

**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. 7 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, JANUARY 8, 2014**  
**Work Session re: Master Plan, 5:30 pm**  
**Executive Session per ORS 192.660(1)(i), Board Room, following the regular Board meeting**

**A G E N D A**

**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 - 5**

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.

<b>VI.</b>	<b>INTRODUCTION AND PRESENTATION</b>		
	<b>A. Presentation: CASE Grant &amp; Career Pathways</b>	<b>Ali Mageehon</b>	<b>p 6</b>
	<b>B. Presentation: Campus Lockdown</b>	<b>Jan Baxter &amp; Steve Buchko</b>	<b>p 7</b>
<b>VII.</b>	<b>ASUCC REPORT</b>	<b>Sarah Gordon</b>	
<b>VIII.</b>	<b>ACEUCC REPORT</b>	<b>Debbie Hill</b>	
<b>IX.</b>	<b>UCCFA REPORT</b>	<b>Emery Smith</b>	
<b>X.</b>	<b>PRESIDENT’S REPORT</b>	<b>Dr. Olson</b>	<b>pp 8-22</b>
<b>XI.</b>	<b>OCCA REP. REPORT</b>	<b>Dir. Bell</b>	
<b>XII.</b>	<b>OLD BUSINESS</b>		
<b>XIII.</b>	<b>NEW BUSINESS</b>		
	<b>A. Instructional New Programs</b>	<b>Roxanne Kelly</b>	<b>p 23</b>
	<b>B. Budget Calendar for FY2014-15</b>	<b>Rebecca Redell</b>	<b>p 24</b>
	<b>C. Budget Projections for FY 2014-15</b>	<b>Rebecca Redell</b>	<b>p 25</b>
	<b>D. Resolution #6, Approval to Spend Funds</b>	<b>Rebecca Redell</b>	<b>pp 26-27</b>
	<b>E. Financial Reports for FY 2013-14</b>	<b>Natalya Brown</b>	<b>p 28</b>
<b>XIV.</b>	<b>BOARD COMMENTS</b>	<b>Chair</b>	
<b>XV.</b>	<b>ADJOURNMENT</b>	<b>Chair</b>	

**IMPORTANT DATES:**

- Roseburg First Citizen’s Banquet, Thursday, Jan. 23, 6:00 pm, Fairgrounds
- ABSD/GED Graduation, Friday, Jan. 24, 7:00 pm, Jacoby Auditorium

**NEXT BOARD MEETING:**

- Wednesday, February 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: January 8, 2014

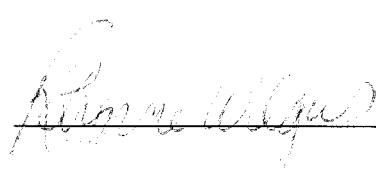
Recommendation:

Recommend approval of:

Minutes of College Board Meeting of December 11, 2013 p 1-4

Personnel Actions p 5

Recommendation by:




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Approved for Consideration:

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U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
December 11, 2013**

The Umpqua Community College Board of Trustees met Wednesday, December 11, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Miller called the meeting to order at 7:00 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	Dennis O’Neill	Ronda Stearns	Lisa Fields
Robynne Wilgus	Rebecca Redell	Susan Taylor	Emery Smith	
Roxanne Kelly	Jason Aase	Dan Yoder	Ali Mageehon	

**Consent Agenda**

- A. Board Minutes of November 13, 2013
- B. Personnel Actions

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

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

**Introductions and Presentations**

The UCC’s women’s basketball team was introduced by Coach David Stricklin. The season has just started and UCC is ranked 5<sup>th</sup> in the NWACC standing. This is Coach Stricklin’s 19<sup>th</sup> year of coaching women’s basketball at UCC. The men’s basketball coach, Daniel Leeworthy, introduced himself and two members of the team. Coach Leeworthy has been coaching for 9 years and is originally from Australia; he has been at UCC for four months. Both coaches invited everyone to their upcoming games. Chair Miller thanked the coaches and teams for coming and wished them good luck for the season.

As an introduction to the focus presentation on grants, Dr. Olson commended Susan Taylor, Director of Grants and Planned Giving, on the great accomplishment of UCC being awarded the Title III grant; this reflects the encouragement Dennis O’Neill, UCC Foundation Executive Director, gives to his department and the efforts Ms. Taylor has put forth.

Ms. Taylor thanked the Board for the opportunity to present an update on the College’s grants and said it is a pleasure to work in the Grant Office. After giving a brief history of her office, she shared the role of the Grant Office: To seek external funding to meet the highest priorities of the College. Past grants have been used to establish the Practical Nursing and Viticulture/Enology programs at UCC. Grants have also

provided nearly half a million dollars in scholarship funding since 2008. The Child Care Access Means Parents In School grant, a highly competitive grant, was recently awarded to the Ford Childhood Enrichment Center (FCEC) at UCC. Ronda Stearns, FCEC Director, worked with Ms. Taylor for that grant, for which they received a perfect score.

In general, the Grant Office works with faculty and staff to develop ideas into fundable projects. She noted that to win grants, projects must respond to the communities' needs, and demonstrate long term vision, commitment and risk-taking.

Looking forward, grants must be a part of obtaining the Allied Health & Sciences building. Ms. Taylor is confident that at least \$2 million can be raised for this project. In order to submit proposals in a timely manner, she will need scope and budget information by February 1, 2014. The goal is to know the amount of awarded funds by the end of November 2014; this will determine what else needs to be done to meet the state's matching funds deadline.

