

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. 9 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, MARCH 12, 2014

Work Session re: New Projects & Programs 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.

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|--------------|---|-----------------------|-------------------|
| VI. | PRESENTATION | | |
| | A. Scholarships | Krista Johnson | p 6 |
| VII. | ASUCC REPORT | Sarah Gordon | |
| VIII. | ACEUCC REPORT | Debbie Hill | |
| IX. | UCCFA REPORT | Emery Smith | |
| X. | PRESIDENT’S REPORT | Dr. Olson | pp 7 - 25 |
| XI. | OCCA REP. REPORT | Dir. Bell | |
| XII. | OLD BUSINESS | | |
| | A. Second Reading Policy 302.10 | Jan Baxter | p 26 - 27 |
| | B. Second Reading New & Revised Policies | Rebecca Redell | pp 28 – 30 |
| | C. Academic Calendar 2014-2015 Revision | Rebecca Redell | pp 31 – 32 |
| XIII. | NEW BUSINESS | | |
| | A. Sabbatical Request | Rebecca Redell | p 33 |
| | B. Instructional Fees Request | Rebecca Redell | p 34 |
| | C. Res. #7, Approval to Spend Funds | Rebecca Redell | pp 35 – 36 |
| XIV. | BOARD COMMENTS | Chair Miller | |
| XV. | ADJOURNMENT | Chair Miller | |

IMPORTANT DATES:

- Cow Creek Awards Banquet, Saturday, April 12, Convention Center
- 25th Annual Advisory Reception, Thursday, April 24, Lang Center, 5:30 pm

NEXT BOARD MEETING:

- Wednesday, April 9, 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

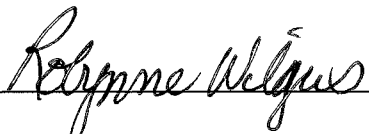

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|-------------------------|----------------------|
| Subject: Consent Agenda | Date: March 12, 2014 |
|-------------------------|----------------------|

Recommendation:

Recommend approval of:

Minutes of College Board Meeting of February 12, 2014 pp 1-4

Personnel Actions p 5

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| <p>Recommendation by:</p> <p></p> | <p>Approved for Consideration:</p> <p> U.C.C. President</p> |
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 12, 2014**

The Umpqua Community College Board of Trustees met Wednesday, February 12, 2014, in the UCC Administration Building, Roseburg, Oregon. Board Vice- Chair Tamm called the meeting to order at 7:00 p.m. and the pledge of allegiance was given.

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

Others in attendance:

| | | | | |
|----------------|----------------|--------------|----------------|-------------|
| Joe Olson | Rebecca Redell | Steve Kelley | Lee Salter | Lisa Fields |
| Robynne Wilgus | Jason Aase | Debbie Hill | Ellen Brown | |
| Roxanne Kelly | Krista Johnson | Alex Inez | Marjan Coester | |
| Rick Aman | Dan Cohnstaedt | Emery Smith | Sarah Gordon | |

Consent Agenda

- A. Board Minutes of January 8, 2013
- B. Personnel Actions

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

Citizen Comments: Steve Kelley, Superintendent of South Umpqua School District (SUSD), introduced South Umpqua High School Principal Dan Cohnstaedt who recently came from Maine. Mr. Kelley appreciates the nontraditional approach in which UCC has joined with SUSD to do what is best for students.

ASUCC Report

Sarah Gordon, ASUCC President, reviewed recent and upcoming activities including a Club Fair, Valentines Day luncheon, and a fundraiser. Three new clubs have been chartered: Environmental, Drama, and Veterans. The Nurses Club has been re-chartered. The new Activities Officer is doing a great job.

ACEUCC Report

The Classified Professional Development Committee surveyed the needs of the group and arranged computer classes. Debbie Hill, ACEUCC President, said the classes were well received. The Welcome Center is developing and will be up and running soon.

College Board Minutes February 12, 2014

UCCFA Report

The Faculty Association Labor and Management Committee met last week; they will be meeting monthly to address procedures relating to faculty. Emery Smith, UCCFA President, thanked Jan Baxter and Kelley Plueard for taking meeting notes. For consistency, an Extra Duties Committee has been created to review equitable compensation. Appreciation was given to Jesse Morrow and Jessica Richards for their help and coordination of the committee. Jan Woodcock, returning from a two term sabbatical, has been re-energized from what she has learned.

President's Report

Dr. Olson mentioned letters received from the Bailey Veterinary Clinic and the Oregon Wine Board appreciating the use of the beautiful Lang Center and the great food and wine provided by Culinary and SOWI.

Dr. Olson sits on the Board of a new committee, Douglas County Community Governance Council, which works with the ESD and other local agencies to create an early learning hub in Douglas County.

