

UMPQUA COMMUNITY COLLEGE

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

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| <p>UCC Board of Trustees Goals, 2011-12</p> <ul style="list-style-type: none"> • Develop and Implement a new president assessment process • Complete a climate assessment for campus • Increase Board engagement in setting budget priorities • Ensure approval of capital bond • Move toward paperless board meetings • Begin 2013-18 Strategic Planning process |
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VOL. XLVII, No. 1 BOARD OF TRUSTEES MEETING 4:00 P.M. Board Room, September 12, 2012
Work Session re: Campus Climate Survey at 5:30 P.M., Board Room, 2:45 – 3:45 p.m.
Executive Session ORS 192.662(1) (i), Board Room, 1:30 – 2:30 p.m.

A G E N D A

MEMBERS:

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

Betty Tamm _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
Lynn Moore _____

I. CALL TO ORDER **Chair Becker**

II. ATTENDANCE **Chair Becker**

III. CONSENT AGENDA **pp 1-6**

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. ASUCC REPORT	Brenna Martin	
VII. ACEUCC REPORT	Debbie Hill	
VIII. UCCFA REPORT	Emery Smith	
IX. PRESIDENT'S REPORT	Dr. Olson	pp 7-26
X. OCCA REP. REPORT	Dir. Bell	
XI. OLD BUSINESS		
XII. NEW BUSINESS		
A. Board of Trustee Goals for 2012-13	Chair Becker	p 27
B. OCCA Update	Andrea Henderson	p 28
C. Res. No. 1 – Approval to Spend Funds	Lynn Moore	pp 29-30
D. Sabbatical Leave	Roxanne Kelly	pp 31-40
E. Accreditation Update	Ali Mageehon &	
	Nancy Nowak	p 41
E. President's Evaluation	Chair Becker	p 42
XIII. BOARD COMMENTS	Chair	
XIV. ADJOURNMENT	Chair	

IMPORTANT DATES:


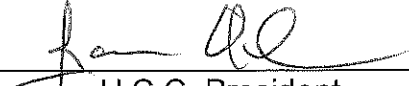
NEXT BOARD MEETING:

- Wednesday, October 10, New Employee Dinner, 5 p.m., location TBD
- Wednesday, October 10, 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: September 12, 2012
<p>Recommendation:</p> <p>Recommend approval of:</p> <p>Minutes of College Board Meeting of June 13, 2012 pp 1-5</p> <p>Personnel Actions p 6</p>	
Recommended by:  _____	Approved for Consideration:  _____ U.C.C. President

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 13, 2012

The Umpqua Community College Board of Trustees met on Wednesday, June 13, 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. The meeting was opened with the formal budget hearing. There was no one who wished to comment on the budget, so the regular board meeting began.

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

Excused: Betty Tamm

Others in attendance:

Joe Olson	Ethan Snyder	Linda Spaccarotelli
Lynn Moore	Bentley Gilbert	Jason Aase
Roxanne Kelly	Honora NiAodagain	Mark Williams
Dennis O'Neill	Victoria Sawyer	Lorrie Ranck
Joanne Hayes	Cheryl Yoder	Susan Taylor
Janet Baxter	Robin VanWinkle	Mandie Pritchard
Robynne Wilgus	Debbie Hill	Rebecca Redell
Dan Yoder	Lee Salter	Marjan Coester
Crystal Theisfeld	Emery Smith	Ed & Michelle Ottenheimer

Consent Agenda:

- A. Budget Committee Meeting Minutes of April 27, 2012
- B. Board Minutes of May 9, 2012
- C. Personnel Actions

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

Citizen Comment

No one signed up to speak this evening.

ASUCC Report

ASUCC President, Ethan Snyder, made his last report as ASUCC President who reflected on his year as ASUCC President noting personal growth and the accomplishments of the members of the ASUCC. Campus Enrichments Grant which brought about some events on campus which were well-attended; assisted the entrepreneur club with a festival; attended four conferences on leadership; lobbying both at the local and state level; purchased a golf cart; funded two scholarships; assisted the Ukrainian delegation; offered incentives for student leadership development; made changes in the structure and function of the ASUCC; added funding to the Mainstream student newspaper; funded the reader sign that will be posted at the end of College Road. Sponsored several events including voter registration, movie nights, study-ins, dental van, blood drives. He introduced the new ASUCC officers and shared what the current officers would be moving on to do. He thanked the Board for the opportunity to participate at each meeting. The Board in-turn thanked Ethan for a wonderful job as ASUCC President.

ACEUCC Report

Victoria Sawyer, Chair of ACEUCC, reported this is her final meeting as Chair of the ACEUCC union. Next fall Debbie Hill will become the Chair of ACEUCC. She said that at the spring meeting of the classified the reclassification survey conducted by LGPI which is complete. New officers were chosen in an election and revised association constitution and bylaws approved. The new leadership team will be Debbie Hill, Chair, April Hamlin, Vice Chair, Valerie Miltko, Secretary, Donna McGeehon, Treasurer, Victoria Sawyer, Past President and Diana Kelly, OEA Liaison. Acknowledged the upcoming retirement of Mellony Stratton after 23+ years and recognized those who received their 10 and 20-year awards (Diane Doughty, Judy Ode and Joyce Kelly). The new team has begun working on the classified retreat scheduled in the Fall.

UCCFA Report

Honora NiAodagain, Chair of UCCFA, noted she had submitted a written report this month that is included in the

June 13, 2012 College Board Minutes

Board packet. She also said this is her last meeting as Chair of the UCCFA and that Emery Smith will be the new Chair, Katie Cunnion will be Vice President and Martha Joyce will be Secretary/Treasurer. She said it has been a pleasure working with the President and Board as representative of the faculty.

President's Report

- Thanked each of the chairs of the associations for making his first year of transition as President a smooth one.
- Noted this is the last Board meeting of HR Director Joanne Hayes, and wished her a wonderful retirement. He then welcomed our new HR Director Janet Baxter to her first Board meeting.
- Introduced Dan Yoder to address enrollment figures for the year as compared to same time last year. Enrollment applications are down by approximately 20%. Some of this is due to changes in Financial Aid opportunities. Joe noted that Dan did a great job of updating the Board on our Strategic Planning Process at their work session prior to this meeting this evening.
- Introduced Dennis O'Neill, Foundation Director, to provide a brief report of reflection on the bond election. He noted the changes in Board and Administration during that time, and yet the idea of growth and what facility needs were remained constant. The Clements group was hired as consultants to work with us and the Executive Board formed and the campaign began in June of 2011 following formal bond resolution by the Board. Community surveys were conducted all along the way which were very positive. The economic climate became the barrier we could not overcome. Dennis said a memorial record of the campaign will be made for future use. Chair Becker and Dr. Olson thanked Dennis as well as Lee Paterson, Neil Hummel, Connie Williamson, Bob Dannenhoffer and Clint Newell and Elin Miller for all their work on the Bond Executive Committee. Dennis stated this drive began almost seven years ago. Chair Becker also recognized all the effort on the part of many towards the campaign and hoped that a more in-depth review of the final analysis could be made in the fall and take in lessons learned and where we go from here.

OCCA Board Report

OCCA Board representative, Bob Bell, reported on the last OCCA Board meeting which was held in Bend. Discussed was formation of the OEIB Board and the selection of the Director, Rudy Crew, who is a nationally known educator, but from the K-12 area. We, the community colleges, will have the opportunity to personally show him what community colleges are all about. How the OEIB and the Higher Education Board will work together is confusing. He said some board members may receive a call about how they view this. Their talking points should include how community colleges are the link between k-12 and the university system and the community colleges are a vital part of local initiatives and for transfer for access for those in rural areas that cannot go to a university and for local workforce needs.