Chair Miller indicated it would be useful for Director Tamm to attend the upcoming meeting with the Foundation Board for understanding each entity's project role. The Board and Dr. Olson appreciated Ms. Taylor's skills. Dr. Olson also thanked Ms. Stearns for her efforts.

**ASUCC Report** – there was no report.

**ACEUCC Report** – there was no report.

#### **UCCFA Report**

UCCFA President, Emery Smith, said things are going smoothly and communication is very good. Faculty members have expressed concern about enrollment and the budget.

#### **President's Report**

Dr. Olson explained UCC is considering a scaled down version of the Allied Health & Sciences building. Some very rough draft concept designs from the building's architect were previewed. The full project cost, including renovations to existing facilities, is estimated at \$17 million. The original building design was priced at \$24 million; Jim Kalvelage, the OPSIS architect, estimated today's cost at \$27 million. Dr. Olson said further conversations are needed as this information was just obtained earlier in the day; however, the College's timeline is very tight. Conversations continue with Mahlum Architects as they renew the College's Master Plan. Chair Miller encouraged options that have been embraced by the college community to be brought to the Board.

#### **OCCA Report**

The Director of the Higher Education Coordinating Commission (HECC) was present at last week's OCCA meeting and outlined what HECC will be doing. They want to be useful to all of higher education. Dir. Bell encouraged Board members to review HECC on the web.

OCCA's minimum funding request for the next biennium will be \$600 million to meet the state's 40/40/20 goal by 2025. Also, if extra money is given, their recommendation is not to link it with tuition.

Ms. Nancy Golden, from the Oregon Education Investment Board, has said achievement compacts aren't to be seen as a one way street; if the colleges are doing well, then she's doing well.

There is conversation regarding an equity announcement, which would mainly be directed towards k-12 students. The statement's purpose is to bolster areas where inequality has created a harder time for students to succeed. The statement would also apply to low income and rural students, although race would have a stronger emphasis.

### **OLD BUSINESS**

The Board goals were reviewed and the progress was discussed:

- Enhance the relationship between the UCC Foundation and the UCC Board of Trustees
  - The November Board work session was with the Foundation; there is also a critical meeting with the Foundation in the coming week.
- Improve external communication and promotion of the college
  - This evening's focused work session on external communications and promotions was very thorough.
- Evaluate and adopt a Facility Master Plan, including advocacy for state match opportunities
  - Matching funds were mentioned tonight; discussions on matching opportunities will continue.
- Assist staff in creating a useful dashboard for monthly meetings
  - There has been one work session on the dashboard; another may be needed.
- Continue to monitor political/legislative actions and advocate for UCC
  - This is particularly important; Joe has been talking with the local legislators.

The Board endorsed the goals and recognized the progress that has been made.

### **NEW BUSINESS**

Dan Yoder, Director of Institutional Research, Planning and Compliance, reviewed the executive summary of the 2012-13 Enrollment Report. The summary will be attached to the Board minutes and the full report will be posted on the Institutional Research website. Chair Miller thanked Mr. Yoder for his efforts.

Mr. Yoder distributed and reviewed an enrollment update for the current year, which will be included in the Board minutes. He stated the impact on the distribution formula is very hard to determine as the figures are a rough estimate. Rebecca Redell, Chief Financial Officer, indicated the funding impact will be felt in the next budget year. A draft from the state shows a drop in funding anywhere from \$500,000 - \$1 million. Ms. Redell will provide an update on the budget at the January Board meeting.

**Board Comments:**

Dr. Olson noted tonight is Lorrie Ranck's last meeting with the Board; she is moving back to the Bay Area of California. He thanked her for her work, especially during this past year, providing leadership in an admirable way. She has been working with Mr. Yoder as he moves into the interim position.

Meeting adjourned at 8:35 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:  
2012-13 Annual Enrollment Report  
Enrollment Update



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Jan Baxter, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: January 8, 2014

**Administrative/Confidential-Exempt Contract:**

Dan Yoder – Interim IT +I Director

**Full Time Faculty Contract:**

N/A

**Administrative/Confidential-Exempt Separation:**

James Boeddeker – SBDC/UBC

**Full Time Faculty Separation:**

N/A

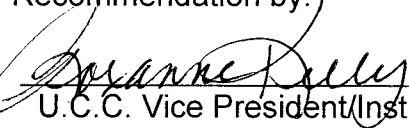


BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: CASE Grant & Career Pathways	Date: January 8, 2014
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Ali Mageehon will be sharing information regarding the CASE Grant and Career Pathways.

Recommendation by:  U.C.C. Vice President/Instructional Services	Approved for Consideration:  _____ U.C.C. President
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BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

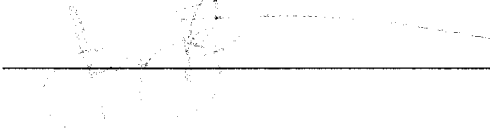
Action Item

Subject: Focus Presentation: Campus  
Lockdown

Date: January 8, 2014

Steve Buchko will make a presentation on campus security and the lockdown drill conducted in September, 2013.

