stop by and support local artists!
- World renowned classical guitarist Scott Kritzner performed to rave reviews September 14 at Centerstage.
- Planning is underway for our second STEMtech day for local middle and high school students. This is designed to encourage them to enter the fields of Science, Technology, Engineering and Math. Last year's event was a huge success, and we anticipate another wonderful event!
- Science department faculty will be participating in the Douglas County Museum's Spooky Nights, October 26-27, 6-9 pm each night. Attendance is anticipated to be at least 200 people for each night. The Museum is requesting colorful and flashy displays, and I am sure our chemists and physicist will deliver!

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – October 10, 2012**

STUDENT DEVELOPMENT

Advising and Career Service Center – Mandie Pritchard, Director

Academic Advising, Counseling, Testing, Disability and Career Services

Overall, the Center has had approximately 1479 visits for a variety of student needs. Academic advisors, counselors, coordinators, and support staff have been busy assisting new, returning and prospective students with accessing their Riverhawk account, identify course for degree and certificate requirements, identifying campus and community resources, answering general financial aid questions, assisting students with creating term-by-term planners, and answering any and all questions that come our way. With that said, a **BIG THANK YOU** goes out to our Center's work-study students and Division student ambassadors. They not only provide a great deal of support to the staff, but have been a tremendous example of students helping students in their role on campus.

THANK YOU to our AWESOME STUDENTS!

Anthony Tatum – Disability Services Work-study Student
Jessica Mixon – ACSC Work-study Student
Elizabeth Williams – ACSC Work-study Student
Victoria Harris – Student Ambassador
Karina Roberts – Student Ambassador
Rebecca Hallgrimson – Student Ambassador

New Student Orientation (NSO)

It's very exciting to share 417 students have completed NSO during this month! All NSO participants have learned information on Campus Resources, Academic Success, Funding Your Future, and accessed their Riverhawk web account to find open classes, access their student email. This also includes where to locate and checking their financial aid information at UCC.

In support of the Achieving the Dream, NSO also provides students the opportunity to share what they believe are their on-campus challenges and external barriers impacting their success at UCC. These include but are not limited to: getting text books for classes, navigating UCC deadlines/dates, finding affordable housing and accessing medical services. Students also share what on-campus services they have accessed and found helpful. This information will be used to further understand the challenges our students face and what may impact their success while attending UCC in future focus groups.

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

4844 - Total applications to date for 2012-13
6532 - Total applications for 2011-12

Financial Aid Awards

1175- Total awards packaged to date for 2012-13

Disbursements for the 2012-13 award year through 9/26/2012 total over \$1.4 million to 1175 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Hired Audrey Brown as Financial Aid Assistant. With this final hire the office is now fully staffed.
- Received a one week intense training session by a SIG trainer regarding our Financial Aid set up and how we can work smarter not harder in the future.
- Established weekly meetings with IT to create a better communication flow.
- Staff still actively participating in training for new positions
- Staff has consistently worked overtime during the weekends in an effort to get students awarded.
- Prepared and presented two presentations to faculty and staff during Inservice in an effort to promote awareness of the UCC cohort default rate and how we can work together toward the success of our students.
- 681 new students have attended or completed the Financial Aid Literacy Seminars for the 12/13 academic year.
- Three seminars will be scheduled for October and two seminars for November. The on line seminar will be available to students for Fall term through December 7, 2012.

Student Life Office - Marjan Coester. Director

Student Government held their first official event of the academic year on Monday, September 24. Their student "Meet and Greet" was held in the Campus Center Lobby – they made contact with between 250-300 students.

ASUCC will be hosting a week of Voter Education activities beginning the week of October 8.

ASUCC Vice President Freddy Gompf will be attending the first OCCSA Board meeting of the academic year October 12-13 at Lane Community College. The OCCSA Organizer spent all day September 24 meeting with Freddy and students to prepare them for voter education and registration.

Club Fair will be held on October 17.

Officers have already been busy participating in campus committees and task forces including Accreditation, Achieving the Dream, Academic Standards, College Council and Harvest Festival Planning.

ASUCC Student Government received its first Campus Enrichment Grant request of the year from the Outdoor Recreation Program; the requested funds will help support the public performance of the film Reel Rocks, a fundraiser for a proposed indoor climbing wall.

Clubs

Computer Club has been working on a proposal to develop a mobile "repair" center for students and their computers.

Debate Club will be holding its first meeting of the year on October 5.

Engineering Club has recertified after a year's hiatus.

Phi Theta Kappa will be attending the regional conference at Linn Benton Community College October 12-14. The chapter will also be hosting a welcome back event for members on October 23.