New Business:

Chair Becker opened the Board discussion of the UCC swimming pool closure and options for repair and/or replacement. She turned the discussion over to President Olson who noted this is a discussion item, but can be an action item if desired. He suggested the College commit to an investment of somewhere between \$200-250,000 for each of the next two years as seed money toward the renovation and allow the pool committee to move forward with fund-raising and grant seeking. He stated that if enrollment and budget conditions were better, he would feel more confident about the viability of fiscal standing for the next couple of years, but at the same time he realizes the importance of the pool to community members. He and the Board are committed to finding a way to reopen the pool. This commitment would be towards the \$1.7 million renovation of the pool to try and get it open within the next two years. Beyond that we can work toward more of the project and looking at sustainability of the pool and whether it could be more than a seasonal pool.

Dir. Weikum spoke of a meeting held with the YMCA. They were very supportive of the \$1.7 million renovation and would like to work with us any way they can.

Chair Becker said many good discussions have been held on this topic, so she would entertain a motion tonight, if the Board felt comfortable doing so.

Dir. Miller asked if keeping this as a discussion would allow the pool committee to proceed with an assumption of seed money to do fund-raising and grant seeking.

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Dr. Olson said he would recommend a two stage direction. That of going for the \$1.7 million to get the pool open, and secondly, following the opening of the pool, the committee continue working with the College to implement a plan of sustainability. He said he was not comfortable with trying to go for a year-round pool at this time. There are two many economic uncertainties.

Dir. Rice asked if there were any advantages to delaying a vote. Dr. Olson said he felt it was more advantageous to apply for grants with a vote.

Dir. Bell asked if, by putting forward money towards this project, are we putting any programs or staff in jeopardy. We have negotiations coming up this year, so what would be the trade-off. He said he is worried that we make this commitment and then take a hit to our budget. Can we afford this? Dr. Olson said he feels it is important for us to support the community. Something could happen that might make us look back and feel this was not a good decision. But he wanted to feel optimistic about the economy improving and being able to look back and feel this really was a good decision by building bridges with the community, it gets people engaged with the College and it reopens the pool.

Chair Becker said she felt the board has been given enough information at this point to make a decision.

Dir. Bell asked would we be comfortable letting go staff members in order to pay for this pool? His feeling is that, yes, he is willing to take the hit, but he wanted that on the table, because we may have to come back with regret, if we have to offer fewer classes or cut employees.

Chair Becker said the \$200-250,000 if for the next two years, but we still haven't addressed operating costs. Running a pool is not inexpensive, so will need to be looked at.

Dir. Bell said he would like all the costs of this project in detail when we get to that point. Past experience has shown that things generally cost more down the road than we originally thought at the beginning of the process.

Motion: I move for approval of the pool funding to begin with a commitment of somewhere between \$200-250,000 support for each of the next two years toward a \$1.7 million scope for the pool and that in the next 5-6 months as progress is made by the grant writing and through the community pool project, an update be brought back to the Board along with an operating plan so we can look at long-term sustainability for the community and college. Motion by Dir. Miller, seconded by Dir. Bell and carried unanimously.

Chair Becker said this was a good discussion and thanked everyone for their work on this project.

Dr. Lynn Moore, Vice President for Student Development and Administrative Services, presented for Board approval the final Education Achievement Compact. This is the initiative put forth by the State of Oregon, acting through the Oregon Education Investment Board (OEIB) for all educational entities. This is a required action by the Board from the State. The Compact includes a local piece, which we elected to do as follows:

- % of Dual Credit enrollments earning a "B" or better grade. This measure looks at the students' final class grade at the end of the term.
- The number of high school students taking college level classes (not including Dual Credit)
- % of high school students earning a "B" or better in college level classes (not including Dual Credit)

Dan Yoder confirmed that all data in the Compact was received by the Community College and Workforce Development (CCWD). Dir. Bell noted this is a work in motion.

Motion: I move for approval of the Achievement Compact as presented. Motion by Dir. Yetter, seconded by Dir. Weikum and carried unanimously.

Resolution No. 15 - Adoption of Budget

Lynn Moore, Vice President for Administrative Services and Student Development, presented for Board adoption the UCC Budget for fiscal year 2012-2013 as previously approved by the Budget Committee on April 25, 2012. A handout (attached to permanent minutes along with Res. No. 15) explained any adjustments made since that date as required by Oregon law.

Motion: I move for adoption of the UCC Budget for FY 2012-13 as presented in the total amount of \$132,680,602 and to impose the tax rate of \$0.4551/\$1000 of assessed value of all taxable property within the district. Motion by Dir. Miller, seconded by Dir. Bell and carried unanimously.

Resolution No. 16 - Establishing Clerk, Deputy Clerk and Budget Officer

Dr. Moore presented this annually required resolution to establish Dr. Olson as Clerk of the Board, and Dr. Moore as Deputy Clerk and Budget Officer for FY 2012-13.

Motion: I move for approval of Resolution No. 16, Establishing Clerk, Deputy Clerk and Budget Officer as presented. Motion by Dir. Bell, seconded by Dir. Yetter and carried unanimously.

Authorization for Interfund Borrowing for FY 2012-13

Dr. Moore presented this annually required motion from the Board which permits short term use of funds belonging to one fund by another fund for the 2012-13 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.

Motion: I move for approval of the Authorization for Interfund Borrowing for FY 2012-13 as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Dr. Roxanne Kelly, Vice President for Instruction, presented for Board approval the request for sabbatical leave from Social Science faculty member Jan Woodcock for the Fall and Winter term 2012-13. The faculty professional development committee approved this request. She plans to do extensive travel in and out of country to study world religions and human service programs and how they are evaluated. Cost for this leave will be for a temporary part-time instructor.

Dir. Bell asked if there were anticipated savings. The answer was no. Dir. Rice said this is an exciting opportunity for Jan and wish her well.

Motion: I move for approval of the sabbatical leave request for Jan Woodcock as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

Resolution No. 17 - Approval to Transfer Appropriations

Dr. Moore presented resolution no. 17 to transfer appropriations in the General Fund between Financial Aid and Instruction in the amount of \$200,000.

Motion: I move for approval of Resolution No. 17, to transfer appropriations in the amount of \$200,000 in the General Fund as presented. Motion by Dir. Yetter, seconded by Dir. Weikum and carried unanimously.

At this time the Board held their election of officers for the FY 2012-13 year. New officers will take their position with the next regular Board meeting.

Chair of the Board: Dir. Weikum nominated Dir. Becker, seconded by Dir. Rice and a unanimous vote was cast.

Vice Chair: Dir. Rice nominated Dir. Bell then withdrew. Dir. Becker nominated Dir. Miller, seconded by Dir. Weikum and a unanimous vote was cast.

OCCA Board Representative: Dir. Rice nominated Dir. Bell, seconded by Dir. Yetter and Dir. Bell nominated Dir. Rice, seconded by Dir. Yetter. A written vote was cast with Dir. Bell selected as the OCCA Board Representative.

Board Comments:

- Dir. Rice said she appreciates the open communication this year and how informative reports have been and thanked all for what they do.
- Dir. Bell said he supported the bond campaign and it was a disappointment, but we will move forward and he thanked all who worked on the campaign.
- Chair Becker reminded Board members to turn in their mileage expenses by this Friday to Lee.

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- Chair Becker also said it has been delightful to serve as board chair and she is excited to the new year. Tomorrow night and Friday night are the best nights of the year seeing all the students at graduation.

Meeting adjourned at 8:25 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. 15-17
Budget addendum



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Jan Baxter, Director of Human Resources
SUBJECT: Personnel Actions
DATE: September 12, 2012

Administrative/Confidential-Exempt Contract:

Full time Faculty Contract:

Deborah Boyles, Business, September 11, 2012
Danielle Haskett, Disability Services Coordinator, September 11, 2012
Todd Mican, ABSD WCJC, July 1, 2012

Administrative/Confidential-Exempt Separation:

Bentley Gilbert, August 1, 2012

Full time Faculty Separation:

September Board Report

President Joe Olson

This summer went by much quicker than I would have liked and some of the things I thought I could accomplish, I was unable to. Still though, there are projects that are ongoing, and I was able to devote considerable time to those projects. One of these is continuing efforts to secure 8.5 million dollars from the state for the allied health building, as well as identify possible local funding sources. I have been fortunate to have had Dennis O'Neill assist in many of these meetings and help me to understand the local and political dynamics. We have met with representatives from the City of Roseburg, Mercy hospital, as well as other friends of the College who have promised to do everything they can to help us secure this funding. In the next two weeks, Dennis and I will be meeting with co-speaker Hanna and other community members to pursue this goal.