Alternative funding is being sought for the Allied Health & Sciences building. Dr. Olson and Dir. Bell recently met with Opsis Architecture for a scaled down version of the building. The College must have the match by March 2015 and the building close to completion by June 2017. A local match is also required in order to receive \$8 million from the State for the Industrial Arts & Technology building.

Dr. Olson asked Roxanne Kelly, Vice President for Instruction, to speak about the Eastern Promise. She explained UCC's opportunity to enter into a replication of the project through a grant. The Eastern Promise reaches to fifth grade students, high school students have dual credit opportunities, and high school teachers have the ability to gain further education units for teaching college level classes. UCC would partner with Douglas ESD, South Coast ESD, SWOCC, and Eastern Oregon University. Updates about the grant as it progresses will be brought to the Board.

Following an introduction by Dr. Olson, Rick Aman, Vice President for Student Services, explained the Early Alert Network was established to take proactive measures with students having problems early in the term. During weeks 2-3 and 5-6 of the term students having displayed issues with academic performance, attendance, missing class assignments, poor participation, etc. are recognized. The Student Services team contacts those students to help identify the issues and provide support. There has been great faculty participation with this program. Both the institution and students benefit from the Early Alert Network. The Peer Mentoring System is just rolling out through the Title III grant. Students are directed to appropriate resources for their concern.

OCCA

Dir. Bell shared information from a recent symposium. Oregon's 40-40-20 goal is a big goal that represents a big future. He also shared a perspective from one of the presenters regarding the need for students to know what to achieve at college, the length of time it will take and the cost of their

**College Board Minutes
February 12, 2014**

education. Ben Cannon, Higher Education Coordinating Commission Director, explained how the Commission will coordinate k12 – college/university. By achieving the state’s 40-40-20 goal there will be a better educated workforce in Oregon to win more job opportunities. Mr. Cannon emphasized the need of institutions to collaborate with each other and remove transfer barriers.

New Business

Dr. Olson requested Board approval for three early retirement requests:

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. Mr. Buchko 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. Ms. Griffith qualifies for Early Retirement according to Board Policy #326, Early Retirement.

Wendy Galindo, Assessment/Tracking Coordinator for ABSD, 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. Ms. Galindo qualifies for Early Retirement according to Board Policy #326, Early Retirement.

Motion: I move for approval of the early retirement requests from Steve Buchko, Kelley Griffith, and Wendy Galindo as presented. Motion by Dir. Yetter, seconded by Dir. Rice and carried unanimously.

Dr. Kelly presented the first reading of Policy #302.10 Post-Retirement Employment. This new policy will require current employees to have prior approval for working at UCC after retiring from PERS. After the motion for approval was seconded Dir. Bell received clarification that an extension of employment would be a staff decision and a procedure will be developed for the approval process.

Motion: I move for approval of the first reading of Policy 302.10 Post-Retirement as presented. Motion by Dir. Bell, seconded by Dir. Yetter and carried unanimously.

Dr. Kelly presented the first reading of revised Policy #400 Facilities Use/Events for Board approval. The policy will allow SOWI to have the first right of refusal for alcohol service on campus; this mirrors the Culinary Department’s first right of refusal for food service on campus.

Motion: I move for approval of the first reading of Policy #400 Facilities Use/Events as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

**College Board Minutes
February 12, 2014**

The first reading of the new Policy #720.07 Credit Hour was presented by Dr. Kelly for Board approval. This policy is an accreditation requirement and represents UCC's current practice.

Motion: I move for approval of the first reading of Policy #720.07 Credit Hour as presented.
Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Rick Aman, Vice President for Student Services, presented the Umpqua Scholars program for Board approval. A handout explaining the criteria of the program was provided and is attached to the permanent minutes. Additionally, a letter of support from Daniel Endicott was passed around for the Board to review and is attached to the permanent minutes. The Board had an opportunity to review the program in further detail during a work session earlier in the evening. Dir. Rice received clarification of the student choosing their community service. When asked about having pre-approved community service Dr. Aman said further specifics could be added. The college doesn't double up on waivers. Dir. Tamm would like to see some level of the 50/50 district tuition waivers remain as they reach students with a slightly lower GPA. Rebecca Redell, Chief Financial Officer, confirmed the possibility of keeping either some or all of the 50/50 tuition waivers. Dr. Aman agreed it would be a benefit for the community to have the Umpqua Scholars in place for this coming fall term.

Motion: I move for approval of the Umpqua Scholars program with recommendation to have no incremental hiring of faculty, to fill empty classroom seats, to retain some of the 50/50 tuition waivers, and to begin this fall. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Board Comments

- Dir. Weikum mentioned Romeo and Juliet will begin this Friday night; tickets are still available.