Student Life Office

Much thanks to Robynne Wilgus for coordinating the annual Welcome Back greeter activity; seventeen (17) members of the Administrative/Exempt staff greeted students, handed out maps, provided directions and gave away Riverhawk Bucks on Monday and Tuesday morning the first week of classes.

The Student Life will host a Job & Services Fair on October 24.

The quarterly Blood Drive will be held on October 31 and November 1.

SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

Activities related to meeting grant objectives:

Good Academic Standing/ Persistence/Graduation/Transfer:

- TOP had the first year group orientation Friday, September 14th. This group is made up of students that have just recently graduated. The orientation agenda was filled with get to know you activities, listening to a student panel, interacting with peer mentors, and participating in a campus scavenger hunt. There are 35 first year students participating in the first year group. We have a lot of activities planned for fall term. *(Pictured below is the first year group during orientation.)*
- The first year group and the small groups along with TOP staff will be volunteering in the Harvest Festival. TOP students will be decorating campus center, assisting with set up of the festival, and organizing and running games during the festival.
- On Friday, September 20th TOP also had orientation for the small group cohorts. The non-traditional students that enter the program are placed into a small group. There were 25 students that attended small group orientation.
- Corrie Sommerfeld (Director), Caroline Hopkins (Advisor), and Lori Yeo (Advisor) all participated in presenting student success strategies for new student orientation prior to fall term starting.
- TOP welcomes Chris Harwood as the new part-time Tutor Coordinator Assistant. Chris is a graduate of TOP and UCC and he is working on his bachelor's degree in business online through Eastern Oregon University.



- Caroline Hopkins made a presentation to the department heads regarding program services and we had several requests to visit classrooms and give presentations.

Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

- The advisors continue to heavily recruit to fill the spots vacated by graduating seniors. We currently have 419 out of the required 592 spots filled.
- We have already used the first 70 SAT fee waivers we received from Collegeboard and have requested an additional 50. The senior class is very motivated to take the appropriate tests for university entrance.

Upward Bound

- Steve Burns, UB Coordinator, has been getting situated at South Umpqua High School, the additional school in the new grant cycle. He has handed out over 50 applications to freshmen and will continue to recruit sophomores and some juniors.
- Missy Olson is filling in at Douglas High School until our new UB Assessment and Program Development Specialist can start. She has also been recruiting to fill the three vacant spots at DHS.
- The team meeting content for September included volunteer opportunities, note taking skills, and homework/tutoring assistance.
- The Saturday Seminar on September 29 will include SAT root words, homework/tutoring assistance, and working with the SOLV river clean up for a community service project.

Ford Childhood Enrichment Center – Ronda Stearns, Director

Fall term 2012 is underway and we are very busy at the Ford Childhood Enrichment Center. We are learning names of new friends and their families, learning names of new staffers and practicum students, and making sure all are safe and secure. It's been a busy week!

Enrollment at the center is at 89% of capacity. Our infant/toddler room has no openings at this time. We are seeing a lot of new faces as many of our regular faces moved into kindergarten this fall or parents moved from the area to pursue jobs or further educational opportunities.

Not all new faces at the center are of the five year old and under demographic as we have had some staff turnover this summer. Our beloved Chef took a full-time position with Head Start at the end of August. He went in search of a replacement he could trust and found us Ethan Tisland. Ethan trained with Chef before his departure in August. Madilyn Rauh joined us as a floater, assisting with break coverages and other odds and ends. Maddy is currently enrolled in the ECE Program here on campus and has been a fun addition. And our own Tamela Nichols was promoted to the Lead Teacher position in the Sandbox Room. Tamela is a graduate of UCC's ECE Program and has been on staff as an assistant teacher for several years. We are very pleased to have all of these additions to our staff!

As for those of us not in classrooms, we have managed to pull poison oak from the playground, update emergency contact information for all of the children, made tips for each classroom,

enrolled numerous new students, grocery shopped for the 190 lunches served weekly, and get our CPR/first aid renewed. It's been pretty hectic up on the hill.

Athletic Department – Cheryl Yoder, Director

The UCC Riverhawk Volleyball team is off to a great start. They had a long pre-season, traveling to Walla Walla one weekend and then back to Spokane the next weekend. They also took second place in their first tournament of the season at Chemeketa.