One of my priorities in this upcoming year will be to strengthen relationships with our K-12 neighbors. I have developed a close relationship with several of the superintendents and will set about identifying ways to partner with the local districts. We continue to evolve our working relationship with Phoenix School and the South Umpqua District. Other efforts are taking place in Roseburg and Elkton. That is not to say that we do not have a presence in other districts, but these are our four primary partners right now.

One of the finds, I believe, of the campus climate survey is that I will need to continue to reach out to college staff to maintain and enhance what I think is a positive climate. The challenge of this year, as it relates to budget and enrollment, is that I will need to take additional steps to assure that people are aware of our finances and enrollment trends. I look to the Board for other ideas that can help me improve this component of my job.

As we consider campus facilities, I am encouraged the Board adopted as one of its goals the initiation of a college facilities master plan. Jess Miller and the vice presidents are looking at ways to move college functions around so they better meet the needs of students and increase our overall efficiency. Finding the best way to utilize facilities in light of our bond experience will also be one of my goals for the next year.

It will be great to have students back mid-September and continue working on ways to assist in student success and strengthen our ties with our community, and to focus on ways to build a greater community on campus.

**Board Report
Instructional Services
September 2012**

Dr. Roxanne Kelly, Vice President for Instruction

- Preparing for in-service that begins on September 11. We are hoping to introduce some music, food and fun into this year's kickoff.
- Reviewing and revising the internal procedures for new/revised programs with an overlay of state, federal and accreditation approvals. This also includes consideration of catalog publication.
- Held Instructional Leadership Team retreat to review what we are doing now and what we can improve as we move forward.
- Presented at Oregon Institute for Leadership Development at Silver Falls on June 27th.
- Attended AAWCC summer conference at the Oregon Gardens on July 18th.

Dr. Ali Mageehon, Director of ABSD:

- Todd Mican started work in July at Wolf Creek Job Corps as the new full-time Adult High School Diploma/math instructor.
- The accreditation committee has been working on completing the Year Three report and preparing for the accreditation site visit on October 22 – 24.
- We have been working closely with Elkton High School to identify and enroll students in the Microsoft Office Technologist certificate path as part of our Career Pathways and CASE grants.

Lorrie Ranck, Director of Curriculum Support:

- In June, the 2012-2013, UCC Perkins grant budget was submitted to and subsequently approved by the Oregon Department of Education. This is the second year we have been approved for funding without significant revision: this reflects a high quality budget process and narrative as well as well-articulated projects from our faculty and staff.
- This summer we transitioned our articulation agreement work to the Academic Partnerships Office. This is key to our continued efforts to maintain and further build relationships with four-year institutions so students can begin their college experience here at UCC and seamlessly transfer to a four-year institution.
- The UCCOnline & Educational Technology Center just completed a search process for a third full-time Instructional Support Specialist and is pleased to welcome Joan Campbell to the team. Her experience as a faculty member will complement the skills and experience of our existing staff, Doug Maupin and Jeanine Lum.
- In our continual effort towards moving to a Learning Commons model, the Library is in the process of transitioning the existing computer lab to a hybrid desktop-laptop workspace and has moved a number of empty shelves into storage.

Mark Williams, Dean of Career Technical Education:

- CTE is happy to announce that Deborah Boyles who has been teaching part-time for the Business dept. has been hired for the full-time Business faculty position.
- Three Douglas County High School students have been selected to participate in a pilot program for a highly coveted student internship program administered by the Area Health Education Center of Southwest Oregon and in collaboration with local partners.
- Practical Nursing's graduating class of 2012 will hold its pinning ceremony at The Lang Event Center on Saturday, September 8, 2012 at 11:00 am.
- Twelve nursing student volunteers from the ADN and PN programs participated in "Dream Night" at Wildlife Safari. This event is organized as a special outing for chronically and terminally ill children and their families.
- The CTE Division would like to thank Michelle Bergman for all her help in getting Green Technology approved for Financial Aid! Green Technology Cohort 5 started this summer.

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

- The Workforce Department is preparing to host its sixth Open World Delegation in early November. The delegation will once again be comprised of educators from Uzhhorod University and Kremenchuk University in Ukraine.
- The SBDC has relocated to the new Umpqua Business Center, a business incubator in downtown Roseburg started by the Cow Creeks with funding from the Federal Economic Development Administration and Tribal Funds.
- The SBDC was recently informed that they have been granted a \$10,000 performance award for exceeding their goals in advising hours and serving long-term clients.

JOBS – Carla Bee, Director:

- JOBS has received additional funds from the Department of Human Services for this year which will allow them to fill three new positions once the 2012-2013 contract language is reviewed and approved by the Oregon Department of Justice.
- The current JOBS staff have been working real hard, juggling lots of duties since one full time employee is out on FHLA.

Community Education – Robin VanWinkle, Director:

- Community Education is working diligently to prepare for the Conference on Extraordinary Living. The annual conference is scheduled for September 14 from 8:00 to 4:00 PM
- Community Education and The Engineering Department once again produced a very successful conference for the Umpqua Basin Operators Section. The three-day conference is an annual event for private and municipal water and waste water treatment operators. This year 150 operators attended the conference held at Seven Feathers Conference Center in Canyonville.

Jason Aase, Interim Dean of Arts and Sciences:

- Gwen Soderberg-Chase received a new grant award totaling \$6900 from the Betty Gray Early Childhood Development Endowment Fund. This will provide scholarships to degree seeking students in Early Childhood Education
- The 2012 UCC Native Wisdom/Native Voices lecture series concluded in June with Jan Smith. Jan is Kiowa, Cherokee and Creek and an advocate for native youth and adults in Oregon. Thank you to Dr. Renee Barlow for organizing the lecture series!
- Ken Carloni's Field Botany class was a success, earning rave reviews from those students who participated!
- With the pending retirement of Dean Remick in December, we are in the process of searching for a new Theater Arts instructor. Stay tuned ...
- Jason Heald returned from a successful sabbatical to Ireland where he spent time researching and composing a musical drama. We look forward to hearing of his experiences abroad.
- We are thrilled to welcome Dr. Lawrence (Mick) Davis to the Science Department as our new Physics Instructor. Mick comes to us from the U of O.

**Umpqua Community College
Vice President for Administrative Services and Student Development
Board Report – September 12, 2012**

STUDENT DEVELOPMENT

Advising and Career Service Center – Mandie Pritchard, Director

Academic Advising, Counseling, Testing, Disability and Career Services

New Student Orientation (NSO)

Beginning with winter term registration, students will be required to complete New Student Orientation (NSO). A soft roll out will begin in September for our newly admitted and registered student for summer and fall 2012. Additional session will be offered throughout October and early November for returning students to ensure they have ample time to complete their session prior to registration. Mid-November will begin the mandatory roll out for newly admitted student for winter term. The three phases of NSO consist of: Admission, Student 101 and Registration. All newly admitted students will be meeting with an academic advisor or counselor as part of the NSO. Students will then have an assigned advisor/counselor to assist them with their academic needs throughout their first term to begin planning the academic plan, identifying their faculty advisor and provide campus and community resources. It's a very exciting time for all and our Center will be very busy service our students to ensure the student success. If a student has completed NSO in the last three years, they will not be required to attend again.

Welcome New Staff!

I am excited to announce the addition of two new full-time staff members. **Danielle Haskett** will begin her full-time faculty position as our Disability Services Coordinator next month! She is a UCC alumna and has a master's degree in Special Education. Our second addition is **Chris Grant**, Lead Academic Advising Specialist. He has a master's degree in counseling and brings a wealth of experience in Oregon community college. He is also a community college graduate!

Student Life Office - Marjan Coester, Director

ASUCC Student Government

The five new ASUCC Student Government officers - Brenna Martin, Freddy Gompf, Dixie Ballweber, Karlie Wilhelmi and Elizabeth Marlow – have had a busy summer, meeting regularly for leadership training and volunteering. As part of their activities, the officers read The Student Leadership Challenge and Emotionally Intelligent Leadership for Students. The discussions about the readings and their relevance and application to their leadership positions have been exciting.

