

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 2013-14

- **Enhance the relationship between the UCC Foundation and the UCC Board of Trustees**
- **Improve external communication and promotion of the college**
- **Evaluate and adopt Facility Master Plan including advocacy for state match opportunities**
- **Assist staff in creating a useful dashboard for monthly meetings**
- **Continue to monitor political/legislative actions and advocate for UCC**

VOL. XLVIII, No. 8 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, FEBRUARY 12, 2014
Work Session re: Scholarships 6:30 pm
Executive Session per ORS 192.660(1)(i) Board Room, following the regular Board meeting

REVISED AGENDA

MEMBERS:

Elin Miller, Chair _____
Betty Tamm, V. Chair _____
Vanessa Becker _____
Bob Bell _____

Sharon Rice _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
Rick Aman _____

I. CALL TO ORDER

Chair Miller

II. ATTENDANCE

Chair Miller

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 Miller

V. CITIZEN COMMENTS

Each citizen wishing to address the Board will, prior to speaking, fill in his or her name and city of residence on the sign-in sheet. At the time specified in the agenda, the citizen will begin by stating his or her name and city of residence. Comments will be limited to three to five minutes per individual, at the discretion of the Board Chair. At the conclusion of public comment, Board members may respond to the comments, may ask staff to review a matter, may ask that a matter be put on a future agenda, or may move directly to the next item on the agenda.

VI.	ASUCC REPORT	Sarah Gordon	
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. Early Retirement Requests	Dr. Joe Olson	pp 27 - 30
	B. First Reading Post-Retirement Employment Policy	VP Roxanne Kelly	pp 30 - 32
	C. First Reading New & Revised Policies	VP Roxanne Kelly	pp 33 - 35
	D. Umpqua Scholars	VP Rick Aman	p 36
XIII.	BOARD COMMENTS	Chair Miller	
XIV.	ADJOURNMENT	Chair Miller	

IMPORTANT DATES:

- Winston Dillard First Citizens Banquet, February 24, 6:00 p.m., Winston Community Center
- Myrtle Creek – Tri City First Citizens Banquet, March 1, 6:00 p.m., Pyrenees Vineyard
- Budget Committee Dinner, Thursday, March 6, 5:30 p.m., Lang Center
- UCC's 50th Celebration, Friday, March 7, 6:00 pm, Jacoby Auditorium

NEXT BOARD MEETING:

- Wednesday, March 12, 2014, Board Meeting, Board Room, 7:00 p.m.

Robynne Wilgus, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: February 12, 2014

Recommendation:

Recommend approval of:

Minutes of College Board Meeting of January 8, 2014 p 1-5

Personnel Actions p 6

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 8, 2014

The Umpqua Community College Board of Trustees met Wednesday, January 8, 2014, in the UCC Administration Building, Roseburg, Oregon. Board Chair Miller called the meeting to order at 7:02 p.m. and the pledge of allegiance was given.

Directors present:

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

Others in attendance:

Joe Olson	Rick Aman	Jan Baxter	Ellen Brown	Sarah Gordon
Robynne Wilgus	Rebecca Redell	Steve Buchko	Natalya Brown	
Roxanne Kelly	Lisa Fields	Debbie Hill	Lee Salter	

Consent Agenda

- A. Board Minutes of December 11, 2013
- B. Personnel Actions

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

Changes to the Agenda: There was agreement to add the Master Plan to the agenda under Old Business.

Citizen Comments: No one signed up to speak this evening.

Presentations

Ali Mageehon, Dean of Academic Support, presented an update on the CASE grant and Career Pathways. This is the final year of the CASE (Credentials, Acceleration, and Support for Employment) grant which is a consortium grant funded for three years through the Department of Labor's Trade Act program. A few of the grant highlights from the last two years include a strengthened partnership with UT&E, employer on campus events and workshops, faculty training, and exceeding the participation goal.

Career Pathways are short-term, 12-44 credits, certificates embedded in a two-year degree that, standing alone, could lead to employment. They are designed for students to earn a credential while continuing to work on their full two-year degree. This is the last biennium of funding for the program, and the College is working toward institutional sustainability. A few of the Career Pathway highlights include the institutionalization of the annual advisory committee reception, the inclusion of Adult Basic

January 8, 2014 College Board Minutes

Skills as part of the funding and focus, development and approval of 14 Career Pathway certificates, and other colleges taking the lead from UCC in implementing Core Skills Mastery.

Steve Buchko, Director of Safety, Security and Custodial, presented an update on campus security. Two new cameras have been installed on campus; one at Lockwood Hall and the other at Snyder Hall.

Documentation from within the previous week is able to be retrieved from the cameras. A phone paging system is being set up at the Woolley Center and Workforce Training Center. Lockdown procedures and other safety protocol are being developed for each of the buildings.

Faculty and staff participated in active shooter training followed by a lock-down drill in cooperation with the Sutherlin Police Department. Three different modes of communication were tested: 1) phone; 2) database notification system which sends messages via text, cell phone and land line; and, 3) Alertus desktop notification system. There were pieces of the lock-down process that need improvement; however, overall, the drill went very well.

Mr. Buchko indicated the desire to continue to improve the drills and also have student participation. He thanked Sutherlin Police Department for their cooperation in these efforts. Dr. Olson shared Mr. Buchko's efforts of putting a campus map together and sending it to local emergency response agencies. Chair Miller and Dir. Tamm appreciated the emergency preparations and the knowledge gained from the drills.

ASUCC Report

ASUCC President, Sarah Gordon, reported on the cancellation of the fall term study-in due to inclement weather; additional student activities were also canceled. Current focuses of ASUCC include a 50th celebration event for students, technical changes in the bylaws and constitution, and various projects.

ACEUCC Report

ACEUCC President, Debbie Hill, thanked the Board and President for the extra time off during the holiday. The Labor Management Committee is working on job descriptions, grades and defining grade responsibilities; this is a lengthy process. Evaluations are coming up in April and there is a desire to make improvements in the process.

UCCFA Report: There was no report.

President's Report

UCC will be hosting the monthly Superintendent's meeting. The Provost from Eastern Oregon University will be talking about replicating the Eastern Promise in southern Oregon. The College is partnering with the Medford ESD for a STEM grant. Rick has proposed an Umpqua Scholars program focusing on local seniors with a 3.5 GPA.

January 8, 2014 College Board Minutes

OCCA Report

Dir. Bell has contacted OCCA regarding the possibility of having virtual meetings. OCCA will soon begin doing research and technical upgrades for this communication option. Chair Miller thanked Dir. Bell for his diligence and tenacity with this effort.

OLD BUSINESS

Master Plan

Mahlum Architects presented facility master plan proposals during a work session prior to the Board meeting. Chair Miller introduced the discussion by noting the topic addresses two of the Board's goals: Master Plan and matching funds.