Meeting adjourned at 8:30 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:

Umpqua Scholars
Daniel Endicott Letter



Serving Douglas County Since 1964

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

Administrative/Confidential-Exempt Contract:

Joan Campbell – reclassified position as Director of eLearning & Educational Partnerships
Micque Shoemaker – Budget Administrator

Full Time Faculty Contract:

Daniel Leeworthy – Summer Recreation Director/Faculty/Basketball Coach

Administrative/Confidential-Exempt Separation:

N/A

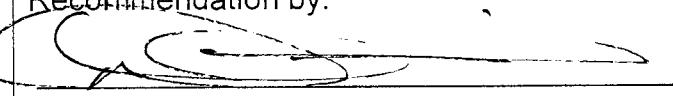
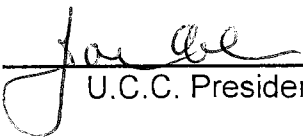
Full Time Faculty Separation:

N/A

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| BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON | <input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item |
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| Subject: Focus Presentation - Scholarships | Date: March 12, 2014 |
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The UCC Foundation will provide a presentation on scholarships.

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

X Information Item
 Action Item

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|---------------------------------|---|
| Subject: Reports | Date: March 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 |

MARCH 2014 BOARD REPORT

Joe Olson, President

Significant Meetings

| | | | |
|-------------|--|---------|--|
| Feb. 10 | Ron Breyne, Exec. Dir., Phoenix School Steve Kelley, Supt., South Umpqua SD | Feb. 26 | Michael Rondeau, Cow Creek Mercy Health Careers College Steve Kelley, Supt., South Umpqua SD |
| Feb. 11 | Superintendents Meeting, ESD | Feb. 27 | Steve Perkins, Supt., Sutherlin SD Berta Dargen, Linus Oakes Legion Baseball members, Cheryl Yoder |
| Feb. 13 | Project Leadership Education Panel | Mar. 1 | Myrtle Creek First Citizens Banquet |
| Feb. 14 | Preston Pulliams, Coaching | Mar. 3 | OCCA Conference Call |
| Feb. 18 | Larry Parsons, Supt., Roseburg SD | Mar. 4 | UCC Foundation Board Meeting |
| Feb. 19 | Open Forum with Classified Staff | Mar. 10 | Roseburg Chamber with Rep. Freeman |
| Feb. 20 | Sen. Kruse; Rep. Freeman; Sen. Prozanski | | |
| Feb. 24, 25 | Achieve the Dream Conference | | |

Kauffman Foundation

I want to thank Susan Taylor for having the initiative to draw the attention of the Kauffman Foundation. We are one of only a handful of colleges being looked at to develop an Entrepreneur In Residence (EIR) program. Should we be approved this grant will allow us to employ a skilled practitioner in the wine industry to work closely with the development of what I think we would all agree is a expanding local wine industry. Should we be successful in this effort it would also draw tremendous attention to SOWI and expand our footprint in economic development in Douglas County and southern Oregon.

Veteran-Friendly

The College has recently been recognized as one of America's top military friendly colleges from Military Advanced Education Magazine. UCC is the only community college to have this designation out of the five Oregon institutions that were recognized. I know you all are aware of our growing veterans' population who bring with them family members who are also eligible for several services at UCC. This selection is an honor of which we should be proud and gives us more national attention.

Campus Climate Survey

It's getting to be that time again and I will be implementing the campus climate survey. Dan has been working on the process to ease the amount of information that was submitted three years ago. One of the ways he would like to simplify the process is by moving the date for the collection of data up to the beginning of the spring term. You may recall that when we did the survey three years ago faculty felt overburdened by participation due to the timing taking place on or about the same time as finals. We all feel that moving the date is more productive to maximizing participation levels.

**Board Report
Instructional Services
March 2014**

Dr. Roxanne Kelly, Vice President for Instruction

- The Instructional Leadership Team has been working on their 2014-2015 budgets.
- The SBDC Director position is going to be temporarily filled by Toni Clough and will be posted for a third time.
- February 10th I attended a meeting at South Umpqua School district with President and several others to discuss how we can better serve them and work on usage of space at SUHS.
- Joined and began attending Zonta meetings to represent UCC.
- February 24th-27th I, along with Ali Mageehon, April Hamlin, Caroline Hopkins and Emery Smith attended the Achieving the Dream conference in Orlando, Florida. It was a very inspiring conference that rejuvenated the core team.