As a complement to their leadership development activities the group had the opportunity to meet with various members of the campus community including Vanessa Becker, Joe Olson, Lee Salter, Lynn Moore, Roxanne Kelly, Dan Yoder, Chris Van Dyke, Michelle Bergmann, Steve Buchko, Jess Miller, Doug Maupin, David Hutchison, Cathy Vaughn, and Rebecca Redell to learn more about certain aspects of UCC operations and services.

The new officers attended the Student Executive Management Training in June and the OCCSA Student Leadership Conference in September. They have helped with the Foundation Golf Tournament, Relay for Life, the Douglas County Fair, and with the Umpqua Valley Wine, Arts and Music Festival. Several officers also participated with TOP students in a beach clean-up in Bandon.

Clubs

Melia Van Cleave and Brenna Martin, Phi Theta Kappa officers, attended the Phi Theta Kappa Honors Institute in June. They came back full of energy and ideas for the chapter.

Student Life Office - Director

I appreciate the opportunity to organize the teambuilding activities for the Administrators/Exempt Retreat. [Shouting with conviction] "UCC needs me because..."

I worked with my Oregon colleagues on planning the OCCSA Student Leadership Conference. Karina Smith (SOCC) and I coordinated the workshops for the conference.

My Southwestern counterpart and I have also been working on the planning for the second Southern Oregon College Student Leadership Summit, which will be hosted at Southwestern Oregon in November.

I will also be facilitating the icebreakers and teambuilding activities for the 2012-2013 Project Leadership September 13 class.

I will be presenting at the Teen Leadership Summit, to be held September 15 at Riddle Community Center.

Leadership UCC 2012-2013 kicks off on September 21 for its fifth year. I'm excited that Roxanne Kelly has joined the LUCC Planning Team – at her suggestion and with her support, we will use two new leadership books – The Leadership Challenge and Synchronicity.

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:

- This summer TOP staff and students have been busy with volunteer projects. The activities were:
 - 1) Assisting with canning at Phoenix Charter School
 - 2) Ushering during the summer musical event, *Jesus Christ Superstar*
 - 3) Beach clean-up at Bullards Beach in Bandon. There were a total of 15 TOP students and staff in partnership with Marjan Coester, ASUCC Advisor, and two ASUCC officers. The day was a success. We coordinated with SOLVE. SOLVE is a non-profit organization that brings together proud Oregonians to improve the environment and to build a legacy of stewardship. We were able to fill 16 large trash bags full of debris from the Tsunami in Japan. Much of what was collected was Styrofoam and pieces of wood from docks that had been torn apart.



Education Talent Search/Upward Bound- Missy Olson, Director

Educational Talent Search

- We recently started adding over 30 new applicants for 2012-2013 from the previous year's wait list. With over 220 graduated seniors, the program will be heavily recruiting in the high schools throughout the fall.
- The staff updated the program's Senior Handbook and Learning Assistance Plan. Copies were made and distributed to the advisors, who started work for new school year on August 28.
- Fall will include trips for seniors and juniors to OSU, UO, WOU and a community college.

Upward Bound

- Upward Bound sponsored two work study students (paid through Upward Bound funds) in August to help finish end-of-year projects. The two students designed two yearbooks, filed, did a large mailing, made handbooks, and developed games to use with ETS middle school students.
- Planning has started for the new year and includes a change in schedule with the addition of a third school to the Upward Bound grant as well as the addition of the new Assessment and Program Development Specialist position. The first two Saturday Seminars will include workshops and volunteer work, including the SOLV Umpqua Basin River Clean up and the UCC Harvest Festival.

Ford Childhood Enrichment Center – Ronda Stearns, Director

What did we do for our summer vacation? Well, we made tee pees to play in. We studied colors by making wings, capes and tutus out of tulle. We dug a hole on our playground, filled it with water, and played in the mud pit for a whole week! We hosted a meeting sponsored by DHS for teen mothers and their children. We accommodated the Head Start staff in their return from summer vacation and preparation for the start of classes September 4th.



It is time for us to rest and regroup for the new academic year. We will take a couple of weeks, return to prepare our classrooms, and start with a full house September 24th. We hope you enjoyed summer as much as we did.

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

4634 - Total applications to date for 2012-13

6526 - Total applications for 2011-12

Financial Aid Awards

894- Total awards packaged to date for 2012-13

Disbursements for the 2012-13 award year through 08/28/2012 total over \$1.3 million to 894 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Kelli Macha was promoted to replace Mellony Stratton as the Financial Aid Coordinator
- Linda Vellines was promoted to replace Kelli Macha as the Financial Aid Specialist – Default Mgmt.
- Recently submitted a request to post the Financial Aid Assistant position, vacated by Linda Vellines, to be filled in September
- Staff actively participating in training for new positions
- We have retained Mellony Stratton for 1 year as a part time financial aid trainer, with the staffing changes she has been very busy
- The on campus FALS – Financial Aid Literacy Seminar was revised to promote opportunities for students to create connections to UCC as well as meet new Federal Regulation
- The online FALS seminar was updated to meet new Federal Regulations
- Green Technology application was approved by Department of Education for financial aid funding
- In an effort to assist with default management our office has developed a new policy of not offering Federal Direct Unsubsidized Loans up front on student award offers. Students are now 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 may 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 help students become more aware of their educational borrowing.
- Financial Aid Director attended second Community College Financial Aid Directors meeting in August
- Kelli Macha attended the Summer Drive in workshop in August at Lane Community College
- Ann Abel our Veterans representative attend the WAVES – Western Association of Veterans Education Specialist annual conference in Oklahoma City, Oklahoma in July

Recruiting Department – Richard Robles, Recruiter

During the month of August, the Recruiter has been involved in three major activities promoting UCC and its educational programs. On August 1-2, 2012, the Recruiter travelled to the Warm Springs Indian Reservation to represent UCC at a Youth Conference for over eighty high school and young adults from the area. Besides the 4-year schools of Oregon, Portland State, Oregon State, Southern Oregon, and Eastern Oregon, Umpqua was well represented amongst the 2-year schools of Blue Mountain CC, Central Oregon CC, Mt. Hood CC, and Columbia Gorge CC.

The week after this trip, the Recruiter was heavily involved in setting up and staffing UCC's booth at the Douglas County Fair. Even though fair attendance seemed lower than usual, the committee feels the booth was a success as we promoted UCC's programs of study and UCC's role in the community through personal interaction and the Facebook contest give-away.

The last major event of the month for the Recruitment Office was helping Jasmine Filley and LaVera Noland register all of Roseburg High's dual credit students during the high school's 4-day registration for their current students. Using iPads and laptops right on the spot, the registration process for over two hundred shared students was streamlined beautifully while dispensing important directions and information for the subsequent terms.

In between these three major events, the Recruiter was engaged in completing research into creating the new Viewbook and the possibility of producing recruiting videos for the school website and Facebook accounts. The Recruiter has also overseen the training and implementation of two Student Ambassadors to manage a Student Kiosk in which students will be able to look-up Financial Aid requirements, course registration issues, and general information about their Riverhawk Web account. Two nice young ladies, Karina Roberts and Victoria Harris, have been doing excellent work and not only helping students on a one-on-one basis, but also making phone calls for the Financial Aid and Advising offices, reminding students of new requirements. The Student Ambassadors have graciously volunteered to continue working in-between the terms to help disperse valuable information to our students. This Student Ambassador Kiosk program in Campus Center will continue during the fall term.

ADMINISTRATIVE SERVICES

Purchasing – Linda Spaccarotelli, Purchasing Manager

The Purchasing department has been finalizing all needed purchase orders for the end of the fiscal year 2011-2012. Day to day duties of placing orders for departments and the receiving procedure for purchase orders in the Banner system. Work has been done on the Foundation golf tournament committee and the social media web site for the tournament. Two surplus vehicles and used athletic equipment were sold, using the sealed bid process. Several meetings have been held with our copier leasing company, Ricoh. We have been working out some issues to save the college money on staff and student copier usage.