The team just started league this week and is split 1-1 in league standings. They beat Clackamas, who UCC hasn't beaten for over 15 years. Another league game is Wednesday, Sept. 26, against SWOCC at 6 PM. Results to follow. They are over 13-10. First year Head Coach Chris Werner is off to a fantastic beginning. *Go Riverhawks!*

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

The Purchasing department generated 128 standing, (open) purchase orders for various departments on and off campus. The total yearly dollar amount for these orders was \$2,110,238.00. These purchase orders save both time and labor in several departments, opposed to each area creating single purchase orders every month. I worked with the Finance Office to put on joint training sessions with Accounts Payable. Two sessions of purchasing procedure training were provided for interested staff during in-service week. Managing the coordination of the food vendors for the Umpqua Valley Wine, Art & Music Festival took place throughout the month. Purchasing has had the ongoing project of working with Ricoh's accounting department and sales representative to get a better billing system and to solve some billing issues which will save the college money.

Finance Office – Natalya Brown, Director

During September the Finance office has been working on accreditation as well as completion of the Comprehensive Annual Financial report and IRS audit. We have closed the books and posted beginning fund balances in Banner. We were also excited to receive confirmation about renewal of the indirect cost proposal that the college submitted to Department of Health and Human Services in December 2011. Our indirect rate will be effective until June 30, 2015. With fall on its way, our staff held some training sessions on purchasing, invoice processes and existing travel procedures during the in-service week. We are currently revising some of the procedures and will hold additional training as well as will post revisions online at: <http://www.umpqua.edu/finance-office>.

We held a review session for Administrative staff on Independent contractor vs. Employee status and posted an Independent contractor checklist to assist departments in making that determination: http://www.umpqua.edu/images/Finance/independent_contractor_checklist.pdf

Fall classes have started and as usual we are offering Registration, Financial Aid and Cashiering at Jacoby Lobby in the first week of the term to help students with their questions in one location.

Budget Office – Rebecca Redell, Director

I had the chance to meet with the Department Chairs during in-service to discuss the new budget reports. They will be receiving these reports monthly. The reports will hopefully aid them by giving them a quick snap-shot of where they are currently and how much they have left to spend. The Department Chairs seemed very appreciative and happy to be receiving something that will help them to review their budgets quickly. They all also wanted to have more training on how to use the system to review transactions so I will be setting up individual meetings with each chair in November.

I met with EC to discuss revenue projections for the year and to show them the new budget reports. We will be meeting monthly starting in November to review projections for the year and to review any areas of concern.

Research & Planning – Dan Yoder, Institutional Researcher

I know I write this every time and it's true – This has been a busy month!

IR Summary:

- Strategic Planning Process presented to EC for Campus development!
 - Accreditation Themes and Indicators cross-walked with plan Goals, Objectives, and Tasks
- Organizational Climate Survey Recommendations presented to the President
- Developed a summary of employees by classification employed by month for HR Dashboard
- Participated in drafting the CCWD College Success Plan for 2012-2015
- Provided Accreditation support
- Provided Financial Aid support
- Provided Support to Budget Analyst and Instruction for managing number of sections offered per term per year
- Provided support to various instructional department heads in support of enrollment management
- Provided Foundation support for scholarship administration
- Federal Reporting Completed: IPEDS
 - Institutional Characteristics – with estimated fall enrollment and financial aid budgeting
 - Completions report for 2011-12
 - 12 Month Enrollment Report for 2011-12

Projects in progress:

- Annual Enrollment Report
- 2011-12 Strategic Plan Update
- Program Review data update

- Federal Veterans Report
- Federal Campus Crime Report
- Federal Equity in Athletic Report
- SENSE Survey scheduled for October
- ATD Data Extracts development
- Support for Strategic Planning process
- OCCURS updates and changes

Safety, Security & Custodial – Steve Buchko, Director

Custodial

- Bought and replaced all campus wide outside floor mats
- Continue to work on all custodial related activities
- Continuing education- First Aid and CPR training

Security

- Installed new bells and panels for Science, ESB, and P.E. areas for fire protection
- Bought 3 new security phones for security phone network
- Remote door access nearly complete
- Continuing education- First Aid and CPR training

Lynn Moore, Vice President for Administrative Services and Student Development

As you can see above, many good things are happening at UCC! In addition to *Welcoming Back Students*...we are working to streamline processes so that we can best serve students and our community. One of the *not so elegant* tasks that we are working on which is requiring broad support on campus is a new Risk Management Plan. We are meeting with SAIF on a quarterly basis to develop this plan which includes working to mitigate slips, trips, and falls on campus. We are taking an aggressive and pro-active approach to making our campus and facilities safer for students, employees, and visitors. We also hope to save a few dollars on annual insurance premiums in the process.

I am looking forward to serving on the Cobb Learning Center Board. Since UCC has the best childcare director in the state, so I know there are opportunities for us all to work together to best serve the youngest population in our community.

Thank you Robynne for all you do for all of us!