Dr. Ali Mageehon, Dean of Academic Support:

ABS

- Adult Basic Skills has a new AmeriCorps volunteer who started on February 18. Brooke Boening will be working with GED students to promote their transition from GED studies to post-secondary studies at Umpqua Community College and to provide employment skills training.
- Several Adult Basic Skills faculty and staff participated in training for the Oregon Adult Basic Skills Learning Standards in February.
- Leadership UCC has agreed to include the Woolley Center as part of their class project for 2013-2014, with the addition of several new outside benches for students.
- April Hamlin attended the Career Pathways Alliance meeting on February 12 and also participated in the WorkSource Oregon / Adult Basic Skills Task force meeting on February 11. This workgroup will be making recommendations to Governor Kitzhaber and Agnes Belassa (Policy Advisor for Workforce Development) to improve service delivery to low-skilled adults in Oregon.

Success Center

- The Success Center Student Workers facilitated a 2-hour workshop at the Northwest Student Leadership Conference on February 22nd at Portland State University.
- Director of Learning Skills, Terrance Bradford was awarded the Theory, Research, Practice, and Principles Associates Grant for his research proposal, "Open to Transitions."
- Director of Learning Skills, Terrance Bradford will present two workshops at the National Association of Developmental Educators (NADE) conference in Dallas, TX in March.

eLearning and Educational Partnerships

- The Educational Partnerships Office has been working with OIT to develop several new articulation agreements and is planning an articulation retreat for the spring.
- In coordination with our local ESD, the Educational Partnerships Office has agreed to host the statewide CTE Regional Coordinators retreat this summer at the Lang Center.

- In coordination with DESD, as well as SWOCC, the South Coast ESD, and EOU, UCC is applying for the Eastern Promise Replication Grant due to ODE in March.
- CTE faculty met with high school CTE teachers to review programs of study and develop a plan for greater regional communication around CTE.
- UCCOnline is getting ready to ramp up the decision-making process for choosing a new Learning Management System. The choices are now between Canvas and Blackboard. A decision is expected this spring.

JOBS

- JOBS have agreed to serve 5 students referred by DHS in the Vocational Training program. The Vocational Training program is an allowable program for any students receiving TANF who has one year left in completing their degrees. JOBS will follow and track each of these students' performance until the end of June, and report the results to DHS. The goal is to serve a larger number of students for the next contract year.
- DHS has agreed to offer JOBS clients additional support service dollars to help clients make a good impression with employers. Clients are able to purchase professional clothing and shoes. This service will be provided in addition to child care and gas.
- JOBS is now able to bill for an Incentive payment of \$5,240. JOBS have been offered this incentive payment because the program has developed work experience sites in the 4 rural sites listed in the contract: Drain, Glide, Glendale, and Riddle.

Jesse Morrow, Dean of Career Technical Education:

- The CTE Department Chairs and Program Leads submitted all their prospective budgets for the Level II review in accordance with the timeline from the CFO.
- CTE Chairs and Program Leads are currently working on all Perkins projects for 2013-14 and planning for the next Perkins cycle.
- CTE Faculty attended the ESD Perkins Reserve Grant Meeting to explore future classes and partnerships meeting with the High Schools for CTE type classes. The ESD Perkins Reserve Grant is focused this year on building the partnership with UCC and developing communications and documents that will make the pathways from high school to college clear to everyone, especially students.
- The SUHS project in moving forward and the Dean is working with Jess Miller and Dan Yoder, to organize the Welding/Machining classrooms and shop areas.

Apprenticeship:

- Apprenticeship has indentured: 3 industrial maintenance, 1 industrial electrical and 3 inside electrician apprentices since October.
- The coordinator attended Oregon Community College Apprenticeship Consortium meeting this month and many programs reported their numbers are increasing.
- Apprenticeship is registering students for spring term, and planning classes for 2014/15 year.

Automotive:

- On Friday February 21, Reynold Gardner and Victor Cato, both from ODE, came to UCC to complete a Perkins Fiscal Audit. During their visit they visited UCC's automotive facility. They had very good things to say about the program and their continued support. Both new Auto certificates were approved.

Business:

- The Business Department and Arts & Sciences are collaborating with OSU's School of Agriculture to create agriculture degrees and certificates that can take students from high school dual credit ag classes all the way up to transferring to OSU for a bachelor's.

Community & Workforce Training

- The department has taken on a coordination role in the Professional Truck Driving program (CDL). We are pleased to have this program back and look forward to helping it grow.
- We are coordinating with the Child Abuse Prevention Partnership (CAPP) to host a Bridges out of Poverty speaker May 14 & 15 at Umpqua Community College.
- The Director has been serving on a state taskforce that is proposing modification of a statute in order to allow the awarding of non-credit Training Certificates.
- 2014 Summer Enrichment Camps for children and teens at UCC are being planned now. We are looking forward to utilizing the pool this year as part of the camp day.