Dir. Tamm was favorable of working with the legislature to allow matching funds to be used for repurposing, however, there isn't enough time to do this for the Allied Health & Sciences building. Uncertainty was expressed regarding the \$176 PSF estimate for renovations. Dir. Becker noted the strong level of input received from the campus and students; she liked the precinct idea in the second option. Dir. Bell expressed support for the proposed Industrial Arts & Technology building while emphasizing the importance of the Toyota program to the College. Dr. Olson suggested working towards the first option and then moving parallel with the pursuit of options two and three.

Chair Miller concluded there was direction to move forward with the Allied Health & Sciences building presented in the first option. She also encouraged moving forward to verify matching funds availability for renovations; funding is a huge caveat in pursuing the second and third options.

NEW BUSINESS

Roxanne Kelly, Vice President for Instruction, presented new instructional programs for Board approval:

One Year Certificate of Completion:

Hospitality and Restaurant Management

Industrial Mechanics Maintenance Technology Apprenticeship – Saw Filers

Associate of Applied Science:

Industrial Mechanics Maintenance Technology Apprenticeship – Saw Filers

Wine Business and Entrepreneurship

Career Pathways Certificate:

Automotive Electrical Technician

Automotive Systems Technician

Motion: I move for approval of the new instructional programs as presented. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.

January 8, 2014 College Board Minutes

Chief Financial Officer Rebecca Redell presented for Board approval the proposed Budget Calendar (attached to permanent minutes) for Fiscal Year 2014-2015. The calendar follows past process and practice to meet legal requirements for adoption of the College budget.

Motion: I move for approval of the Budget Calendar as presented. Motion by Dir. Becker, seconded by Dir. Bell and carried unanimously.

As a part of the Budget Projections update Dan Yoder, Interim Director of IT, presented a perspective on enrollment. In sharing the current term enrollment level, Mr. Yoder noted the indications of enrollment returning to historical patterns. The current year's credit enrollment is establishing a new baseline. There are positive assumptions for credit enrollment to increase in the coming year: dual enrollment, scholars program, and a potential baseball program. However, there are also negative assumptions: an inconsistent high school graduating class, a small out-migration of the college's service area, and the economy of the service area.

Ms. Redell explained how the conservative approach to budgeting and less spending than was anticipated last year has resulted in the College being basically flat on revenue for the current year. Additionally, Instruction has been very diligent in combining class sections when possible. The budget is looking fine for the current year.

There is difficulty in predicting how next year's budget will stand; all of the colleges are in flux. Based upon today's formula the college may see \$1 million less than this year. All options are being viewed at this point including how to increase flat-lined enrollment.

Resolution No. 6 – Approval to Spend Funds

Ms. Redell presented resolution 6 (attached to permanent minutes) requesting Board approval to increase appropriations in the Special Revenue Fund – Grants and Contracts. Ali Mageehon, Dean of Academic Support, was awarded \$9,000 for the Oregon Developmental Education Redesign Workgroup and \$57,799 for Career Pathways from CCWD.

Motion: I move for approval of Res. No. 6 – Approval to Spend Funds of \$66,799, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Natalya Brown, Director of Accounting and Finance, presented the quarterly financial report for fiscal year 2013-14, ending December 31, 2013 (attached to permanent minutes). The major highlights of the report were reviewed including the Statement of Net Position, the Statement of Revenues, Expenses, and Charges in Net Position, and the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual. Ms. Brown explained the documents represent six months of operations. The Board thanked her for the report and appreciated the monitoring of expenses and income.

January 8, 2014 College Board Minutes

Board Comments:

Chair Miller announced the Executive Session to follow. She has learned, as the Chair of a public company, that having an executive session after each meeting is a good practice which provides a positive transparent discussion.

Meeting adjourned at 8:44 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Elin D. Miller
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Budget Calendar 2014-2015

Res. 6

Financial Report, December 2013



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Jan Baxter, Director of Human Resources
SUBJECT: Personnel Actions
DATE: February 12, 2014

Administrative/Confidential-Exempt Contract:

Cynthia Horkey, Title III Project Manager

Full Time Faculty Contract:

N/A

Administrative/Confidential-Exempt Separation:

Paul Kinghorn – SBDC/UBC
Phil Hawkins – Culinary Coordinator

Full Time Faculty Separation:

Brent Knapp
Tammy Gilster

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports

Date: February 12, 2014

ASUCC Report

Sarah Gordon

ACEUCC Report

Debbie Hill

UCCFA Report

Emery Smith

President's Report

Dr. Joe Olson

OCCA Board Report

Dir. Bob Bell

Recommendation by:

Approved for Consideration:



U.C.C. President

FEBRUARY 2014 BOARD REPORT

Joe Olson, President

Significant Meetings

Jan. 7	Healthy Forests	Jan. 22	Steve Kelley, South Umpqua Schools Supt.
Jan. 8	Michael Lasher, ESD Superintendent		Roseburg First Citizens Banquet
Jan. 9	Myrtle Creek Chamber of Commerce	Jan. 24	Lance Colley, Roseburg City Manager
Jan. 14	Superintendents Meeting		Tammie Hunt, Cow Creek Tribe
	Eastern Promise Meeting		Jeff Ackerman, the <i>News Review</i> Publisher
Jan. 15	Health Careers Center Steering Committee	Jan. 29	Oregon Business Council, Portland
Jan. 17	Hosted UCC Retirees Breakfast		Jim Kalvelage, Opsi Architecture
	Senator Jeff Merkley Town Hall	Jan. 30	Oregon President's Council (OPC)
Jan. 21	Douglas County Industrial Dev. Board	Jan. 31	OPC & OCCA
	Larry Parsons, Roseburg Schools Supt.	Feb. 4	Alex Campbell, The Partnership
	Early Learning Hub	Feb. 6	Whipple Foundation

Veterans Center

I know the Board has had the opportunity to review my campus update from Wednesday, February 5. I would also like to mention that Rick Aman's wife, Linda, has volunteered to coordinate a silent auction titled "30 Paintings in 30 Days"; a flyer for this event has been included with this Board packet. I would invite any Board member who has a few moments prior to our work session to stop by to visit my office to take a quick visit to the Veterans Center and see some of the paintings that will be offered for the final auction. The feedback I'm receiving about this silent auction is very encouraging with several contributions coming in from the community to support this event.

Health Resource Fair

In keeping with establishing UCC as a true community resource I want to pass along kudos to the Student Services staff for coordinating a Health Resource Fair on Wednesday, February 5. This fair attracted over 20 community health agencies covering a complete spectrum of health topics. Representatives from the Y, AA, the Lions Club (vision), and South River Community Health Center were there to provide information and services for our students, staff and several members of our greater community.