Board Report – October 10, 2012
Jan Baxter, Director of Human Resources

Recruitment began or continues for the following positions:

Full Time

- Catering Assistant
- Facilities Scheduling special Events Assistant
- Human Resources Technician
- Networking Technician
- Theater Arts Instructor
- Tutoring Coordinator

Part Time

- Academic Advisor
- Accommodations Specialist
- Business Counselor/Advisor
- Café Production Assistant
- Educational Talent Search Coordinator
- Machine Shop Instructor
- Teen Parent Outreach Worker

Positions filled/closed

- Nursing Instructor
- PT Peer Tutor Program Assistant
- PT Administrative Secretary (IT)
- Instructional Support Specialist
- Employment Specialist – JOBS
- Disability Services Coordinator
- Lead Teacher – FCEC
- Financial Aid 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.
- UCCs first Employee Benefit Fair was September 20, 2012. Although attendance wasn't as high as hoped for, it was a worthwhile event and we gathered feedback to make improvements for next year

- Revision of HR policies and procedures are in progress.
- We plan to have our HR Technician position filled by the end of October.
- Submitted annual Vets100 report.
- Completed annual open enrollment for insurance benefits and flexible spending accounts.
- Purchased and are working with IT to implement online training in respectful workplace (EEO) and child abuse reporting.



**BOARD OF
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**Foundation Director's Report
September, 2012**

Foundation Meetings

The Executive Board held four two-hour meetings with Foundation Board members during September. The meetings included a review the Bond Levy Campaign, efforts to retain the matching grant from the State, activities related to the alcohol licensing settlement agreement with the college, the decision by the Board of Trustees to replace the pool, and strategic planning.

Grant Development Office

Summer was quiet in the Grant Development Office since Susan had a baby one week after graduation (June 22nd). Jameson is happy and healthy and attending the Ford Childhood Enrichment Center on campus with his big sister Aubrey.

We are still waiting to hear back on four grants totaling \$680,827 in grant applications submitted in FY 2012. Over the summer we were awarded three grants totaling \$32,097:

- The Dr. John W. and Betty Long Unruh UCC Performing Arts Fund of The Oregon Community Foundation, \$2,525
- Mildred Wilcox Whipple Fund of The Oregon Community Foundation, \$25,322
- The Ford Family Foundation, \$4,250

Although we scored a perfect 100 on our Title III Strengthening Institutions grant application to the U.S. Department of Education, the project was not funded. Only 13 awards were made nationwide this year; far fewer than in past years. The Department of Education funds "down the slate" every other year, meaning next year they will fund applications with the next highest scores submitted in the 2012 competition. Therefore, our application has a chance to be funded in 2013 without resubmitting.

UCC currently has 37 grant applications in the pipeline for FY 2013 totaling \$2,462,798.

Foundation Director's
Board Report, Page 2

Scholarship Coordinator's Office

The Scholarship Officer has been busy as we start a new academic year. We have awarded 271 students \$304,835 for 2012-13 and have 24 additional scholarships totaling \$32,500 that will be awarded before the end of October. The Scholarship Office also coordinates the promotion and distribution of over \$1,000,000 in agency or outside scholarships each year.

It is important to underscore that the resources available each year from the Foundation for scholarships varies and is driven by the investment earnings in the previous year. We continue to add new endowments and annual gifts to our list of resources but still fall short of meeting the demand we see from our student population. We are currently only able to award one of each five applicants for scholarship help.

The scholarship office is also responsible for processing requests from students for emergency funds for bus passes, short-term loans and textbooks. Requests for bus pass assistance continues to be high and we often deplete this fund in early spring.

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 is now processing nominations for the Outstanding Donor of the Year.

October 10, 2012

UCC Faculty Association President's Report

As of this writing, we are at the end of the first week of classes. From my conversations it is clear students and faculty are excited to be back. Administrators are on the ground, helping students find their way and in the process getting to know them. Several students have commented that they never met a vice president or president before. It means a lot to them, and it is good management for administrators to spend time on the front lines.

The Association held its first membership meeting of the year during in-service. Turnout was very good. We ate, reconnected, and discussed doing the work of the college through committees.