Recommendation by: Dr. Jan Baxter,  
Human Resources Director

  
\_\_\_\_\_

Approved for Consideration:

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

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Reports	Date: January 8, 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:  <hr/>	Approved for Consideration:  <hr/> U.C.C. President

## JANUARY 2014 BOARD REPORT

Joe Olson, President

### Significant Meetings

Dec. 10 Superintendents Meeting, ESD	Dec. 18 UCC Town Hall
Dec. 12 Southern OR Educational Summit	Michael Lasher, Douglas ESD Supt.
Dec. 16 Foundation MOU	Dec. 19 Winston Area Community Partnership
Kelly Morgan, Mercy Medical Ctr.	Mercy HCC Steering Committee
The Partnership	Southern Oregon STE(A)M Collaborative
David Jacques, Roseburg Beacon	Dec. 20 UCC Town Hall
Dec. 17 Susan Buell, Trucking	Rick & Jacky Sohn
Larry Parsons, Roseburg SD Supt.	
Mahlum Architects, UCC Master Plan	

### Facility Master Plan

Mahlum will be presenting a Facility Master Plan at the January Board meeting. They will be presenting three options: 1.) build an allied health & sciences building, or 2.) build an industrial arts building, or 3.) renovate existing space. I prefer to think of these as phases rather than options because, to me, it is a logical sequence that, given the efforts of the college and the foundation, we will likely be building an allied health & sciences building. The College would then, potentially, go out for a bond for an industrial arts building which will include some funding for renovations. Consequently, I think the options should be looked at as potential phases to accomplish our goal of renovating the campus. I must admit that at a recent meeting in Klamath Falls with Nancy Golden, the current director of the OEIB, I mentioned rural community colleges do not have much potential for passing local bonds and some consideration should be given to changing the existing capital laws for community college projects; this could result in moneys for renovations rather than new buildings. This is not something that is new, as I have proposed it for over a year, and is beginning to emerge as a theme for rural community college presidents. This, of course, would take an extraordinary amount of work in the support of the legislature; but I do want to keep this option in the minds of the Board as we move forward with the allied health & sciences building.

### Baseball

In February I will bring a recommendation to the Board to approve the implementation of a college baseball team. I have the sense that the Board is not necessarily supportive of expanding athletics. However, given Cheryl's extensive assessment of costs and benefits, I see this as a worthy endeavor. I do not expect it would generate all of the revenue that is being projected; rather, in reality, I see it as being revenue neutral. With that in mind, it is the only immediate project that could bring in 30-60 new students within a very short period of time. My own personal love of the sport has very little to do with this proposal. As I have traveled around the County I am often times prodded to bring baseball back to UCC. It is an extraordinarily popular sport in Douglas County and many local players leave to play at other community colleges in Oregon; this would be an effort to keep them in Douglas County. Cheryl has done a remarkable job of gaining community support and would readily admit that she would like this

done sooner, rather than later. I have put considerable thought and time into meeting with her and local supporters; also, there has been an evaluation of the strengths and potential threats of taking this course of action. I did not want to bring this to the Board in January given the budget concerns and the presentation of the Facility Master Plan which, I think, will take up a considerable amount of our energies over the next few months. I just wanted to give the Board some insights into what will come in February and not take you by surprise.

**Board Report  
Instructional Services  
January 2014**

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

- Finals week started off a little hectic with the inclement weather. Since the finals schedule was changed to Monday through Thursday, we were able to have Friday, December 13<sup>th</sup> as a make-up day.
- Jim Boeddeker, Director of Small Business Development Center has resigned from his position to stay in Bend, Oregon.
- Winter term begins Monday, January 6<sup>th</sup>.

**Dr. Ali Mageehon, Dean of Academic Support:**

- Terrance Bradford, Learning Skills Director, was selected as the 2014 winner of the Outstanding New Professional Award presented by ACPA's Commission for Academic Support in Higher Education (CASHE). ACPA is the American College Personnel Association. This is a high honor and Terrance will be attending ACPA's annual conference in 2014 to accept the award.

**ABS:**

- The Adult Basic Skills Graduation Ceremony will be on January 24, 2014 at 7:00 and will be featuring several student speakers and Dr. Emery Smith as our commencement speaker.
- December was the last month to test using the 2002 GED series tests. Starting January 2<sup>nd</sup>, the latest version of the GED is in effect. ABSD Instructors participated in several conversations about the new GED format and content throughout the month of December.
- The Woolley Center Learning Garden was featured in the December 3<sup>rd</sup> *News Review* featuring a greenhouse that was built for the Learning Garden. The VISTA volunteer, Sam Monohon received the materials through community donations and recruited volunteers to build the greenhouse. Having the greenhouse will help the Learning Garden promote growing opportunities year-round.
- Despite weather conditions, we had 32 students signed up to attend December Orientations for Winter term!