Meetings attended:

- Future Banner Group
- Foundation Golf Tournament Committee
- Meetings with Ricoh Representatives
- Umpqua Valley Wine Art and Music Festival Committee

Finance Office – Natalya Brown, Director

June, July and August are the busiest months for the Finance Office. Besides the normal operational functions that our office performs, staff has been working hard on year-end processing and preparation for the financial audit for fiscal year 2011-12. Pauly, Rogers and Co PC, our independent audit firm, has finished their field work on campus and we are ready to close our books for both the College and UCC Foundation. I would like to commend staff for all their hard work and extra hours they put in to make sure we finish audit on time.

With fall on its way, our staff is preparing to provide some training on purchasing, invoice processes during the in-service week. We are also working close with Registration, Financial Aid and IT offices to gear up for the start of the fall term and students returning to school.

The office has continued working on IRS 2009 audit through the summer. We will update the Board with the progress once the audit is complete.

Accreditation work is under way and we have been working on the preparation of Finance sections.

In July, we have met with PERS representative to review payroll compliance issues with PERS. The meeting went great and the College follows PERS compliance guidelines. We hope to establish cross-training with Finance/ Payroll office staff regarding PERS compliance to establish continuity. During summer we have had a joined meeting with HR and Security office to review SAIF practices and procedures. Throughout the year we will continue discussions with SAIF to see if we can keep our rates for the next renewal period.

Bookstore – Cathy Vaughn, Manager

- This summer has seen a new face in the bookstore. Beginning July 1 we hired a Bookstore Specialist to take care of the operation on the store floor. Her name is Jasmin Allen and she comes to us from Barnes and Noble.
- We have been busy with handling textbook orders for summer while we began fall orders and set up.
- Our summer buy back has been going on through the month of August and we should have fall texts ready for sale on Sept. 10.
- An informational tour of the Bookstore was given to the new year's student government officers. I really enjoyed meeting them and answering their questions.
- We have been working on Gift Cards for the bookstore and should have them ready before the holidays began.

It's sad to see the summer come to a close but we are excited for another school year to begin.

Safety, Security & Custodial – Steve Buchko, Director

Custodial:

Working diligently on preparing the campus for beginning of school, i.e. waxing floors, cleaning windows, carpet cleaning, deep cleaning, etc.

Security:

Working on emergency preparedness, i.e. active crawl, connect-ed, emergency phones, green cards, emergency buttons, etc.

Budget Office – Rebecca Redell, Manager

Over the summer we have been busy closing the books, preparing for the financial audit and working on some new reporting. I have been meeting weekly with the instructional leadership team in an effort to improve the reporting to departments and to add information to the budgeting worksheets. Attached are examples of the new report currently being worked on by IT and a new two page budget worksheet that includes classes offered by term. It is my hope that the budget worksheets will be more dynamic and useful in the budget process. Department chairs will be able to enter in to the worksheet the number of classes they are planning on offering each term. This information will flow through a formula that projects the dollar amount of PT faculty needed. The form also includes the total material and supply budget spent in the prior year and compares it to the number of classes offered. Based on the new plan for classes next year the spreadsheet will calculate a projected amount of supply budget needed. All of

the formula amounts will flow through to the first column. The department chairs and directors will then have the opportunity to change these numbers in the Level I-II column. They can then provide explanations for the changes, along with how their budget ties to the strategic plan, at the bottom of the second page.

The other item attached is the example monthly report currently being programmed by IT. Once it is finished we will be running this report for each department on a monthly basis and sending it to them for review. We are attempting to make it easier for departments to see their current budget to actual status. Eventually, we are hoping to have this report setup so that anyone can run it when needed.

Vice President – Lynn Moore

As ready as we were for the Spring term to end, we are all just as anxious to see all the students return for a rigorous fall term. While our summer has been relatively quiet, the Administrative Services folks and Student Development staff have been incredibly productive as evident in their reports above.

Work continues on increasing knowledge and efficiencies in budget management and development for all managers, review is ongoing of processes and procedures for alignment so that we provide the best services possible for our students, and development continues on the SUCCESS Program that is being funded with the student success fee.

Personally, I could not be more proud of the dedication, hard work, and high level of professionalism consistently demonstrated by everyone in both the Administrative Services and Student Development divisions. *Thanks!*

**Umpqua Community College
Budget Worksheet**



Dept Name: **MATH**
Index Code: **(Jason Aase)**

Math

Fund: **100100**
Org: **3151**
Program: **110**

Account	Current Budget Year	YTD Spent	Balance	Formula	Level I-II	Level III
Faculty - Summer	40,000	57,631	(17,631)	47,168		
Faculty - PT	116,444	46,388	70,056	83,509		
Faculty - FT	237,720	105,572	132,148	237,058		
Faculty - Exempt	-	-	-			
Classified - FT	-	-	-			
Classified PT	-	-	-			
Classified OT	-	-	-			
Stipends	-	-	-			
63050	-	-	-			
Non-Credit Instr.	-	-	-			
63620	-	-	-			
Administrators	-	-	-			
61010	-	-	-			
Student Employees	-	-	-			
63710	-	-	-			
Benefits	118,856	43,755	75,101	115,731		
Total Labor and Fringe	513,020	253,347	259,673	483,466	-	-
Instructional Supplies	5,500	226	5,274	8,460		
71002	-	2,963	(2,963)			
Photocopies	-	207	1,293			
71111	1,500	-	-			
Travel	-	-	-			
73611	-	-	-			
Other M&S (Insert Lines)	-	-	-			
Equipment	7,000	3,397	3,603	8,460		
76530	-	-	-			
Total Expenses	7,000	3,397	3,603	8,460	-	-
Transfer Out						
Contingency						
Total Other	-	-	-	-	-	-
Total	520,020	256,743	263,277	491,926	-	-

**Umpqua Community College
Budget Worksheet**

Fund:	100100
Org:	3151
Program:	110

Dept Name: Math
 Index Code: MATH (Jason Aase)

of FT Instructors 4.27
 Avg # of classes taught per instructor 5

	Classes	FT	Difference
Summer	22	22	
Fall	35	21.35	13.65
Winter	34	21.35	12.65
Spring	34	21.35	12.65
Total	125		

	Classes	2011-12	Classes	Supply/Travel 2012	8,730.71
2011-12	25		6		
Summer	33	# Classes less than 8 enrolled	7		
Fall	36	# Classes between 8-11 enrolled	116		
Winter	35	# Classes 12 and over enrolled	129	S/T per class	67.68
Spring	129	Total classes			
Total				Supply/Travel 2013	8,459.99

Strategic Initiative & other Justification

Level I	
Initial:	
Date:	
Level II	
Initial:	
Date:	
Level III	
Initial:	
Date:	