Update

Last week Director Bell and I had the opportunity to attend the Higher Education Leadership Symposium in Portland followed by the Oregon Presidents Council at Mt. Hood Community College. I know Dir. Bell will give a detailed report in his OCCA section. The major topics of discussion I would like to pass on are the continued uncertainties about what may happen with CCWD, what processes may be applied for formula funding, the total role of the Higher Education Coordinating Council (HECC), and will our regional universities form their own boards of government. 40-40-20 continues to evolve as most of the specific questions surfacing are in regard to what constitutes a credential and how are community college certificates considered in the achievement compacts. A very important point from my perspective was the open dialogue we were able to have with Ben Cannon, Executive Director of the

HECC. He seems very interested in the unique roles community colleges play in their individual communities. I think this is an indication of positive positioning in the HECC.

In closing, I would like to identify any Board members who may be interested in attending the upcoming first citizen banquets listed on the second page of the agenda and also mention the Cow Creek Scholarship dinner on April 12.

Greetings!

You are Cordially Invited to Join us for an Evening of Giving to our Student Veterans.

Please R.S.V.P. (diana.kelly@umpqua.edu)



**Board Report
Instructional Services
February 2014**

Dr. Roxanne Kelly, Vice President for Instruction

- Several of the members of the Instructional Leadership Team attended the Eastern Promise Meeting to see how UCC and Douglas County high school could adopt this model. For your reference the website is as follows <http://www.eou.edu/eastern-promise/>
- Received preliminary approval for the Fullbright Scholar-In-Residence Program for Volodymyr Dankiv to begin Fall 2014. Mr. Dankiv is from Ukraine.
- Dr. Kelly joined the Roseburg Zonta Club, an organization dedicated to supporting women's issues around the world.
- On behalf of UCC, we joined the Western Alliance of Community College Academic Leaders. The Deans and I will be attending the March 2014 Conference. For your reference the website is as follows: www.wiche.edu/alliance
- UCC both hires and lost a new SBDC/UBC Director, Paul Kinghorn. His last day was Friday, January 31. A third search will begin shortly.

Dr. Ali Mageehon, Dean of Academic Support:

Career Pathways:

- Dean Mageehon will be attending the Oregon Association for Career and Technical Education conference in April to co-present "Milestones & Momentum Points to an Associate Degree: Career Pathway Certificates at Klamath and Umpqua Community Colleges & Statewide" with Mimi Maduro (CCWD) and Paula Pence (Klamath Falls).

Developmental Education:

- UCC received notification that we were chosen as a Connect2Complete site. The Connect2Complete program is part of Oregon Campus Compact, which is an organization dedicated to cultivating student leaders. As a host site for Connect2Complete, we will have access to a team of 15 AmeriCorps volunteers who will serve as peer mentors and service learning leaders in our developmental education courses. Terrance Bradford will be the team leader for the volunteers and our learning skills faculty will be closely involved with the project.

ABS:

- Kathy Tiger has started working for Adult Basic Skills as the Title II Coordinator. Kathy has extensive experience, including 27 years in the US Army, teaching at Chemawa Indian School, Chemeketa Community College, and Riverfront School in Eugene. Most recently, she has worked at the Douglas County Juvenile Department as the Support Services Team Manager. We are excited to have her join the ABS team!
- There were 209 graduates for the Winter 2014 Graduation, and 65 students who participated in the ceremony. 201 students earned their GED; 8 students earned an Adult High School Diploma; 9 students earned an Honors GED.
- SAVE THE DATE for April 17—The Woolley Center Learning Garden will be hosting a fundraising event featuring locally sourced food and a silent auction in partnership with the UCC Culinary Department. Funds raised from the event will go toward the Production Garden and the Woolley Center Learning Garden.

- We will be hosting an AmeriCorps Volunteer starting in February 2014 to help build awareness about and develop curriculum for two pilot classes intended to help students explore career options and develop employment skills.
- We have been actively recruiting new students, including posters on U-Trans buses, informational fliers in food boxes, and additional recruiting materials for community partners. There are approximately 10,000 adults in Douglas County who need an Adult High School Diploma or GED—and we want them to know about UCC!

Success Center:

- The Success Center has officially launched its first term of Supplemental Instruction. Subject areas include math, writing, Spanish, the sciences and Adult Basic Skills.
- Amanda Welch has started working for the Learning Skills Department as the Success Center Specialist for Supplemental Instruction. Amanda is a UCC Alum and has extensive experience in tutoring services and worked as a certified tutor with the Success Center.
- In an effort to expand services to the community, the Success Center will offer free "homework help" to Douglas County high school students.

Academic Partnerships and UCC Online:

- UCCOnline + Educational Technology Center has moved back under the organizational umbrella of Instruction. A new eLearning Specialist, Dan Wright, has been hired. A decision on the new Learning Management System is expected by the end of the school year.
- ODE Representatives have initiated a routine 'desk audit' of the Perkins 2012-2013 grant and will visit the campus in February. The audit team is looking forward to seeing our CTE programs in action.
- Dan Mielke from EOU visited our campus in January meeting with local Superintendents, Principals, and UCC Faculty and Staff. He shared the successes of the 'Eastern Promise' early college model which combines credit by proficiency, dual credit, professional development for teachers, and a vision to promote a college-going culture in eastern Oregon.
- The Business Department is working hard to grow its program with local high schools. Several new offerings are in the works, including accounting at Riddle, and business at South Umpqua High School.

JOBS:

- The Department of Human Services has moved into the UCC South County Center in Tri-City this week, and will be sharing space with JOBS. This will allow residents from South County to continue to apply for food stamps and TANF benefits, in addition to having direct client referrals made to the JOBS program.
- The JOBS program has arranged an agreement with the Roseburg Beauty College to provide free professional haircuts. Our goal is to assist JOBS clients in making a good impression with employers when they are applying for work.
- Temporary Employment Services (formerly known as SOS), and Professional Express are scheduled to meet with our clients to discuss job search strategies, in addition to informing clients of job openings in each of their agencies.

Jesse Morrow, Dean of Career Technical Education:

Division News:

- The CTE Dean attended the first CIA meeting for 2014 where spirited discussions took place on the roles and responsibilities of Community Colleges in the new structure involving Higher Education Coordinating Commission.
- CTE Department Chairs and Program Leads are actively engaged in the Current Budget process, planning for spring classes, along with assessing students' needs for summer 2014 and 2014-2015 Academic year.

Automotive:

- UCC's automotive program is seeking for financial support from two of its business partners for shop renovations. Snap-on and Toyota have helped provide an insight of necessary updates to UCC's auto facility to bring it up to their standards. The biggest changes are painting, lighting, and benches.
- Toyota is excited about the facility updates to go with the updated curriculum, T-TEN's higher standards for their schools, and the increased dealer area for UCC becoming a T-TEN Regional Training Center. Toyota Corporate is looking to UCC's Toyota dealer body for matching funds to double their support.
- Snap-on and nc3 will be visiting UCC in early March where UCC is going to discuss their support in helping bring the facility up to nc3's standards.

Business:

- The Business Department is extremely pleased to announce that our Fulbright Scholar-in-Residence application has been approved by Fulbright; and our designated Scholar-in-Residence, Dr. Volodymyr Dankiv from Uzhorrod National University has been recommended by Fulbright. While we still await official word from Fulbright regarding their approved budget, we eagerly look forward to hosting Dr. Dankiv for the 2014/15 academic year as UCC's first Fulbright Scholar-in-Residence.