Culinary Arts:

- UCC culinary art students have begun their winter capstone dinners. These are four course dinners served in the River Rush Bistro and are designed to teach the students menu planning and event operation skills. The first dinner was February 13th. It had a California bay area theme and was sold out. Second dinner was February 27th and is a Cajun/Creole theme. The third is March 13th and has a New England theme.
- Culinary Arts is working with a student group to help promote the skills USA competition. Cupcakes and frosting are being provided for a cupcake decorating competition. This is event designed to get the word out about how fun the Skills USA competition can be. Plus the participants get to eat a cupcake.
- Six culinary students are registered for Skills USA competition: 3 for culinary and 3 for baking.

Welding:

- Welding is still in the planning, development, and submittal of AS 2nd year Degree in Welding Program (Submittal is in IC Today 2/25/2014).
- Strengthening Industry Support, Advisory contacts, and Job placement for Current Graduates.

Jason Aase, Dean of Arts and Sciences:Fine & Performing Arts

- *Romeo and Juliet* ran magnificently for seven performances to sell-out crowds.
- Lon Huckaby, a retired Oakland High School music teacher, passed away in January. Lon was involved in nearly every summer musical production at UCC, and was a member of and one-time leader of the Big Horn Jazz Band. Services were held February 23rd.
- The *New Works* exhibit will be on display in the UCC Art Gallery through March 13 before being displayed throughout campus.
- National Theatre Live presents War Horse Feb. 28-Mar. 2
- March 4, 7:30 pm: The Umpqua Chamber Orchestra and the UCC Chamber Choir will be performing at the Presbyterian Church.
- March 10, 7:30 pm: The Big Horn Jazz Band and the Umpqua Singers will be performing at CenterStage.

VE/SOWI

- Staff attended the national VESTA conference in St. Charles, Missouri in February.
- Staff continues participation in activities with Oregon Wine Board, Oregon Wine Growers Association, Southern Oregon Wineries Association, Umpqua Valley Winegrowers Association, and Rogue Valley Wine Growers Association.
- Staff participated in wine judging for Greatest of the Grape.

Communication/Social Science/World Languages

- UCC graduate Katy Bennett (former Umpqua Singer) spent last fall in Paris, France working as a teaching assistant in a private school. She is currently a student at SOU majoring in French and Music. She made us proud!
- *MainStream* staff have been involved in many campus/community activities: assisting with video/photography at recent Chamber of Commerce program; sponsoring a contest at the campus club fair to increase likes on their student newspaper Facebook page; and, covering Duck stories in the Autzen Stadium press box.

Science

- Currently screening applications for the vacant full-time chemistry instructor position.

David Hutchison, Library Director:

- Katie Cunnion has had a busy term with library and research instruction. She visited 23 classes during Winter Term for face-to-face instruction, which totaled 355 students. For comparison, last year she visited 18 classes and reached 292 students.
- Valerie and Kristin selected new couches and loveseats to add to the comfortable seating for students in the library and to replace some very worn out furniture. Furniture should be arriving any day.
- Katie has been fine tuning the new library website by updating changes in links between pages and making sure everything works!
- David and Kristin are sorting through applications for the library director position and hope to schedule interviews during the first part of March.

Achieve the Dream Board Report

On Friday, February 21, 2014, the Achieve the Dream (ATD) team met to finalize the draft of our Evaluation Plan. On March 31 and April 1, UCC will host the team meeting where our data and leadership coaches, Southwestern Community College and Klamath Community College will travel to Roseburg so we examine each other's evaluation plans among other collaborative activities.

Five of UCC's core team members have traveled to the annual DREAM conference for the week of February 24-28, and will submit a comprehensive report on our experiences for next month's board report. Roxanne Kelly, Ali Mageehon, April Hamlin, Caroline Hopkins, and Emery Smith are representing Umpqua Community College in Orlando, Florida; Joe Olson also attended part of the conference.