Index NURF
Date as of 6/30/12

EXAMPLE

% of Budget Year Remaining	0%
----------------------------	----

Account	Title	Budget	YTD Actual	Commitments	Difference	% of budget available
Revenue						
52201	Course Fees	180,000.00	219,376.72	-	39,376.72	22%
57101	Miscellaneous Revenue	-	880.00	-	880.00	
57611	Donations	-	150.00	-	150.00	
58210	Beginning Fund Balance	50,405.00	(13,613.37)	-	(64,018.37)	-127%
Total Revenue		230,405.00	206,793.35	-	(23,611.65)	-10%
Labor and Fringe						
63030	Faculty Summer	30,000.00	6,604.35	-	23,395.65	78%
63040	Faculty Overload	-	4,248.93	-	(4,248.93)	
63520	Faculty P/T Credit	40,000.00	48,266.55	-	(8,266.55)	-21%
63620	Noncredit Instructors P/T	-	1,004.46	-	(1,004.46)	
63710	Student Employees	4,000.00	10,992.00	-	(6,992.00)	-175%
66015	Social Security	4,588.00	3,678.45	-	909.55	20%
66016	Medicare	1,073.00	860.27	-	212.73	20%
66020	Pers	5,439.00	2,209.12	-	3,229.88	59%
66030	Workers Compensation	1,110.00	353.00	-	757.00	68%
Total Labor and Fringe		86,210.00	78,217.13	-	7,992.87	9%
Expenses						
71001	Miscellaneous Supplies	36,500.00	47,025.38	6,602.14	(17,127.52)	-47%
71002	Instructional Supplies	-	122.93	-	(122.93)	
71111	Photocopies	-	5,649.20	-	(5,649.20)	
71201	Equipment/Furniture \$500-\$;	-	619.00	-	(619.00)	
71660	Contracted Services	-	2,415.28	-	(2,415.28)	
73101	Liability & Fidelity Insurance	13,500.00	4,057.00	-	9,443.00	70%
73221	Laundry	-	67.75	-	(67.75)	
73321	Printing Done by ESD	-	69.50	-	(69.50)	
73351	Telephone	-	2,554.14	-	(2,554.14)	
73502	Staff Development (Non-facu	-	199.00	-	(199.00)	
73611	Staff Travel/In-State	3,000.00	3,902.67	-	(902.67)	-30%
73621	Staff Travel/Out of State	-	726.00	-	(726.00)	
73710	Other Expenditures	-	21.35	-	(21.35)	
73770	Cafeteria Charges	-	294.00	-	(294.00)	
73811	Facility Rental/Lease	-	3,500.00	-	(3,500.00)	
73901	Fees and Dues	-	3,355.78	-	(3,355.78)	
Total Expenses		53,000.00	74,578.98	6,602.14	(28,181.12)	-53%
Other						
82199	Transfer Out - Miscellaneous	54,087.00	-	-	54,087.00	100%
85001	Contingency	37,108.00	-	-	37,108.00	100%
Total Other		91,195.00	-	-	91,195.00	100%
Total		-	53,997.24	(6,602.14)		

Board Report – September 13, 2012
Jan Baxter, Director of Human Resources

Recruitment began or continues for the following positions:

- Nursing Instructor
- Business Instructor
- Infant/Toddler Instructor
- Theatre Instructor
- Financial Aid Assistant
- TOP Tutor Program Assistant

Part-time

- SBDC Business Counselor/Advisor
- Machine Shop Instructor
- Education & Registration Support Specialist (WCJC)
- Writing Instructor
- Bookstore Clerk
- TOP Tutor Program Assistant

Positions filled/closed

- Groundskeeper
- Bookstore Specialist
- Enrollment Services Clerks (2)
- Disabilities Services Coordinator
- IT Administrative Secretary
- Curriculum Support

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, to include part time positions, and to respond to employees who are appealing their placement in the salary schedule.
- Health benefit open enrollment ends September 15, 2012.
- An Employee Benefit Fair is planned for September 20, 2012.
- Revision of HR policies and procedures are in progress.
- Personnel files are being audited in preparation for accreditation and (hopefully) automation.



**BOARD OF
DIRECTORS**

Lee Paterson

President

Neil Hummel

Vice President

Dick Baltus

Vanessa Becker

Neal Brown

Bev Brandt

Ronnie Bruce

Elaine Cheney

Jerold Cochran

Renee Coen

Brent Eichmann

Steve Feldkamp

Chris Goodwin

Roberta Hall

Greg Henderson

Scott Henry, III

Greg Johnson

Tom Keel

Don Laird

Danny Lang

Jean Loosley

Mo Nichols

Tom Nelson

Kathleen Nickel

Joe Olson, Ph.D.

Brian Pargeter

Bob Ragon

Alanson Randol, DDS

Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

DIRECTOR

Dennis O'Neill

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

Foundation Board Meeting

The Foundation's General Board Meeting will be held on September 4th in the Lang Center. The agenda includes a change to the Foundation's Bylaws to create a Budget Committee. The Budget Committee will be chaired by Steve Feldkamp who is working with the Executive Board to select and recruit committee members.

Upcoming Foundation Activities

Board Development Committee – Dr. Alanson Randol's committee will be soliciting names for board prospects who will bring specific skill sets that are needed on the board. The Executive Committee will then approve the recruitment of a few key additions by the end of the year.

Annual and Planned Giving Committee – Brian Pargeter's committee will set two Planned Giving Workshops and an Annual Campaign event.

Community Relations Committee – Kathleen Nickel's committee will plan the annual Friends of UCC Celebration for early November at the Fairgrounds. This event is growing and drew 268 attendees last year. The committee will also select a company to develop and operate a social-media network for the Foundation. A local marketing company will be selected to handle our marketing campaign.

Scholarship Committee – Elaine Cheney's committee is planning the student scholars portion of the Friends of UCC Celebration and working on a revision of criteria for awarding Foundation scholarships.

Investment Committee – Presentations were made by our two investment management companies in the spring. The presentations by Ferguson Wellman Capital Management Inc. and D.A. Davidson have led to investment decisions which were made recently by the Investment Committee. Meetings with investment managers will be more frequent and focused on minimizing management fees and growth of our corpus.

Foundation Director's
Board Report, Page 2

Executive Committee – The Executive Committee, led by President Lee Paterson and Vice-President Neil Hummel, will be working on a dissolution agreement with the college on all licensing activities related to the Southern Oregon Wine Institute and the trademarked “Cellars.” The Executive Committee will also be planning a Strategic Planning project for the Foundation Board focused on growth and management of assets, planned giving and marketing.

Employee Giving Campaign

The Annual Employee Giving Campaign is scheduled for the month of October. Each member of the Board of Trustees will be encouraged to lead off the campaign with a gift to the Foundation.

Susan Taylor, Coordinator for Grant Development

Susan and baby Jameson are doing really well. Susan plans on returning to work in early October.

September 12, 2012

UCC Faculty Association President's Report

As we reported at the last board meeting, we have some new leadership on the Association Executive Committee, and we are working hard to ensure we are ready for Fall term. Our first member meeting will be at in-service. There we will assign Association committees to better engage in the work of shared governance. Our membership continues to be active on the Association Curriculum and Faculty Development Committees. Our Public Relations Committee, whose job it is to familiarize Douglas County with our faculty and what we do, is looking forward to increased activity this year. We would like to bring more of UCC to the public, so more of the public will come to UCC. We also have an active Political Action Committee, and some of our members intend to be active on that front in this important election year.

The College and the Association enter into bargaining this spring. Our Negotiating Committee will be researching our members' concerns, and we are going over the Collective Bargaining Agreement to address any unclear areas. We are preparing early to ensure we come out of the process with a better contract, one that improves working conditions for everyone and helps the college be an even better place to work for all of us.

In spite of obvious budget issues, we are looking forward to a productive year. With enrollments returning to historic levels, we understand the need to work together flexibly. Faculty is ready to dig in and do the work to ensure that, no matter the challenges, we will continue to provide a quality education for our students and a good working environment for faculty, staff, and administrators. Good working conditions are good learning conditions, and we continue to strive to improve both.

Respectfully submitted,

Emery Smith, UCCFA President

ACEUCC
Board Report
September 12, 2012

We had a great summer and we are looking forward to fall term. Classified Elections were held this spring, resulting in a solid Executive Committee. We're looking forward to representing Classified Employees, while working with Administration and the Board. This is a bargaining year so we will be preparing for that.

As the new president, I attended training in Tigard at the OEA office and the annual Community College Council Retreat in Bend recently. Got more insight into the overall impact and responsibilities of the union, lots of information and acronyms and terms I'd never heard of before.

We're working on our annual in-service meeting. We'll be welcoming new classified staff members and have had to say good byes to a few over the summer. We're also planning 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 plan to include workshops on healthy lifestyles, financial planning, nutrition, and a speaker on generationality and team building in the workplace..