CDL:

- Three of our CDL instructors went to Portland for four days of professional truck driver training. Our lead CDL instructor received his Master Trainer: Professional Truck Driver Certificate.

Computer Information Systems:

- The CIS department was contacted by HP to develop a relationship between our department, HP, and our students. We are still working on what the relationship might mean and will have more to report in a month or so as more becomes known.
- We have also developed a relationship with Palo Alto Networks, a networking company located in Santa Clara, CA to add some of their offerings to our current courses as additional material. This too is still in progress and not nearly finalized.

Culinary Arts:

- UCC Culinary Arts has the winter capstone dates set: February 13th will be a California bay area menu, February 27th will be a Cajun/Creole menu, and March 13th will be a New England menu. Tickets are now available on the following link to Capstone Dinner #1:
<https://app.arts-people.com/index.php?ticketing=ucc01>
- Cody Perry, PT Faculty and Catering lead is working with the local High School (RHS) pro start team for their cooking competition in February.
- UCC Culinary Arts is excited about participating in this year's Greatest of the Grape. Our food will be paired with Hillcrest and Henry Estate wineries.

EMS:

- We have 12 Paramedic students in second term and 20 EMT students in second term

Engineering:

- The seventh annual UCC Explore Engineering, Surveying, and Computer Information Technology Event will be on Thursday, January 30th, from 6:00 to 8:00 pm in the Danny Lang TLEC. The program has been expanded from prior years to include computer information technology. The event is for UCC students, high school students, parents, and high school instructors, advisers and administrators. This is a great opportunity to learn about the fields of engineering, surveying, and computer information technology from representatives of local business and agencies, and for the students to learn about educational pathways at UCC, OSU, and OIT. There are 30 exhibits planned for the event. Dinner is free and there will be two scholarships awarded by raffle to students attending UCC next year.

Nursing:

- Last term first year nursing students were actively involved in community service at: Wolf Creek Job Corp, Phoenix Charter School, Wooley Center Garden, Winston Community Center, Ford Enrichment Center, and tutoring at UCC's Developmental Center. The students, in Nursing Health Promotion, worked on assessment of community needs.
- Sandy Hendy, applied for: The Oregon Community Foundation Grant this month. This is a \$5,000 grant that is supported by the Douglas Community Fund. The department is requesting a replacement of a SIM/mannequin. The mannequin is a "SIM-PAD" which will replace an outdated, less operative mannequin.
- The nursing admissions committee has elected to invite prospective nursing students to sit for an entrance exam for the 2014-2015 academic years. The A2 entrance exam will help with the selection process and help the department with evaluating our programs curriculum.

Paralegal:

- I had two employers from Eugene contacted me for students at the beginning of the term to apply for job openings. One already has a graduate working for them and they wanted another one. Both are good paying jobs.

Community & Workforce Training:

- The Community & Workforce Training Department has experienced increase enrollments winter term in our community enrichment classes (art, home and garden, recreation etc.). We attribute this to our continued marketing efforts and improving economy. Additionally, UCC's Driver Education program has had outstanding registration number with a record five sites holding classes this term including Roseburg, Glide, Douglas, South Umpqua and North Douglas. The department has launched Pesticide Applicator trainings recently to provide continuing education and an opportunity to take required certifications for those in the field.

Fire Science

- Fire Science has outreach classes going at local departments. Myrtle Creek has a Fire fighter II academy in progress and North Douglas Fire and EMS is continuing the Fire Ground Leader series.
- EMT department has been offering EMS continuing education classes to DCFD #2. One of these classes was covered by KPIC TV on 1/22/2014.

Jason Aase, Dean of Arts and Sciences:

Fine & Performing Arts:

- In compliance with Oregon's Percent for Art law, a committee has recently completed selection of multiple works of Art for display at UCC. Over 1100 works were submitted for review by 115 artists! The new acquisitions will be initially displayed in the Art Gallery, with an opening reception on February 13th from 5-7 pm. The majority of the works will then be put on display in the Lang Center.
- National Theatre Live presents: Coriolanus Jan. 30-Feb. 1
- UCC presents: Romeo and Juliet Feb. 14-22
- National Theatre Live presents: War Horse in Feb. 28-Mar. 2
- Jazz in Jacoby at 7:30pm on Feb. 6 featuring Marti Mendenhall, Moment's Notice, and the Umpqua Singers
- Pearl Street Quartet-performing three centuries of string quartet music at 3pm on Feb. 9 at First Presbyterian Church

- Susan Rochester
 - received a Purchase Award for her photograph *Between the Wish and the Thing*
 - Publication of *Between the Wish and the Thing* and *We All Run Away*
 - Juried into Umpqua Valley Art Association *Creative Process* show with a work from *Trespasses*, the body of photographs she completed
- Renee Couture
 - Currently showing *Unmoored*, a collaborative show with Sandee McGee (former UCC art instructor), at the Maude Kerns Art Center in Eugene.
 - Renee also has work in UVAA's *Creative Process*, and will also be showing at Women's Work, an exhibition space in Chicago, later this spring.

VE/SOWI:

- Invoiced about \$2300 in wine sales during January
- Hosted Industry Associations Conference at the Lang Center on Tuesday, January 14 with Oregon Wine Board, Oregon Wine Growers Association, Southern Oregon Wineries Association, Umpqua Valley Winegrowers Association, and Rogue Valley Wine Growers Association.
- An article published in the January edition of Vineyard & Winery Manager featured UCC/SOWI in an article entitled *High Marks for Community Colleges* as well as featuring Chris' expertise in a separate article entitled *Northwest Growers*. This publication is being provided free to about 8000 attendees at the Annual American Society of Enology & Viticulture (ASEV) California Association of Wine Growers (CAWG) Unified Symposium in Sacramento.
- Continuing positive press including multiple interviews with KPIC and Inside Douglas County

Humanities:

- Writing and Literature classes have recently been approved to move to 4 credits in order to align with other universities and community colleges in Oregon.

Social Science:

- Emery Smith gave the congratulatory message at the GED graduation on January 24th. He thoroughly enjoyed the experience, including the opportunity to shake hands with a passel of students and their families, and hopes to see some of them on the main campus next term.

David Hutchison, Library Director:

- Library staff and lab aides have been especially busy reporting GoPrint issues to IT in an effort to implement the new student print management system
- Recruitment for a new Library Director has begun with a closing date of February 14 for applications
- Katie is participating in United Way allocation committee site visits this month
- Katie is holding two lunchtime sessions with TOP students in February on locating scholarships and researching college transfer options.