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

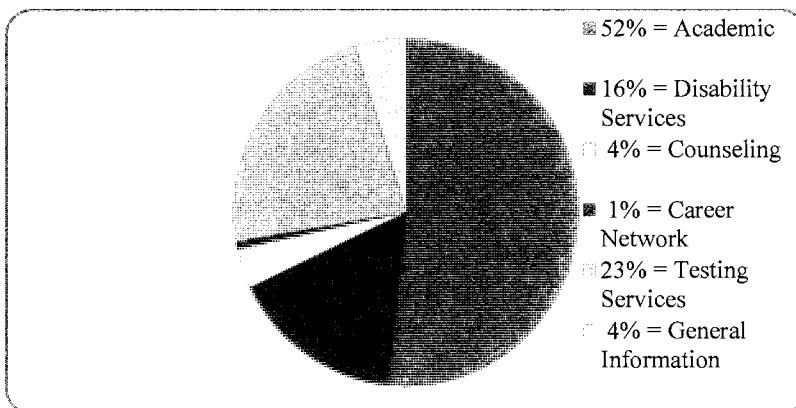
Student Services- Rick Aman, Vice President

February 5, attended Mount Hood Community College Student Services Vice President meeting
 February 13, hosted Art Silent Auction to benefit the Veteran's Center. This event generated \$3,500 for furnishings in the Vet Center.
 February 14, worked with Krista Johnson on process to accept applications from District High School Students for UCC Scholars Program.
 February 18, attended Douglas County Veteran's Forum at the American Legion Hall
 February 20, Student Services Division had a breakfast retreat. Guest speaker, Dr. Kerry Levett from Lane CC. Table talk regarding serving students and the transition to the Welcome Center
 February 21, Welcome Center opens
 February 24, First day of registration for Spring Term
 March 6, Welcome Center Chili Cook Off/Campus Open House

Academic Advising, Counseling, Testing, Disability and Career Services

Mandie Pritchard, Director

During the month of February, the department is on track to serve over 600 students. Academic Advisors are now located in the Welcome Center. Counseling, Testing, Career Network and Disability Services are still located in the Campus Center Building.



Student Success & Retention Conference

Several staff attended the Student Success & Retention Conference on February 6th & 7th. Staff were looking at ways to improve New Student Orientation, implement mandatory academic advisement and implement best practices in a welcome center. Attendees included: Nancy Hart, Mary Morris, Chris Grant, Michael Olson, Kira Oerman, Marty Garrison, Ben Horvath and Carol Kidd from the Advising & Career Service Center

Understanding Post Traumatic Stress Disorder: How to Improve the Academic Success of Student Veterans on Your Campus

Chris Grant, Danielle Haskett, Sue Windsor, Mandie Pritchard, Mary Morris, Michael Olson, Kira Oerman, Ann Able and Rick Aman participated in a webinar to help improve the success of UCC's veteran students. Participants had the opportunity to receive the following information:

- Learn Post Traumatic Stress Disorder (PTSD) basics
- Learn the basic components of trauma and the corresponding human responses

- Discuss the various triggers that tend to stimulate an increase in intensity of PTSD symptoms
- Explore and discuss the environmental cues to avoid, hence reducing symptom formation
- Identify environmental changes that tend to enhance educational success for military veteran students with PTSD on college campuses

UCC Scholars

Testing Services will be offering 3 special testing sessions for high school seniors who may be applying for application to attend UCC and applying for the NEW UCC Scholars program. Interested student may pre-register by calling the Center for one of the following as space is limited:

- Wednesday, March 5th @ 4:00 pm – 8:00 pm
- Saturday, March 8th @ 9:00 am – 4:00 pm
- Wednesday, March 12th @ 4:00 pm – 8:00 pm

Testing Services provides e-compass to every Douglas County high school. This allows high school students who have applied for admission to UCC to compass test on-site at their local high school.

What's Coming Up?

Academic Advisors and Counselors will begin Senior Spring Advisement next month with our local high schools.

Student Life Office - Marjan Coester, Director

- ASUCC approved the approved three new clubs: Drama Club, Environmental Club and the Science & Technology Club.
- The Valentine's Day fundraiser generated over \$900, which will be donated to benefit Casa de Belen.
- A cupcake decorating social was held on February 26.
- "Faces of UCC" is a photo project, where the leadership team is working with photography students to photograph students and student groups. The project will be held during March.
- The quarterly Study In is scheduled for March 15.
- The Stress Free Zone is scheduled for March 17 and 18.
- Three student leadership team members, two Mainstream students, one student ambassador, seven Success Center tutors and three staff attended the 24th annual Northwest Student Leadership Conference, held at Portland State University. Staff presented three workshops while students had their choice of participating in over 80 workshops representing issue analysis, community service/activism, social justice, leadership development, advocacy and organizing. Featured speakers included Belva Davis, Justin Weedes, Nelini Stamp and U.S. Senator Jeff Merkley. The conference continues to be an excellent opportunity for our students to network, learn and lead!

Clubs

- Environmental Club is currently working on two proposals related to the campus garden – one is to create a rainwater collection system and the other is to create a composting area.
- Phi Theta Kappa hosted a scholarship essay writing drop in workshop on March 4.
- SkillsUSA is preparing for their spring quarter state competition.
- UCC Veterans Club held their first official meeting on February 14; their first official event was a family potluck on March 1.