We continue to iron out details due to the salary schedule revision approved, effective July 1. The majority of employees were placed on the scale. Some positions need more evaluation and some appeals have been submitted by employees; those all need to be worked through. There were some who had wide gaps between what they were making and the minimum salary for their grade so the difference is being phased in over the next 2 years.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: UCC Board of Trustees Goals for
 2012-13

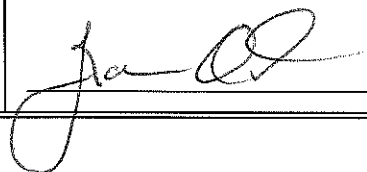
Date: September 12, 2012

Board of Trustee Goals for 2012-13:

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

Recommended by:

Approved for Consideration:

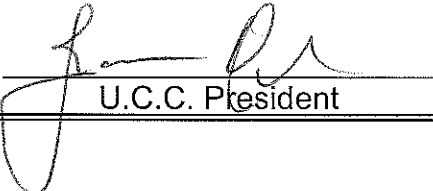


BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: OCCA Executive Director Annual Visit	Date: September 12, 2012
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Andrea Hendersen, OCCA Executive Director, will be present to provide the Board an update on activities in Salem.

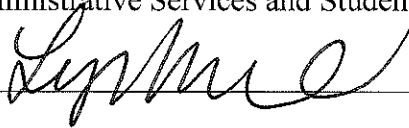
Recommended by: _____	Approved for Consideration:  _____ U.C.C. President
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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #1, Approval to Spend Funds	Date: 09/12/12
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Ali Mageehon was awarded \$4,000 for assistance with the Accelerated College Credit Program and Robin VanWinkle was awarded \$4,250 for the Healthy Minds, Healthy Bodies 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. 1 - FY 12-13
Approval to Spend Funds

Umpqua Community College has been awarded \$4,250 to assist with the Healthy Minds,
 WHEREAS, Healthy Bodies program and \$4,000 for the Accelerated College Credit Program and;
 WHEREAS, funds have been awarded, which could not have been anticipated in the budget process,
 and;
 WHEREAS, the provisions of ORS 294.326 (3) allow for the expenditure of specific purpose
 grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College
 hereby adopts this resolution for the grant expenditures of \$8,250 for the implementation of
 these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	12-13 Budget Through Resolution 0	Adjustment	12-13 Budget Through Resolution 1
REVENUES:	\$ 4,745,440	\$ 8,250	\$ 4,753,690
EXPENDITURES:			
Instruction	\$ 2,612,613	\$ 4,250	\$ 2,616,863
Instruction Support	569,623	\$ 4,000	573,623
Student Services	1,503,204		1,503,204
Community Services	60,000		60,000
TOTAL	<u>\$ 4,745,440</u>	<u>\$ 8,250</u>	<u>\$ 4,753,690</u>

ADOPTED this 12th day of September, 2012

Clerk of the Board

Chairman of the Board

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject:

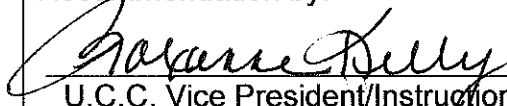
Sabbatical Leave

Date:

August 27, 2012


Instructional Services will provide a policy for Sabbatical Leave.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

**Umpqua Community College
Faculty Sabbatical Leave Application**

Name of Applicant Susan Rochester

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

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

I request a sabbatical for the following terms and year(s) Spring 2013

I have served, continuously, the equivalent of six or more full time academic years at UCC without being granted a sabbatical leave. Yes No Date of full time hire September 2002

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

N/A

Signature of Applicant [Signature] Date 8-18-2012

Signature of Chair/Supervisor [Signature] Date 8-16-2012

Signature of Dean/Director [Signature] Date 8/29/12

Signature of FPD Chair _____ Date _____

Signature of Vice President [Signature] Date 8/28/12

Sabbatical Leave Plan for Susan Rochester Spring 2013

1. What do you plan to accomplish with your sabbatical?

Project Description and Goals

I will use this time to support the research, development and completion of a photography project with a working title of *An Umpqua Bestiary*. The project's goal is to complete a historic document of selected birds and land mammals of Douglas County through photography. My short-term goal (which is the intent of this sabbatical request) is the creation of 10 to 15 images for exhibition. I will also use the sabbatical time to seek out and apply for funding for the second part of this project, which is to create and produce a small scale book or digital publication for fifth grade teachers in Douglas County schools. The images and descriptive text will provide area educators with an instructional resource they can use to aide in teaching students about our local bird and mammal populations. I am working on this project with the cooperation and support of the Douglas County Museum of History and Natural History. The project has also received grant funding from the Oregon Cultural Trust and the Douglas County Cultural Coalition. This funding has gone towards the purchase of large format film, props, and materials for set construction.

Using the Museum's collection of taxidermy and freeze-dried specimens, I will be creating large-format still-life photographs as a foundation for digitally enhanced images. I'll be shooting the photographs with a 4 x 5 field camera, which uses 4 x 5 inch sheet film. This will result in an image of startling clarity and resolution--by some estimates, a digital camera would need to be rated at over 1,000 megapixels to capture the same information as a 4 x 5 sheet of film.¹ The finished works will be archivally printed and framed for exhibition, and digitized for future publication. The Douglas County Museum of History and Natural History has asked for the first exhibit; I will seek additional exhibit venues when the project is completed.

While inspired by 17th century Dutch Still Life paintings (figure 1) and the works of naturalist-artists such as John James Audubon (figure 2), my work will have a contemporary edge, drawing upon local and historic symbolism and lore. I am inspired by the works of photographers such as Loretta Lux (figure 3), Maggie Taylor (figure 4), and Jo Whaley (figure 5), all of whom mix still life traditions with myth, legends, fables, and history. My work fits into this 20th and 21st century still life milieu. The culminating images will not be the stereotypical, lifeless dioramas. Instead, I will create beautiful, thought-provoking scenes. These scenes will invite the viewer to look closely and question what they are seeing and what they know.

A sabbatical during Spring term 2013 is essential for me to complete this project. Through this release from my regular responsibilities, I will be able to complete three to

¹ See <http://www.kenrockwell.com/tech/film-resolution.htm> for one explanation.

four times the amount of work during my sabbatical than during a typical term. Having a period of time to work without interruption will allow me to complete the project within a specific, compacted time frame. This is essential for me to take advantage of exhibition offers I have already received for this project and to move on to the publication phase.

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

My project fulfills several criteria required for the granting of a sabbatical, including personal study, research writing, and travel to better the applicant in his/her own instruction field.

This sabbatical plan serves my professional development goal of staying fresh and current in my own artistic practice. As an art historian and a photographer, my self-study of artists, genres, and techniques is essential to continued improvement in my own instruction. I share my investigations and discoveries with my students and coworkers, which in turn inspires them in their own studies and goals.

The actual product of this sabbatical - the photographs - will be instructive to our students and the community on several levels. Through set construction I'll be demonstrating the elements and principles of art and design. The constructed environments with animal specimens will engage the viewer in a visual conversation. There is the physical nature of the project: through the construction of sets and environments in which the specimens will be photographed, I'll be demonstrating and inviting conversation about the elements and principles of art and design. Through subject matter, composition, lighting and photography techniques, this work will provide numerous opportunities for instruction about composition, content, and the creation and completion of a cohesive body of work. The underpinnings of this project, which includes grant applications, budgets, and proposals, models essential career skills to students in both Fine Art and Visual Communications.

An opportunity to pursue a personal project of this scale is energizing, and will positively influence my instructional practices. It is essential for our students and the quality of our program that the art faculty be a working artists, engaging in the world beyond the college teaching space. The very nature of this project is to explore and understand a subject more deeply, which is something we are constantly asking of our students. I will carry this experience back to the classroom as a model to our students of the self-motivation that is essential to having a successful career. I will also be demonstrating a critical component of our college mission, which is the joy and value that lifelong learning brings to the individual. Additionally, every exhibit and publication produced by a faculty member brings attention and publicity to UCC, our programs and our faculty.

This project is essential and urgent for the future of Fine Art and Visual Communications at the College. Art instruction has been decimated by budget cuts in the K12 system in our county. Through my own research and discussions with teachers at various grade levels, it is clear that by the fifth grade, students begin to doubt their ability to practice and excel at art. Without a strong art program in later grades, these students often give up on art, thus missing out on the enrichment and career potential that advanced study in art can bring. This impacts UCC's programs in several ways. First, students may not consider the study of art as a collegiate option. Second, students increasingly arrive with fewer skills and a lack of confidence in their artistic and design capabilities.