**Success Center:**

- The Success Center has established a Student Success Initiatives fund with the UCC Foundation. The money will assist the center in sending students to regional and national conferences as well as initiatives that contribute to the growth and development of all UCC students.
- The Nursing Department Student Volunteers spent a total of 67.5 hours volunteer tutoring in the Success Center.
- In partnership with the Men's Basketball Team, the Success Center assisted 15 members of the team with 98 visits and a total of 77.83 hours for their study hall.
- The Success Center has moved to the final stages of certification for the tutor program.
- The following is a comparison of Fall 2012 student visits to Fall 2013:
  - Fall 2012: 264 students with 1258 visits
  - Fall 2013: 306 students with 1366 visits

### Academic Partnerships:

- Four new UCC programs have been submitted for statewide Notices of Intent. These are Automotive Advanced Technician Career Pathways Certificate, Automotive Basic Technician Career Pathways Certificate, Hospitality and Restaurant Management, and Wine and Business Entrepreneurship.
- The Academic Partnerships Coordinator continues to be involved with Douglas County Partners for Student Success (DCPSS), particularly in the secondary to post-secondary transition workgroup. Using the Collective Impact model, DCPSS is considering many options to make Douglas County known for its commitment to students of all ages. The group is presently considering development of a social media campaign. More about this organization, spearheaded by UCC's own Gwen Soderberg-Chase, can be found at [www.dcpss.org](http://www.dcpss.org).
- An articulation meeting was held with Marla Edge, Director of Academic Agreements at OIT, to review current agreements and explore future possibilities for collaboration between our institutions.
- The Partnerships Office collaborated with Advising to register nearly 100 students at South Umpqua High School for dual credit courses. Registration visits to Glide, Roseburg, and Glendale High Schools were made as well.
- Utilizing Perkins Grant funds, two UCC faculty members and two area dual credit instructors attended the American Career and Technical Education Conference together in Las Vegas. Conference Tracks included business and industry, educational technology, assessment, program models, policy and advocacy, and more.

### JOBS:

- JOBS clients will now be able to register for the "Career Exploration and Skills Development" class. This will be a non-credit FTE course beginning Winter Term. Since clients will be given a banner ID once they register for the class, this will allow JOBS clients to have some of the same opportunities that are also offered to students.
- JOBS will have 5 teens and 2 adults that are expected to graduate from The Woolley Center at the end of this term.
- Referrals from The Department of Human Services have significantly increased for the work experience programs for both North and South County areas. The referrals will help meet the 64 slots, which the program is contracted to provide to the state.

### Jesse Morrow, Dean of Career Technical Education:

#### Apprenticeship:

- Two classes are being offered in distance learning format for winter term in both Coos Bay & Brookings: Blueprint Reading and AC Electronics
- Electrical upgrade work in SUHS shop is being scheduled for winter break

#### Automotive:

- Toyota donated new equipment to the UCC T-TEN program valued at approximately \$8,000.00
- UCC's T-TEN program is undergoing changes to meet the new T-TEN association's model. The curriculum in all automotive classes including lab activities with vehicle faults is being updated to a very vigorous standard. The reports from Toyota have been very positive as to the progression of the project.

- DuWayne Jennings, Business and Education Partnership Manager of Snap-on tools, visited UCC's auto shop to help with updating the auto facility to meet the standards of a partnership program.

Business:

- Bettie Wright spoke to area high school counselors on December 10 regarding the new Front Office Medical Assistant Certificate and the Medical Office Administration AAS degree program. These are both high-growth, front office medical careers as supported by OLMIS and the November 2013 College for America Workforce Strategy Report.

Community and Workforce Training:

- Our department recently updated our name to "Community & Workforce Training" to reflect our new responsibilities that include Employer Services and Contract Training.
- The department is hosting an annual Instructor In-service Dinner & Training on December 11th at the Lang Center. This is an opportunity to visit with 50+ instructors for networking and updates.
- The Oregon Department of Transportation has determined that they will provide an additional \$75 reimbursement to High School Driver Education students who meet guidelines for free and reduced lunches. This will bring our reimbursement amount to \$285 for those who qualify. This is expected to go into effect beginning spring term, 2014.

Culinary Arts:

- UCC culinary arts partnered with the Umpqua watersheds at their annual Brewfest and held an "iron chef competition" with three past UCC culinary arts students. Melanie Bonney, Lorin Howell and Jamie Lewis were tasked with doing a beer and food pairing. The event was very well received.
- Riverrush catering has received a lot of great feedback from their past events. This is a great opportunity for the students to have a direct connection to UCC's catering customer. It is great to hear that our customers enjoy the fruits of our students learning.

EMS:

- We had 15 students just finish their first term of the Paramedic program and 27 student in the EMT program.

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

Fine & Performing Arts

- The Roseburg Concert Chorale, UCC Chamber Choir, and Umpqua Chamber Orchestra joined forces for two performances of Handel's Messiah on December 6<sup>th</sup> and 8<sup>th</sup>.
- The Holiday Jazz Concert originally scheduled for December 9<sup>th</sup> was rescheduled for January 8<sup>th</sup> in CenterStage.
- The Art Gallery is currently exhibiting the works of UCC Faculty through mid-February.
- The Theatre Department is preparing for the Winter Term play, Romeo & Juliet; NTL will be showing Coriolanus January 30-February 1<sup>st</sup>.
- The Twelfth Night performance at First Presbyterian Church was held January 3-4<sup>th</sup>.
- Jazz in Jacoby will be held February 6<sup>th</sup>.