Another area in which the Association is getting involved is with the OEIB Achievement Compacts. Across the state community college administrators, faculty associations, and boards are getting involved to try to take more control over that process. By presenting a united front to the OEIB we hope to make the Compacts a useful tool for assessing and improving student success, rather than an imposed threat void of any real meaning. The OEA Community College Counsel, in cooperation with administrators and other governing bodies, is attempting to convince community college boards, presidents, and administrators to commit to the governors 40-40-20 initiative, engage faculty and staff in redesign of policy and practice to increase educational attainment for all students, and to set and publish meaningful educational attainment targets. We are asking OEIB to commit to 40-40-20, to secure sufficient revenue to meet those goals, and to set and publish meaningful accountability measures toward securing investment revenue. Community college associations across the state are concerned that local college efforts to improve student success could be undermined by the imposition of the Achievement Compacts. We are convinced that as they are currently designed the compacts will not move the needle on student success, and could waste time and resources that would be better spent addressing the real issues. I know the Board is aware of the compacts, and I hope you will join us to better understand the issues and support efforts to make community colleges accountable in a meaningful way.

ACEUCC
Board Report
October 10, 2012

Fall Term got off to a great start. It'll be a little easier to get to work now that the construction is just about done.

We're just about ready for our annual retreat, which will be October 26th this year. It is being held up in the Lang Center, with a theme of *Building a Healthy Workplace*. We have several faculty and classified members presenting workshops. The retreat is being held later this year to allow more employees to take advantage of the day.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: President's Evaluation, 2011-12	Date: October 10, 2012
<p>President's Evaluation – 2011-12</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> - Quickly “healed” the campus community with openness, humility, accessibility and transparency - Visibility on campus is strong and engaging - Tremendous ability to elicit teamwork - Community: good speaker, good one-on-one; in fact, take more initiative to speak in formal settings - Board Relations have been exceptional as he recognizes board members role and input - Prioritization of efforts has been strong - Innovation is strong with actions to support <p><u>Focus Areas</u></p> <ul style="list-style-type: none"> - Late meeting arrival may negatively impact effectiveness - Time taken to make a decision was raised so need to set expectations for timing - Grammar/misspelling in written communications needs improvement <p><u>Goals for 2013</u></p> <ul style="list-style-type: none"> - Develop a strategy for strategic communications necessary to enhance the understanding of UCC; create amplification internally and externally - Create and articulate your vision - Support the Board in reaching their goals - Focus on Governance; move to a more effective model; how better to use college council and explore faculty senate assembly - Improve relations with K-12 (at least 4 high schools come to campus) - Continued engagement in the community with more focus on south county - More focused attention in Salem - More effective time management 	
Recommended by: _____	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: October 10, 2012

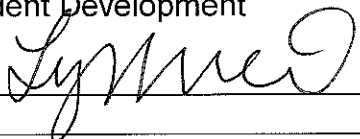
The following criteria has been used to make decisions about processing so many policies at once: policies requiring significant further work were assigned to the appropriate administrator for repair; policies with a recommendation to be deleted were explained to College Council and now, the Board; policies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

The following policy 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: Lynn Moore,
 Vice President Administrative Services and
 Student Development



Approved for Consideration:



 U.C.C. President

Policy Revision – Student Development

**POLICY 710.07: TUITION WAIVER FOR DEPENDENTS OF
FALLEN OREGON SERVICE MEMBERS**

10/10/2012


Current Policy	Proposed Policy
<p>Umpqua Community College will provide a tuition waiver to the dependents (spouse and children as identified by DD Form 93) of members of the Oregon National Guard and the Armed Forces of the United States who died on active duty, died as a result of a military service connected disability, or are 100 percent disabled as the result of a service connected disability.</p> <p>The purpose of this waiver is to allow the dependents of Oregon soldiers the opportunity to earn their first associate degree. Therefore, the waiver is offered for up to 135 credits or a degree (whichever comes first). The waiver offer will end 22 years after the death of the Oregon Service member. In the case of 100 percent service connected disability of the service member, application for the waiver offer must be made before the dependent child reaches 23 years of age and will end when the child reaches 26 years of age. A surviving spouse who has remarried is no longer eligible for the waiver. The waiver is for tuition only and does not cover books, fees or other expenses.</p> <p>To access this waiver, the prospective student will need: proof of their dependent status (a copy of either a birth or marriage certificate or a DD Form 93); proof of the Oregon service member's residency and death or disability rating; and proof of their campaign service (DD Form 214). The prospective student must reside within the Umpqua Community College district. Requests for this waiver are to be made to the UCC Veterans Office.</p> <p>Students qualifying for this Tuition Waiver are expected to maintain satisfactory academic progress (SAP). SAP is measured by a term GPA of 2.0 and completion of a minimum of 67% of attempted credits. Failure to meet this requirement will suspend eligibility.</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p> <p>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.</p>

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Campus Climate Survey	Date: October 10, 2012
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The Board of Trustees have reviewed the results of the Campus Climate Survey. They will discuss and make recommendations based on information from the survey.

Recommended by: _____	Approved for Consideration:  _____ U.C.C. President
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