Students (and some educators) often fail to see the value of the arts, and how engaging in the arts will improve their capabilities in other subject areas. The ability to design, to plan, to observe and truly see, and even kinesthetic issues such as eye-hand coordination, are all improved and strengthened through a study of art. UCC is the lead educational institution in our county, thus it is essential that we provide support to educators in the K12 system. This makes it crucial that UCC demonstrate that the arts are culturally valuable and should be supported. It is also essential that we familiarize younger students with our programs so when they begin considering their college possibilities, UCC will be one of their choices.

We know through current research that students have a profound lack of engagement with the natural world.² We live in an area that has been and continues to be rich in natural resources and wildlife. This project will help students and our community to appreciate the diversity that exists here, and help them make informed choices about the management of these resources. This relates to my longer term goal of using these images in a publication aimed at the fifth grade, when local students are studying Douglas County habitats in their science units. I see my project as providing a way to help engage students in science by providing images of local wildlife they may not ordinarily see, and presenting these creatures in an artistic and thought-provoking manner. I want to engage their interest in the science they are studying. I also want to show them the potential of art to aid in their understanding of science.

² Richard Louv's book, *Last Child in the Woods*, explores this issue in depth. See also <http://www.americantrails.org/resources/kids/CNNresearch07.html> for a summary of recent research on this topic.

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

I intend to have a rigorous schedule to complete this project, and will be working on some aspect of it every day of the sabbatical. A typical daily schedule will look something like this:

8:00 - 8:30	Correspondence, phone calls, set appointments as needed
8:30 - 10:00	Research and reading about animals and their local habitats, study of other artists' works, investigation of natural history collections in order to understand how animals have been exhibited in a museum setting.
10:00 - 12:30	Setting up still life elements, lighting, load film holders, test shots
12:30 - 1:30	Break for lunch and a walk or other exercise
1:30 - 4:30	Evaluate test shots, adjust lighting, shoot
Evening hours	Package and prepare film to ship to processor, evaluate digital shots, scan large format film, reflect and write about progress, create plan for the following day

Of course, days will vary, and will include any of the following activities:

- A. Research about artists, the birds and mammals I will be working with, the history of natural history collections and exhibitions.
- B. Writing copy for exhibition labels and for the book project.
- C. Set construction and lighting design.
- D. Museum visits to acquire specimens.
- E. Photography, both large format film and digital.
- F. Image editing and manipulation.
- G. Travel to larger museums and galleries to view artists' work and natural history installations.
- H. Book design and layout; grant applications to fund the future publication.
- I. Application to other exhibit venues.

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

My project has four distinct phases:

Phase I (Fall 2012 and Winter 2013): Selection of specimens, prop and set material research, design, and construction.

Phase II (Spring 2013): Photography, writing, image editing, travel to visit exhibits.

Phase III (Summer 2013): Preparation of images for exhibition, exhibitions and artist talks.

Phase IV (Fall 2013 and Winter 2014/TBD based upon receipt of grant funding): Publication of book (in either print or digital format) and distribution to local fifth grade teachers, with classroom presentations.

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

I will provide photographic documentation of each stage, and a digital copy of the finished book. I will have at least one local exhibit of the works (the first will be at the Douglas County Museum of History and Natural History) and accompanying artist talks. I will also present my project and the process at the Fall 2013 Faculty Retreat or Inservice. Should I be able to publish the book, I will provide a copy to the UCC Library.

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

I have been working with the faculty in my department to prepare for coverage of my regular duties should I be granted this sabbatical request. The 2013 - 2014 budget, course and catalog revisions, and the spring, summer, and fall scheduling will be completed during Winter 2013. I have qualified adjunct faculty who can take on my classes, student advising, and Art Gallery operations, and Jason Heald has agreed to step in as department chair during my absence. There will be no interruption in services to our students.

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

Signature of Applicant

Sanna Polchankar 8-18-2012



Figure 1: Willem van Aelst, *Hunting Still Life*, c. 1665
(Private Collection. Image: www.wga.hu)



Figure 2: John James Audubon, *Arctic Hare*, c. 1841
(www.nga.gov)

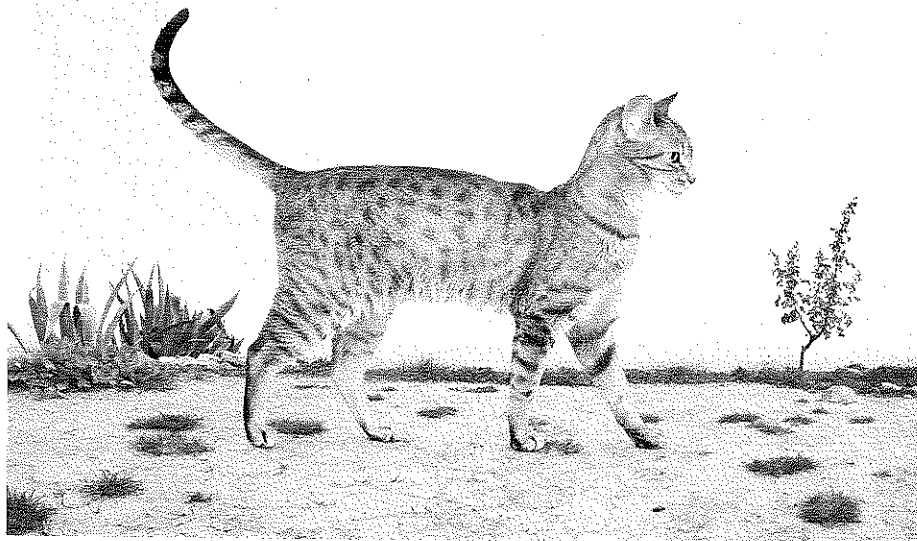


Figure 3: Loretta Lux, *Siegfried*, 2010
(www.lorettalux.de)

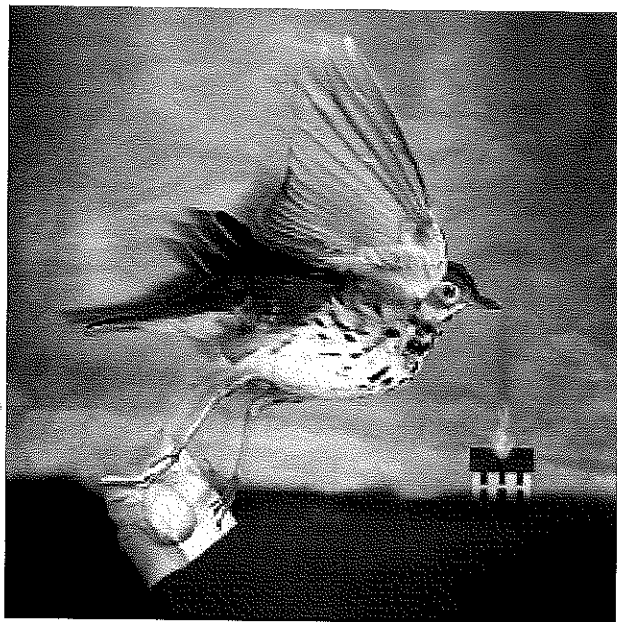


Figure 4: Maggie Taylor, *Messenger*, 2000
(www.maggietaylor.com)



Figure 5: Jo Whaley, *9: Saturniid*, 2000
(www.jowhaley.com)

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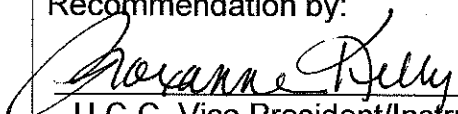
Information Item
 Action Item

Subject:
Accreditation

Date:
September 3, 2012

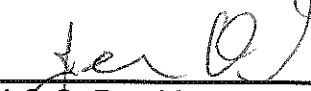
Year 3 Accreditation Report

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:




U.C.C. President

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UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: President's Evaluation Date: September 12, 2012

An Executive Session as per ORS 192.660(1)(l) President's Evaluation, was held earlier this afternoon as part of the process for conducting the first year evaluation of President Olson.

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