VE/SOWI

- Chris/Dwayne – continued participation in SOWA and OWA meetings and events
- Chris/Dwayne – participated in training by Globally Harmonized Systems for working with hazardous materials
- After two years of successful program participation, SOWI completed the documentation and testing to be one of 230 Oregon Vineyards recognized as LIVE Certified.
- As part of the VESTA consortium of US colleges/universities offering instruction in winemaking and viticulture, SOWI has received campus approval for an online Wine Business and Entrepreneurship AAS degree. SOWI provided final documents for movement of the program through the State approval process.
- Chris – attended VESTA meeting with a consortium of industry experts in Napa, CA which focused on finalizing standard competencies for instructional and training criteria for 18 occupations within the winegrape industry.
- Allison – attended the Oregon Wine Tourism Conference to select a POS system for wine sales, production, tax, and inventory tracking; to improve tasting room management, and to fulfill the program mission of continued industry support.

**Jim Boeddeker, Director of Small Business Development Center:**

- SBDC's new director Jim Boeddeker completed staff one-on ones this month and also attended the SBDC Network's preliminary training for a new business advising model called GrowthWheel. This looks to be a high value tool to help our advisory clients get better focus and make quicker decisions.
- UBC and SBDC will work together to help new incubator client Bower Industrial develop a strong set of financials and install needed back-office processes.

**David Hutchison, Library Director:**

- We are currently updating procedures, labels, and loan policies to check out library laptops to students for use anywhere on campus, beginning Winter term.
- We met with EBSCOhost representatives to review a potential Discovery Service subscription, which will allow students and staff to search multiple databases and the library catalog simultaneously.
- Winter and the start of a new calendar year means it is time for out with the old, in with new—we're reviewing the collections in reference and the 300s (current events).
- We're sprucing up the Reserve Collection of textbooks in preparation for Winter Term.
- We've been moving furniture in the library to make better use of space for student use.

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

**Student Services- Rick Aman, Vice President**

- December 3- Met with Kori Bieber from Rouge Community College
- December 10- Missy Olsen hosted the High School Connections day
- December 10- College Council approved the Enrollment Management Committee
- December 11- Met with Justin Huntley, Principle at Sutherlin High School
- December 12- Traveled to Klamath Fall with Joe Olson and Dan Yoder to participate in a Klamath Falls forum regarding increase High School graduation rates and migration to the Community College (post-secondary experience)

We have the interior plans for the UCC Welcome Center finalized and materials are ordered. The Vet Center is being prepped for painting, carpet and new lighting. We hope to have both facilities ready for student use in early winter quarter. Financial Aid is current in new student packaging as we moving into the holidays, the Student Loan Default Project Assistant began the week before our Holiday Break. We will move cashiering and student ambassadors to the lobby of the Campus Center for the first two weeks of winter term to facilitate student enrollments.

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

Facilities and IT completed the final stage of converting the testing room in the Campus Center Building into an approve Pearson Vue testing room. This allows for multiple Pearson Vue tests to be proctored for UCC's Career and Technical Education Program students. The testing room has 20 testing stations. In addition to the Pearson Vue test, New Student Orientation and Financial Aid Literacy Seminars will also be held there. GED test sessions have averaged 35 testers per day. Many are completing multiple GED test subjects (reading, writing, math, science and social studies) in one day in order to complete their GED before the current 2002 test series expires on December 31, 2013.

**SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director  
January 2014 Board Report for the SSS / Transfer Opportunity Program**

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:**

- There were a total of 55 individual tutoring matches this term for TOP students, with a total of 251 tutoring hours provided to TOP students.
- TOP and UCC alumni- Krista and Robert Johnson started a project two years ago to help out TOP parents by collecting donations to help the parents out with Christmas gifts. On December 19<sup>th</sup> six TOP students will take their children to KMART to go on a \$100 shopping spree. A total of eleven children will benefit from this wonderful project!

- TOP staff will be updating and checking on all TOP participants progress in their educational plans during the holiday break.
- TOP staff will be working with students on completing their FAFSA and work on scholarship application during the holiday break.

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

#### **Educational Talent Search**

The annual performance report was successfully submitted on December 4. The program met all of its objectives and earned 10.5 prior experience points for the year. The only area where we missed points was in the number we served, because we were at 94% of funded participants. Recruitment became the primary focus this fall to ensure we fill all the spots, and the program has already filled 515 out of 560 spots. We are well on our way to serving all 515 students as well. The Talent Search staff took a group of ETS students to Western Oregon University on December 5. We have a trip planned to University of Oregon in March.

#### **Upward Bound**

The Upward Bound annual performance report is delayed. They are making a number of changes to the data collection, as they changed several objectives in the grant competition and added competitive priorities. In the meantime, the program has filled 55 out of 60 spots with several pending applications at South Umpqua and Douglas. The staff took a group of 35 to Western Oregon University on Nov. 9 for a preview day and football game. We are planning a Saturday Seminar for Saturday, December 14 that will cover scholarship writing, a presentation by Up to Us Now Child Abuse Prevention Coalition, and study time.