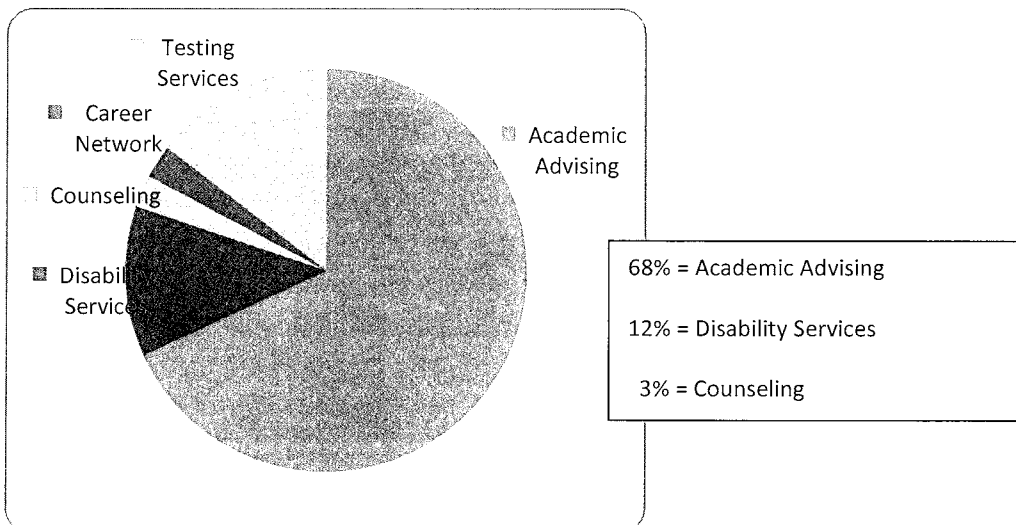
**Umpqua Community College
Vice President for Student Development
Board Report – February 2014**

Student Services- Rick Aman, Vice President

- January 2- began the interview process for the Title III Project Manager position.
- January 9- attended the Winter Oregon-ized Summit in Portland, Oregon. This was a group of Oregon higher education institutions looking at innovative approaches to credit transfer among institutions and exploring competency based degrees.
- January 14th- attended the Eastern Promise meeting reviewing opportunities with Eastern Oregon University.
- January 24- offered the Title III Project Manager position to Cynthia Horkey who accepted and will begin in March.
- January 24th – met with the Enrollment Management Committee to review strategies to increase enrollment for spring and the upcoming fall terms.
- January 27th- met with Elkton High School Principle, Mike Hughes
- January 28th – UCC Veteran’s Center has been remodeled with fresh paint, new carpet, cabinets and lighting. The UCC Veteran’s Club is re-energized with new officers and enthusiasm.
- January 30th – preparing Admin Building to be remodeled to become the Welcome Center over the next three weeks. Staff are moving to temporary locations while renovations and furniture is being installed. Completion is expected before spring term enrollment begins on February 24th.

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

To date the center has served over 1200 students during the month of January. Staff continues to refine the intake process of services provided.



Student Life Office - Marjan Coester, Director

- ASUCC welcomed Violeta Bilan as the ASUCC Activities Officer.
- ASUCC approved the re-chartering of the National Student Nursing Association and approved the new charter for the UCC Veterans Club.
- Over the break, ASUCC assisted with making Food Security Bags for Roseburg School children experiencing poverty and homelessness.
- The ASUCC Study In, scheduled for December 7 was cancelled due to the weather.
- The first day of the two days of Stress Free Zone activities was cancelled due to the weather, but day two went ahead as planned. The event featured free massages, healthy snack food items and board games.
- Club Fair was held on January 29 and the turnout from clubs was great – participants included: Business Club, Debate Club, Engineering Club, Mainstream, National Student Nursing Association, Phi Theta Kappa, Skills USA and UCC Veterans Club. Several new club petitions were circulated at the event and two new clubs – Environmental and Drama will be considered for approval by ASUCC at a meeting.
- The Valentine’s Day fundraiser will be held the week of February 10th and features the sales of lots of “lovely” items. Proceeds will benefit a local non-profit.
- A Valentine’s Day luncheon will be held in the Bistro on February 14

Clubs

- Bible Study Club meets every day at Noon in the Campus Center Cafeteria
- Debate club has elected new officers and have held several Friday noontime meetings and debates.
- Engineering Club will be finalizing their t-shirt competition.
- Mainstream has published two editions this term
- Phi Theta Kappa elected three new officers and is exploring the idea of a personal hygiene product donation drive.
- UCC Veterans Club has been actively working on the new Veterans Center as well as the 30 Paintings in 30 Days fundraiser.

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 \$255,473. 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:

Summary of support to students in order to meet objectives of Good Academic Standing/

Persistence/Graduation/Transfer:

- We had a lot of TOP students that work hard and saw the fruition of their work! Twenty three students were on the President’s list and twelve on the Dean’s list.
- TOP filled 80 book loan requests from our lending library for winter term 2014.
- TOP will be dispersing grant aid this term. As part of the budget TOP is able to award \$15,000 to students that have a pell grant and have unmet need or would like to reduce loans. Fifteen TOP students will be awarded the grant aid.

- TOP staff have many activities and workshops planned for winter term including filing FAFSA, filing scholarships, and academic planning assistance.

Educational Talent Search and Upward Bound Missy Olson, Director
Educational Talent Search

The program is currently serving 558 out of the 561 spots available. The breakdown by school is as follows.

	#	of
	Participants	
Roseburg High School	124	22.22%
Sutherlin High School	109	19.53%
Fremont Middle School	31	5.56%
Coffenberry Middle School	18	3.23%
Riddle High School	38	6.81%
Sutherlin Middle School	13	2.33%
Winston Middle School	19	3.41%
South Umpqua High School	72	12.90%
Glide High School	26	4.66%
Oakland High School	29	5.20%
Douglas High School	70	12.54%
JoLane Middle School	9	1.61%

The ETS staff are working to ensure all seniors have completed their FAFSA, applied to one or more colleges of their choice, and started a variety of scholarship applications. The advisors are meeting with underclassmen about their first semester grades.

Upward Bound

Upward Bound is serving 59 out of 60 spots available and has interviews scheduled with two more candidates. The staff just returned from a Winter Retreat, where 46 students were exposed to a cultural event, Mamma Mia at the Hult Center in Eugene; a presentation by the director of the Ford Scholarship Program; a presentation by the president of a IT company; and a tour of the University of Oregon. Of the 12 seniors in the program, all have applied for FAFSA and all but one (who is joining the Navy) have applied for the colleges of their choices.