Student Life Office

The Peer Mentoring program launched on January 21 and our new student mentors – Brandy Robertson, KC Perley, Kim Hardin and Tayte Church hit the ground running! In February, they

were joined by Jasen Lynch, who is providing peer support to our veteran students. It is tremendously invigorating to see them work together and with students.

Student Life is pleased to welcome the Student Ambassador program to the area of Student Life. Karina Roberts, Nikki Johnson and Victoria Miller have been providing great service to students through their broad support of student services, including recruitment, financial aid and the information desk. We are delighted to have them become a part of our team.

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:

- As part of TOP's services/proactive advising – all first year students meet with an advisor to revise their term by term plan and pre-register for spring term classes.
- TOP's three cohorts and busy working on UCC and OSAC (Oregon Student Assistance Commission) Scholarship applications. We can wait to see the results of all their hard work.
- Caroline Hopkins, Advising Specialist, and Lead for Achieving the Dream, is attending the Dream Conference in Orlando, Florida the week of February 24th. This is a wonderful opportunity for professional development.
- Lori Yeo, TOP Advisor, attended the Oregon Student Success Conference, with other UCC advisors at the beginning of February and braved the snow storm.
- Summary of services for the month of January:
 - Academic Support: 166 hours
 - Includes: Tutoring and Cohorts (FYE and small groups)
 - Advising and Mentoring: 60.58
 - Personal and academic advising
 - Transfer and Financial advising

Educational Talent Search / Upward Bound – Missy Olson, Director

Both programs have met their numbers for the year! The staff did an outstanding job recruiting in the seven high schools and five middle schools our two college access programs serve. ETS is serving 561 students, and Upward Bound is serving 61.

Educational Talent Search has been busy helping seniors apply to the college of their choice, fill out their FAFSA, and complete scholarships. 170 out of 186 seniors have applied for college, while 148 have submitted their FAFSA.

Upward Bound had a Saturday Seminar on Feb. 22. They covered SAT preparation, teambuilding, homework and a resiliency assessment. Their team meeting for February consists of brainstorming service projects, completing both mock and real scholarships (depending on age), and updating activity charts.

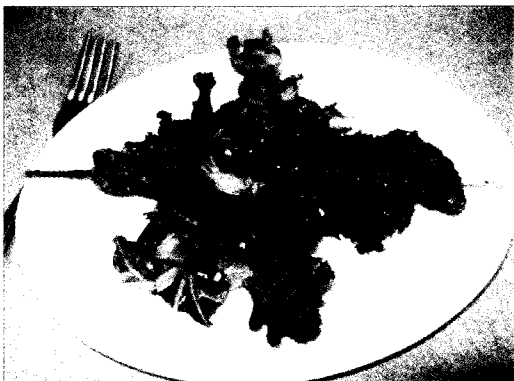
Ford Childhood Enrichment Center – Ronda Stearns, Director

The Ford Childhood Enrichment Center challenges the children in our care on a daily basis. Without being challenged, children become bored and may disengage in the classroom. It is for this

reason we are always looking for new ideas and challenges to keep the children engaged while in our learning environment.

This statement is also true of the staff. For instance our chef, Jason Mack, has been with us for a number of years now. He has done a fabulous job of taking the USDA Food Program menu and making it his own. He is always fine tuning a recipe to make sure it appeals to the young palates here at the center. After four years of a cycle menu, Chef needs to be challenged on occasion. This has led to a friendly competition called “The Challenge Box.” Just this month, it became necessary to blow the dust off the challenge box and see if the old chef still has what it takes to be the king of the castle.

Here is how it works.....I start with whatever loose change I can find rolling around the floor boards of my car and find five to six ingredients for Chef to work with. He is presented the ingredients and has just one hour to come up with something delicious for the judges (a couple of teachers and kids from the 3-5 year old classroom). Here is what Chef came up with on his latest challenge.....



You are looking at what a bag of shrimp, chopped kale, Nutella, a package of unsweetened tropical punch Kool-Aid, Funyons, and thinly cut bottom round will get you in just 60 minutes. The judges were unanimous in their decision and decided Chef had won the challenge! Congratulations, Chef Jason!!

Financial Aid – Michelle Bergmann, Director

4,528 - Total applications to date for 2013-14

5,549 - Total applications to date for 2012-13

Financial Aid Awards

1,775 – Total awards packaged to date for 2013-14

Disbursements for the 2013-14 award year through 2/25/2013 total over \$7.2 million to 1775 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran’s benefits or UT&E.