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

#### **Financial Aid Applications**

4319 - Total applications to date for 2013-14

5039 - Total applications to date for 2012-13

#### **Financial Aid Awards**

1571 – Total award packaged to date for 2013-14

1971 - Total awards packaged to date for 2012-13

Disbursements for the 2013-14 award year through 12/12/2013 total just over \$4 million to 1,571 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Michelle Bergmann and Kelli Macha attended the annual Federal Student Aid Conference in Las Vegas, Nevada for 4 days. Each day consisted of 5 sessions on information in the following areas: Changes to the Verification process for 14/15, Pell Grant duration and eligibility limitation updates, Audit & Program review findings, Title IV Reconciliation, Gainful Employment updates, FAFSA & Application processing updates, NSLDS & COD program updates, R2T4 training, FSA assessment tools, Loan counseling tools, Strategies for Managing Default, 3 year CDR updates, NSLDS Enrollment Reporting and new this year 150% Direct Subsidized loan limits. We came back with a wealth of information to incorporate into our next year planning.
- Kasey Hovik the temporary Student Loan Default Project Assistant begins this month and is very anxious to begin working on lowering UCC's 3 year cohort default rate by reaching out to our defaulted students and assisting them to rehabilitate their loans.
- Brian Proctor's outreach efforts continue by providing Financial Aid High School Nights. To date over 200 students have attended and there are still several presentations on the

calendar for December and January. Both the Scholarship and Advising/Counseling Offices have partnered up and are attending these sessions in an effort to best serve our community.

- Our office has been reaching out to students who have been offered Federal Work Study funds who have not yet accepted their funds by directly contacting these students in an effort to make them more aware of the offer and how the FWS program works. Hoping that more students working will mean less borrowing.
- 573 students attended the Financial Aid Literacy Seminars either online or on campus for Fall term 2013. For Winter term so far 108 new students have completed the seminars with three additional on campus seminars scheduled before Winter term begins. Additional on campus presentations will be scheduled throughout the term and online presentations continue to be available to students.
- We are working to develop a more comprehensive and user friendly webpage.
- We have worked with the Mainstream in an effort to remind students to file their 14/15 FAFSA application beginning January 1<sup>st</sup> and continue to try and educate both students and staff about UCC's partnership with \$ALT.
- Packaging continues in an effort to assist our students with preparing for the upcoming term.

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

Here at the Ford Childhood Enrichment Center, we do not celebrate holidays in an effort not to exclude anyone in attendance. We do however hear the children making up their own songs to familiar tunes. This little ditty is one we often hear this time of year. It is sung to the tune of "Jingle Bells." Enjoy!

It's the end of term, our parents squirm  
It's time to take some tests.

There's lots to write, late study nights  
There is no time to re-est!

Finals will soon be done, we'll have some fun  
Every morning we'll sleep late

Then start again on winter term  
As our parents ma-tri-cu-late!

In addition to getting fall term buttoned up and pre-registration taken care of for winter term, we have been making sure the practicum students are getting lots of hands on work with the children. Fall term saw a total of eleven students completing the required 60 hours practicum experience. Winter will see a minimum of seven students return to further their experience. While we will miss the faces of those who must move on, we wish them the most successful of experiences off campus in their new early childhood settings.

#### **Enrollment Services/Registrar – David Farrington, Director**

We are gearing up for our move to the Welcome Center, which will be located in the Administration building, from the Campus Center. As part of this change Enrollment Services and Advising are combining two part time positions into one full-time job that will work in serving students in the new area. We are hopeful that this change in location will make our services more convenient for students as we will be located closer to the parking area.

**ADMINISTRATIVE SERVICES**  
**December 2013 Board Report**

**Rebecca Redell, Chief Financial Officer**

- We have had several meetings with the Architects from Mahlum regarding the Master Plan. We are hoping to have a completed Master plan in February.
- I have been meeting with several departments regarding the 2014-2015 budget and how we implement this budgeting process. We realize this process will be a great challenge and it will take everyone's support.

**Cathy Vaughn, Bookstore Manager**

- The bookstore has been getting all the computers and registers updated to Win 7, we are hoping to have it completed by winter term
- Book buyback is December 11-13.
- Book sales for winter term will begin Monday, December 16.

**Linda Spaccarotelli, Purchasing Manager**

- US Cellular presented new options for our cell service. We have switched over to US Cellular. There should be savings to the college with this switch from AT & T.
- Continued to meet with our contracted architects Mahlum on the Master Plan Update and set up meetings for them with faculty, staff and students.
- Met with Optimization, a company that may help the college save money on the copier leases.
- Day to day research on furniture for best price and quality and the purchasing of the furniture.

**Natalya Brown, Director of Accounting and Finance**

- December is a short month due to the holiday break but nevertheless is a very busy one for Finance staff. Half of staff was tied up with relocation to new space: Lockwood Hall. We would like to thank facilities and IT for their hard work in moving our offices. We are still working on settling in the new space but we are fully operational. Student accounts including cashiers were actively involved in discussion of the welcome center in the Administrative building and the design of the new space. Splitting the staff in two different locations presents certain challenges but also opportunities for us to review and revamp our internal processes.
- Student Accounts has been working on scrubbing 1098Ts. We got an earlier start this year and Shannon McFarland streamlined the process so that we are ready for January's deadline. We have worked with Registrar's office to provide language for W-9S requests for the students missing Social Security Numbers in Banner to stay in compliance with IRS regulations. Shannon worked on identifying the list of students for registration to send a W-9s request. Student accounts including cashiers are also cross training in collection processes and the team is working hard on outstanding student account receivables.
- Accounts Payable is seeing an increase in the number of reimbursements that are being direct deposited. Diana Anderson is also working with Purchasing on reviewing vendor lists for W-9 on file and gearing for 1099 processing in January.
- Grant Accountants were consumed with grant reporting. Donna Goebel is leading grant billing. She also has been working on staff transition to a new space. Other activities included monthly bank reconciliations and 3<sup>rd</sup> party billings, monitoring daily banking activities, review of AP checks and direct deposits, etc.