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

4,472 – Total applications to date for 2013-14

5,429 - Total applications to date for 2012-13

Financial Aid Awards

1,748- Total awards packaged to date for 2013-14

Disbursements for the 2013-14 award year through 1/28/2014 total over \$6.9 million to 1748 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Four staff members are scheduled to attend the annual Oregon Association of Student Financial Aid Administrators in February for three days.
- Our office is actively involved in the preparations for the upcoming 14/15 Financial Aid year. This involves extensive time between the Financial Aid Office and the IT staff for several weeks. We are striving to start earlier this year to ensure that students are prepared in advance.
- We recently reviewed our expenditures for the Federal Supplemental Educational Opportunity Grant (FSEOG) and awarded additional monies to students.
- Ann Able recently announced to all students the opening of the waitlist for the Federal Work Study program as funds are available to award students for Winter and Spring terms.
- Working with IT in an effort to transition to the new IT programmer dedicated to the Financial Aid module.
- The Veterans Center continues to be a heavy focus for Ann Able who currently assists our veteran populations.
- Additional Financial Aid Literacy Seminars have been provided to students for the start of winter term with spring term scheduling to begin soon. Online presentations continue to be available to students.
- Packaging continues in an effort to assist our students with winter term awarding and we are current with our awarding at this time.

Ford Childhood Enrichment Center – Ronda Stearns, Director

January has afforded so many opportunities for learning at the Ford Childhood Enrichment Center. We studied precipitation, freezing levels, and things to do during winter. One of our favorite experiments was our exploding snowmen! Well, they didn't explode so much as ooze and foam but it was still a first for us all! Here are a few pictures.....



Walks on campus allowed us to feel the sun on our faces, splash through puddles, take part in the first couple of minutes of a R.I.P.P.E.D. class in the gym, and meet some of the nicest students/staff/faculty Douglas County has to offer. We practiced our map reading, learned about sound and echoes, and got some great exercise! The children now ask to go for walks regardless of the weather.



In addition to all we have learned, we still host ten practicum students every week, host two work study students, learn about nutrition thanks to the nursing students, learn about caring for our teeth thanks to the dental assistant students, and enjoy the wonder of the UCC campus. It is wonderful to be part of the UCC campus and all the beauty and wonder it holds for students of all ages.

Enrollment Services/Registrar – David Farrington, Director

Enrollment Services is in the throes of moving to its new location in the Administration Building. We expect furniture, computers, phones, etc. to be set up by the end of February and hope all are moved before we begin spring registration on February 24th. When completed, the occupants of the building (in addition to the president's office) will be admissions, registration & academic records, advising, and cashiering.

Recruitment Department – Richard Robles

January 2014 Activities

Visits to High School Campuses

North Douglas, Elkton, Yoncalla – 1/15

Sutherlin, Oakland – 1/15

Douglas – 1/13

Roseburg, South Umpqua, Riddle – 1/16

Camas Valley – 1/16

Glide, UVC – 1/22

Group Visits to UCC

College for a Day Event – 1/16

Most of the Month of January was spent by the Recruiter visiting high schools to promote the Engineering & Surveying Dinner and organizing future visits to recruit interested and semi-interested 12th graders to attend UCC next fall. The Engineering and Surveying event will be held January 30, and posters in over 35 classrooms throughout the district are in place to draw as many prospective students and their parents to the event.

February 3rd is the date set for 4-year representatives to visit UCC for the Oregon Transfer Days fair. Arrangements are being made for a “Meet and Greet” with our Advising and Counseling staff before the event kicks off at 10 am.

February 4th will be my last official day as Recruiter for UCC. I would like to thank the Board and Administration for the opportunity you afforded me these last four years, to represent UCC as a coach and recruiter. I truly appreciate the opportunity and wish the college future success in providing a positive and valuable experience for all Douglas County residents and visitors alike.

ADMINISTRATIVE SERVICES
February 2014 Board Report

Rebecca Redell, Chief Financial Officer

- Planning process has officially started with the first stages of the 2014-2015 budget worksheets being sent to each Executive Cabinet Member.
- Began the interview process for the Budget Administrator position on January 14, 2014. We are hoping to have the position filled by the first week of February.

Linda Spaccarotelli, Purchasing Manager

- Coordinated the purchase of the furniture for the new “Welcome Center” in the administration building. Managed the RFP process to get bids for the 2014-2015 annual catalog and class schedules for the campus.
- Revisions and organization done on the Community College Rules of Procurement. This updates the revisions from the Oregon Attorney General’s Model Public Contract Rules and Oregon Revised Statutes.
- Worked with the Finance department to acquire correct tax identification numbers for the Internal Revenue Service to send out the 1099 forms.
- Renewed my procurement certification with the Department of Administrative Services by participating in continued education.

Natalya Brown, Director of Accounting and Finance

- We have filed our audit report with the Federal Audit Clearing house to comply with single audit report requirements and are awaiting an acceptance of our audit. (We would have reported it in November, but the site just opened a week ago). System for Award Management (SAM) and Electronic Municipal Market Access system (EMMA) were updated as well to keep the college in compliance with annual reporting. I am preparing for compiling reports for the state and Integrated Postsecondary Education Data System (IPEDS). I am finalizing a retention procedure for Finance records. The budget process has begun and we will be busy with budget preparation work. I had an opportunity to attend Business officer’s meeting at Lane Community College and learn more about PERS developments as well as legislative updates, enrollment trends, and network with peer institutions.
- Student Accounts finalized 1098Ts and are working with payments, drop for non-payment process and refunds. Staff is also working on collections, cross-training and reconciling scholarship accounts as well as preparing to their move in Administrative Building.
- Accounts Payable is finalizing issuance of 1099s to the vendors. They will be sent out by January 31, 2014.
- Grant Accountants and AR staff is working on grant billings, bank reconciliations, A/R billings, monthly journal entries, personal property tax filings, uploading direct deposits to the bank, scanning old records.

ATD Board Report January 31, 2014

The ATD team met last week to discuss our evaluation plan. Further discussions have to be had before we can finalize our plan. Advising has to speak with David Farrington about Banner's ability to record Compass scores as well as track advising cohorts. Feb. 21st we will have our follow up meeting where the evaluation plan will be finalized. As of now, we will meet during the 5th week of every term to examine completion data from the previous term for several priorities, and during the summer we will meet for an annual evaluation of data.

Individual Priority Reports:

Priority 1: Improve college readiness by strengthening placement, orientation, pre-college partnerships, communication and information dissemination.

Research and implement best practices regarding alternatives for placement (SAT, HS GPA, etc.)

Mike Matteo, Corrie Sommerfeld, and Nancy Nowak are representing UCC at the Oregon Developmental Education Workgroup hosted by CCWD. Mike facilitated a discussion on 1/29/14 on Developmental Education Math Redesign. The attendees discuss the current use of high school transcripts for math placement, Blue Mountain's use of a matrix for placement and Linn Benton's Math Fast Track. Dev Ed Math instructors will be working on an outcome assessment for those completing CSM and MTH 20 for placement into MTH60

Train advisors on new placement methods and initial discussions regarding major path

Pre-NSO advisement includes: Cores Skills Mastery, Accelerated Writing and Dedicated Learning Communities. Training and review has been conducted SU13, FA13 and additional follow-up will occur on 2/12/14 to include Essential Skills and Open Education Sources.

Create monitoring plan for data to see if these interventions are effective

David Farrington, Ali Mageehon and Mandie Pritchard will be meeting on 2/11/14 to discuss Banner and placement test scores.