**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>
Budget Administrator	Administration	12/11/13
Database Administrator System Admin.	Classified	Continuous
Network Technician	Classified	1/3/2014

**Part-Time Positions**

<u>Title</u>	<u>Type</u>	<u>Closing Date</u>
Biology/Chemistry Instructor	Faculty	Continuous
Engineering & CIS/CTE Instructor	Faculty	1/3/2014
Education Instructional Strategies for Language Arts	Faculty	1/3/2014
Success Center Specialist	Classified	1/3/2014

**CURRENT ACTIVITIES**

**Human Resources**

Adjunct Faculty has been placed on the new salary schedule. Retro payments are being calculated and paid.

The minimum wage increased from \$8.95 to \$9.10 per hour effective January 1, 2014. Adjustments have been made to those affected by the increase.

Recent HR/Payroll Banner upgrades have been tested and installed.

Jan, Kelley, Sue, and Steve attended excellent training on interviewing and interrogation techniques.

HR and Payroll are preparing for moving to new offices in Campus Center. It is anticipated that the move will be completed by the end of January.

Jan attended Title IX training at PCC Rock Creek and is now UCC's designated Title IX Coordinator.

**Payroll**

Payroll tested the Banner upgrades and they are ready to be installed in production.

Preparing for W-2's to be sent out by January 31, 2014.

The payroll schedule for 2014 was prepared and sent out.

**Custodians**

Custodians began deep cleaning of campus over Christmas break.

**Security**

New cameras are being installed on December 16 for Lockwood Hall tool room area and Snyder Hall parking lot area.

Building inspections continue.

Working on Fire Inspection compliance issues.

## Executive Director's Report January, 2014

### BOARD OF DIRECTORS

Neil Hummel  
*President*

Elaine Cheney  
*Vice President*

Jeff Ackerman  
Dick Baltus

Neal Brown

Ronnie Bruce

Jerold Cochran

Renee Coen

Bob Dannenhoffer, MD

Brent Eichman

Lynn Engle

Steve Feldkamp

Chris Goodwin

Melony Hakola

Greg Henderson

Scott Henry III

Greg Johnson

Earl Jones

Tom Keel

Don Laird

Danny Lang

Jean Loosley

Elin Miller

Tom Neilson

Kathleen Nickel

Mo Nichols

Joseph Olson Ed.D

Alex Palm

Brian Pargeter

Lee Paterson

Bob Ragon

Alanson Randol, DDS

Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

Connie Williamson

### **UCC Foundation Finalizing Development of New Corporations**

On December 3, 2013, the UCC Foundation Board unanimously approved establishing two new corporations for the Foundation; a 501(c)(2) (non-profit) Real Estate Holding Corporation and a taxable (for profit) C-Corporation. Both corporations will be wholly owned by the UCC Foundation.

Don Laird and Barry Rubenstein, partners in the law firm of Watkinson, Laird, Rubenstein, Baldwin and Burgess, have developed the articles of incorporation and applications. Don Laird will be the Foundation's attorney for the for-profit entity and Barry Rubenstein will be the Foundation's attorney for the non-profit entity. Steve Oleson, our CPA and a partner at Wicks Emmett LLP CPAs will be responsible for all financial activities in both entities.

The Charitable Remainder Unitrust established by former UCC Board Member Del Blanchard expired on December 28, 2013. Title to the Sutherlin Post Office property was transferred to the Foundation, and will be processed through the 501(c)(2) entity to the C-Corp for property management. Foundation Trust Attorney Barry Rubenstein handled the transfer of the title. The property was appraised at \$675,000.

On December 3, 2013, the UCC Foundation Board unanimously approved acceptance of a 9.64 acre parcel of land on the N/W corner of Sunshine Road at Diamond Lake Blvd. from the trustees of the A.B. McGuire Trust. The Foundation's Gift Acceptance Committee conducted a site visit, reviewed Department of Environmental Quality site assessment reports, and recommended acceptance to the Foundation General Board. This parcel of land is located in a prime development zone across from Sunshine Park, has Multiple Use Zoning which allows for a wide range of commercial residential and high-density uses. High capacity utilities are available and perfected water rights from a year round source are included. This property was appraised at \$475,000. It will be processed through the 501(c)(2) entity to the C-Corp for property management

The Foundation continues to process the offer from Foundation Board member Danny Lang of 2133 acres of mixed use property in the Happy Valley area. Mr. Lang offered this historic former Christensen Brothers Ranch to catalyze fundraising efforts for the matching grant for the Allied Health & Science Building. The ranch includes seven leased residences, three quarries, multiple access points, several cell towers, 1,000,000 board feet of timber, five-eighths of a mile of river frontage and a spacious view westward toward the coast. Annual lease income from the residences, cell towers and grazing rights are approximately \$150,000 with the opportunity to float higher. The Foundation is working with Lonnie Ferber to determine an appropriate appraisal strategy that optimizes our potential for using the gift during fundraising for the matching funds.