Priority 2: Strengthen Intrusive Advising campus wide to help students more effectively achieve their goals.

Intrusive Advising:

- I have been working with David Farrington and Mandie Pritchard the past two weeks to implement registration holds within Banner to support mandatory advising.

Essentially, all students with 0-36 earned credits would be required to meet with an advisor/counselor prior to registration. Additional holds could be utilized where appropriate to support intrusive advising initiatives (term-by-term planners, contacts required to those who were placed on academic suspension, etc.) There are some logistical and philosophical differences between the Registrar's Office and Advising/Career Services in relation to how Banner will be used to support this initiative. These have to be hammered out before we can move forward with staff training and implementation. David Farrington will be out of office for a week, which will delay this.

· Early Alert Network has been developed in conjunction with P1 which will promote instructional referral to Advising/Career Services beyond mid-term grades. Instructors will be encouraged to refer students during weeks 2-3 and 4-5 for any concern (academic, behavioral, attendance issues, or other). Student Ambassadors will be following up with these referrals by phone to either help them with general issues, or to make an appointment with an advisor/counselor for professional assistance.

Peer Mentoring Program:

- The Peer Mentoring Program has been up and running for about a week now. There are 4 mentors hired and trained. They are currently assigned a case load of students that are 1st year and/or 1st term students placed on academic probation, and currently enrolled. They are also making phone calls to students that were placed on academic probation fall term, but did not register winter term in an effort to get them enrolled for spring term. They are serving approximately 45 returning students and 55 that did not.
- Currently, coordinators are working on an effective tracking system to determine effectiveness.

Priority 3: Increase successful course completion in developmental education courses

- We received notification that we were chosen as a Connect2Complete site. The Connect2Complete program is part of Oregon Campus Compact, which is an organization dedicated to cultivating student leaders. As a host site for Connect2Complete, we will have access to a team of 15 AmeriCorps volunteers who will serve as peer mentors and service learning leaders in our developmental education courses. Terrance Bradford will be the team leader for the volunteers and our learning skills faculty will be closely involved with the project.
- The Success Center has officially launched its first term of Supplemental Instruction. Subject areas include math, writing, Spanish, the sciences and Adult Basic Skills.

Priority 4: Increase campus wide communication and coordinate the existing student success initiatives. Streamline and organized campus efforts under one umbrella.

No Updates

ACEUCC
Board Report
February 12, 2014

Our Professional Improvement Committee has been busy over the last several years improving how our carry-over funds are used to best serve our ACEUCC members. In May of 2012 Cathy Adkins sent out a survey to all members to determine their needs for a variety of classes. As a result of the survey, this year during the Classified In-Service week we were able to launch our Microsoft Office training classes with the help of Kathy Frazer and our Community Education department. These classes were attended by many of our staff throughout the campus! The class evaluations spoke highly of the instructors and the content. With the use of our carry-over funds ACEUCC Professional Improvement Committee is now able to sponsor many classes and workshops at no charge to the members of ACEUCC. Many requests came from those attendees to hold other classes such as Excel. We were able to set this up for the first week in February. The committee has been working with several online facilities in hopes of launching online training in a variety of areas that would be offered at no charge to our members as well. We are hoping this second phase of training will be available by summer.

Several staff are involved in pulling together the Welcome Center. This will help provide new and continuing students a central place for most transactions. The plan is to have it up and running when registration for spring starts February 24.

Board Report – January 8, 2014
Jan Baxter, Human Resources Director

CURRENT JOB POSTINGS

Full-Time Positions

<u>Title</u>	<u>Type</u>	<u>Closing Date</u>
Database Administrator System Admin.	Classified	Continuous
Administrative Program Specialist	Classified	2/16/14
Library Director	Administrative	2/14/14
Summer Rec Director/Faculty	Faculty	2/2/14
Chemistry Instructor (Transfer Ed)	Faculty	2/16/14

Part-Time Positions

<u>Title</u>	<u>Type</u>	<u>Closing Date</u>
ABSD Instructor Temp	Faculty	Continuous

CURRENT ACTIVITIES

Human Resources

Sue and Kelley passed the PHR (Professional in Human Resources Certification from the Society for Human Resource Management) exam! Congratulations on this achievement. They have raised the bar in HR!

HR and Payroll have moved our offices so that the Welcome Center may have our former space.

The HR section of the annual IPEDS report has been submitted.

Sue, Yvonne, and Inez have been working very hard to complete the retroactive payments for the adjunct faculty.

Meetings have been scheduled with two provider agencies to discuss the Affordable Care Act and HRAs. The association presidents have been invited to join Dr. Olson and HR at these meetings.

Jan and Steve attended Crisis Response Training Feb 5-7 in Roseburg.

Jan is attending the OSBA training this afternoon and evening at Lane CC.

Jan and Kelley attended the quarterly CCHR meeting held at Lane CC. In conjunction with the other community colleges, we have a free 2 year membership in HERC (Higher

Education Recruitment Consortium). We will use this time to determine if a paid membership would be a valuable recruiting tool.

Kelley is preparing for the OECDL Job Expo coming in March.

OECDL will be hosting its state convention at Seven Feathers in May.

Kelley has been the UCC and HR representative at meetings for Douglas County Safety Association, OECDL meetings, and the local SHRM chapter.

Safety Committee meetings are being conducted monthly on campus.

Payroll

W-2's were made available electronically and in print.

Federal and State quarterly reports have been submitted.

Completing reconciliation of PERS for the year ending 2013.

Custodians

Custodians continue to maintain the cleanliness of our beautiful campus.

Custodians are completing the mandatory online training courses.

Security

Preparing for fire drills

Working with Woolley and WTC on lockdowns, fire drills, and AED training

New cameras are in place at Lockwood Hall and Snyder parking lot areas
Fire Inspection compliance is complete

Steve has completed courses for DPSST to stay in compliance with all rules and regulations for security.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

<input type="checkbox"/>	Informational Item
<input checked="" type="checkbox"/>	Action Item

Subject: Early Retirement Request	Date: February 12, 2014
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Recommendation:

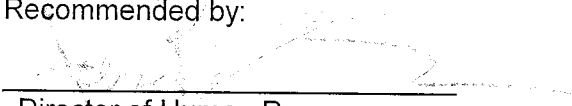
Board approval is requested for the following staff for early retirement:

Steve Buchko, Safety, Security, and Custodial Director, is requesting early retirement effective June 30, 2014. He began full time employment on February 27, 1997, serving over 17 years in his position. Steve qualifies for Early Retirement according to Board Policy #326, Early Retirement.

Kelley Griffith, Administrative Secretary for Facilities, is requesting early retirement effective June 30, 2014. She began employment in November, 1989 and has been serving UCC for over 24 years. Kelley qualifies for Early Retirement according to Board Policy #326, Early Retirement.