### EXECUTIVE DIRECTOR

Dennis O'Neill



**New Foundation Board Members**

Lynn Engle and Melony Hakola were sworn in as new board Foundation board members at our December meeting, bringing our board total to 39. Lynn served on the Foundation board from 1985 – 1991 and has a deep connection with UCC, having been employed here for over 30 years as a math instructor. Lynn also serves on the Mercy Foundation Investment Committee and the Ladies Auxiliary for Wildlife Safari. Melony has been a very successful commercial real estate broker in Douglas County for the past 17 years. Melony is a member of the Roseburg High School Booster Club and a consultant for the D.C. Industrial Board. Both of these new Board members bring great attributes to the Foundation and we look forward to having them on our board.

**Scholarship Announcements**

These are the important scholarship dates. The weather has moved our timeline with AcademicWorks slightly, but we are still confident these dates are doable. We started Phase II of AcademicWorks today.

Scholarship Process Opens Friday, February 7th, 2014

Scholarship Process Closes Friday, March 14th, 2014

Readers' Dinner Tuesday, April 8th, 2014

Decision Day Tuesday, May 6th, 2014

Our goal is to have all students awarded and notified no later than May 20, 2014.

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Instructional New Programs	Date: January 8, 2014
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**One Year Certificate of Completion:**  
 Hospitality and Restaurant Management

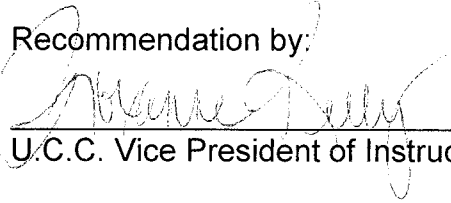
**Associate of Applied Science:**  
 Industrial Mechanics Maintenance Technology Apprenticeship – Saw Filers

**One year Certificate of Completion:**  
 Industrial Mechanics Maintenance Technology Apprenticeship – Saw Filers

**Associate of Applied Science:**  
 Wine Business and Entrepreneurship

**Career Pathways Certificate:**  
 Automotive Electrical Technician

**Career Pathways Certificate:**  
 Automotive Systems Technician

Recommendation by:  U.C.C. Vice President of Instructional Services	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:  
 Proposed Budget Calendar for Fiscal Year  
 2014-2015

Date: January 8, 2014

Board Approval is requested for the Budget Calendar as follows:

- |                |   |
|----------------|---|
| Sun., March 30 | Publish 1 <sup>st</sup> "Notice of Budget Committee Meeting"<br>(ORS 294.426 – not earlier than 30 days prior to the meeting)   |
| Sun., April 13 | Publish 2 <sup>nd</sup> "Notice of Budget Committee Meeting"<br>(ORS 294.426 – at least 5 days after the 1 <sup>st</sup> publication and not later than 5 days prior to the meeting) Published on UCC Website |
| Wed., April 23 | First Budget Committee Meeting, 6:00 pm   |
| Wed., May 14   | Second Budget Committee Meeting, (if needed), 6:00 pm   |
| Sun., May 25   | Publish "Notice of Budget Hearing"<br>(ORS 294.438 – 5 to 30 days prior to the hearing)   |
| Wed., June 11  | Regular College Board Meeting: Budget Hearing, adopt Resolutions, adopt budget and make appropriations  |

Recommended by:



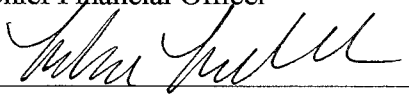
Rebecca Redell, Chief Financial Officer

Approved for Consideration:

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

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

<p>Subject: Budget Projections FY 2014-15</p>	<p>Date: 1/8/14</p>
<p>Rebecca Redell, Chief Financial Officer, will present budget projections for FY 2014-15.</p>	
<p>Recommended by: Rebecca Redell, Chief Financial Officer </p>	<p>Approved for Consideration:  _____ U.C.C. President</p>

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject:  
 Resolution #6, Approval to Spend Funds

Date: 1/8/14

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Ali Mageehon was awarded \$9,000 for the Oregon Developmental Education Redesign Workgroup and \$57,799 for Career Pathways from CCWD.

Recommended by: Rebecca Redell,  
 Chief Financial Officer

  
 \_\_\_\_\_

Approved for Consideration:

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

UMPQUA COMMUNITY COLLEGE  
Resolution No. 6 - FY 13-14  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$9,000 for the Oregon Developmental Education Redesign Workgroup and \$57,799 for Career Pathways and;  
 WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;  
 WHEREAS, the provisions of ORS 294.338 (2) 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 \$66,799 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	13-14 Budget Through Resolution 5	Adjustment	13-14 Budget Through Resolution 6
REVENUES:	\$ 5,005,114	\$ 66,799	\$ 5,071,913
EXPENDITURES:			
Instruction	\$ 2,083,996		\$ 2,083,996
Instruction Support	550,428	\$ 66,799	617,227
Student Services	2,239,693		2,239,693
College Support Services	70,997		70,997
Community Services	60,000		60,000
TOTAL	<u>\$ 5,005,114</u>	<u>\$ 66,799</u>	<u>\$ 5,071,913</u>

ADOPTED this 8th day of January, 2014

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Clerk of the Board

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Chairman of the Board

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item

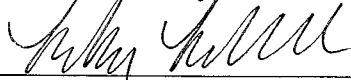
Action Item

Subject:  
 Financial Reports for FY 2013-14

Date: January 8, 2014

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2013-14, ending December 31, 2013.

Recommended by:



Rebecca Redell, Chief Financial Officer

Approved for Consideration:



Joe Olson, U.C.C. President