Wendy Galindo, Assessment/Tracking Coordinator for ABDS, is requesting early retirement effective June 30, 2014. She began part time employment in February 1995 and moved to full time employment on September 1, 1999, serving over 15 years for UCC. Wendy qualifies for Early Retirement according to Board Policy #326, Early Retirement.

Recommended by:



Director of Human Resources

Approved for Consideration:



UCC President



Umpqua Community College

Human Resources

1140 Umpqua College Road

P.O. Box 967

Roseburg, Oregon 97470

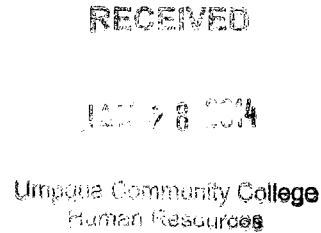
January 23, 2014

Letter of Intent

To the Honored Board Members: I, Kelley Griffith, would like to retire June 30, 2014. I will have worked for Umpqua Community College for twenty-four years and nine months. I love the college and my job, Administrative Secretary for Facilities, and hate to leave. I am retiring due to poor eye sight. I will miss the college and the people.

Kelley C. Griffith

Wendy Galindo
Roseburg, OR
December 31, 2013



April Hamlin
Director, Adult Basic Skills

Dear Director,

This letter is to let you know of my retirement from the position of Assessment/Tracking Coordinator for the Adult Basic Skills Department of Umpqua Community College, to express my gratefulness and appreciation for many satisfying and productive years of employment with the college, and to request approval from the College Board for Early Retirement Status as outlined in the current UCC and Association of Classified Employees Collective Bargaining Agreement.

Retirement from PERS will be effective February 1, 2014 as submitted on the UCC Separation Form (PERS only) to the Human Resources Office.

The last day of employment for the college in the Adult Basic Skills Department will be June 30, 2014.

I am thankful to have been employed with the college since February 1995 starting with a part-time position as Instructional Aid working for Director Doris Johnson and entering full time employment as of September 1, 1999 working for Director Rick Bowman. The date of retirement from the Assessment/Tracking Coordinator position of June 30, 2014 has been chosen in order to fully complete the duties of the position, notably the compilation and approval of the Annual Statistic Report to the Oregon Community Colleges and Workforce Development Title II Accountability Office.

A request for approval from the UCC Board for the Early Retirement status and accompanying benefit as noted in the current Classified Employee Collective Bargaining Agreement, Article XV, Section F is hereby submitted with a reference to the computation of combined total part- and fulltime hours of employment documented in my records at the UCC Office of Human Resources.

Best Regards,

Wendy Galindo

A handwritten signature in cursive script that reads "Wendy Galindo". The ink is dark and the signature is written in a fluid, connected style.



Serving Douglas County Since 1964

December 19, 2013

UCC Board of Directors;

At this time, I would like to announce my retirement from Umpqua Community College effective June 30, 2014. I wish to thank you for all the support you have given me over my 17+ years at this institution. It has been a genuine pleasure working here and I will miss being here but it is time to move on to a new chapter of my life.

Sincerely,

A handwritten signature in black ink, which appears to read 'Steve Buchko'. The signature is written in a cursive style with a horizontal line underneath.

Steve Buchko

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

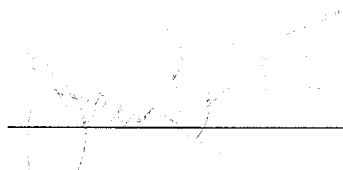
Subject: 1st Reading Proposed Policy

Date: February 12, 2014

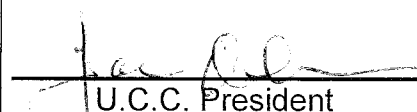
The following policy is now coming to the Board for a first reading.

<u>Policy Number</u>	<u>Policy Title</u>
302.10	Post-Retirement Employment

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

BOARD POLICY

BOARD POLICY SERIES NUMBER: 302.10

TITLE: POST-RETIREMENT EMPLOYMENT

UCC employees may find it beneficial to retire from PERS, but to continue to work at UCC during that calendar year or the following year, while keeping work hours under the minimum for PERS eligibility.

Such work agreement must be pre-approved by the responsible vice president and Director of Human Resources. Otherwise, the employee's letter of retirement will be accepted as of the specified date of PERS retirement.

DATE OF ADOPTION:

DATE OF REVISION(S):

DATE OF LAST REVIEW:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item


Subject: Policy #400 and #720.07

Date:
February 12, 2014

Roxanne Kelly, Vice President of Instruction will present the following policies for approval:

- **#400 Facilities Use/Events:** The revision allows SOWI to have first right of refusal for alcohol service on campus.
- **#720.07 Credit Hour:** This policy is an accreditation requirement; it is UCC's current practice.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

Policy Revision – Administrative Services

POL#400: FACILITIES USE / EVENTS

2/12/2014

Current Policy	Proposed Policy
<p>UCC reserves the right to determine who has access to campus facilities.</p> <p>UCC has the right to establish requirements for security, insurance and copyright provisions.</p> <p>UCC has the right to require that necessary support services be utilized and paid for as arranged prior to the event.</p> <p>UCC's Food Service will have the right of first-refusal for all food served on campus. This policy does not apply to staff coffee breaks or parties.</p> <p>UCC is not responsible for renters of facilities who oversell tickets; and users should be prepared to make refunds if this takes place.</p>	<p>UCC reserves the right to determine who has access to campus facilities.</p> <p>UCC has the right to establish requirements for security, insurance and copyright provisions.</p> <p>UCC has the right to require that necessary support services be utilized and paid for as arranged prior to the event.</p> <p>UCC's Food Service will have the right of first-refusal for all food served on campus. This policy does not apply to staff coffee breaks or parties.</p> <p>UCC is not responsible for renters of facilities who oversell tickets; and users should be prepared to make refunds if this takes place.</p> <p>UCC's SOUTHERN OREGON WINE INSTITUTE will have the right of first-refusal for all alcohol served on campus.</p>



NEW BOARD POLICY

BOARD POLICY SERIES NUMBER: 720.07

TITLE: Credit Hour

A credit hour shall be the unit of college academic credit representing 30-36 hours of academic engagement throughout a 11 week (fall, winter, spring) term or its equivalent in total work for short courses. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- Lecture: 1 contact hour/week, 10 + contact hours per term
- Lab: 3 contact hour/week, 30 + contact hours per term
- Lecture/Lab: 2 contact hours/week, 20 + contact hours per term
- Practicum/Cooperative Work Experience: 3 contact hours/week, 30 + contact hours per term
- Nursing Clinical: 3 contact hours/week, 30 + contact hours per term
- Independent Study: 1 contact hour/week, 10 + contact hours per term

Consistent with federal regulations a credit hour is defined as “Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Umpqua Scholars

Date:

February 12, 2014

Dr. Rick Aman, Vice President of Student Services will present the Umpqua Scholars Program to the Board for approval.

Recommendation by:



U.C.C. Vice President Student Services

Approved for Consideration:



U.C.C. President