- Received the 3 year draft cohort default rate for 2011 which decreased to 35.8%, down from the previous year’s rate of 38.5%. The momentum is very positive for UCC.
- Four staff members attended the annual OASFAA (Oregon Association of Student Financial Aid Administrators) conference that provided two sessions of Federal updates plus numerous other sessions.

- Spent numerous hours with IT regarding the annual roll in Banner from the 13/14 to the 14/15 academic year. Our hopes are to begin bringing in the 2014/15 FAFSA applications by early March.
- We have begun rearranging our office space as a result of the opening of the Welcome Center. The Veteran's Office will be relocating and the main Financial Aid Office will be rearranging to create a more work friendly environment for staff, along with creating a space for assisting students who have more confidential matters.
- The Veterans Coordinator participated in a very successful fundraising event that raised just over \$3,500 for the Veterans Center.
- The Director attended a quarterly Financial Aid Directors meeting at PCC as a means of staying connected and working collectively with other community college directors.
- Spring term Financial Aid Literacy Seminars have already begun, currently 8 are scheduled with full attendance. Online presentations for Spring became available to students the week of February 25 and work on revisions for next year's seminars are underway.
- Packaging continues in an effort to assist our students with Spring Term awarding, there are currently 20 students pending.
- Continued weekly meetings with IT to enhance our interface with Banner.

Registration and Enrollment Services – David Farrington, Registrar

We've moved! It's official, Enrollment Services and Advising are now located in the Administration Building. Potential students, as well as current students, can now come into the Welcome Center and find the following services: admission, registration, academic records, advising, and cashiering - as well as the President's Office.

We hope this change in location, adjacent to visitor parking, will make it much easier for those new to campus to get questions answered and get started at UCC.

Athletics– Cheryl Yoder, Athletic Director

The Riverhawks Women Basketball Team are the Southern Region Champions. They will be playing at the NWAACC Championship starting on Saturday, March 1 at 2 pm against Centralia Trailblazers. For results from the women's game check the News Review or go to the NWAACC website: nwaacc.org.

Counting Coach Dave, we have 5 athletes and coach chosen for All Conference - SOUTHERN REGION All Conference:

Most Valuable Player

Ashli Payne, Umpqua

Tori Mahaffie, Lane

Asia Smith, Umpqua

Tori Wilkinson, Clackamas

First Team

Kyndal Charleston, Umpqua

Aminata Cole, SW Oregon

Laci Effenberger, Clackamas

Irma Savoy, Chemeketa

Shelby Snook, Lane

Freshman of the Year

Ashli Payne, Umpqua

Defensive Player of the Year

Irma Savoy, Chemeketa

Second Team

McKenzi Benedict, Chemeketa

Jasmine Gibbs-Brown,

Clackamas

All-Defensive Team

Joleen Chanco, Lane

Aminata Cole, SW Oregon

Laci Effenberger, Clackamas

Taylor Munson, Chemeketa

Tori Wilkinson, Clackamas

Coach of the Year
Dave Stricklin, Umpqua

2013-14 Southern Region Men's Basketball All-Region Selections

Second Team

Spencer Bankofier, Clackamas
Mishima Gray, Umpqua
Zack Kirschbaum, Lane
Grant Sitton, Clackamas
Josh Turner, Portland

Honorable Mention

Carl Appleton, Portland
Nick Corpening, Umpqua
C. J. Easterling, Portland
LaDarrell Mongkholtham, Southwestern
Brock Otis, Mt. Hood
Landon Rushton, Mt. Hood
Alex Sattley, Lane
Jalen Schlegel, Chemeketa
Blake Updike, Mt. Hood
Jordan Willis, Southwestern
D. J. Anderson, Southwestern
Spencer Bankofier, Clackamas
Warren Edmondson, Portland
Mishima Gray, Umpqua
Mac Johnson, Mt. Hood
Zack Kirschbaum, Lane
Tim Lott, Clackamas
Alex Sattley, Lane
Grant Sitton, Clackamas
Dexter Williams, Jr, Southwestern

2013-14 Southern Region Men's Basketball

Sophomore All-Star Team

D. J. Anderson, Southwestern
Spencer Bankofier, Clackamas
Warren Edmondson, Portland
Mishima Gray, Umpqua
Mac Johnson, Mt. Hood
Zack Kirschbaum, Lane
Tim Lott, Clackamas
Alex Sattley, Lane
Grant Sitton, Clackamas
Dexter Williams, Jr., Southwestern

ADMINISTRATIVE SERVICES
March 2014 Board Report

Rebecca Redell, Chief Financial Officer

- I have already been receiving 2014-2015 budget worksheets. Budgets are due to me on February 28th.
- Have had several meetings with department heads regarding budgets.
- An updated contract is almost complete for our facility on Diamond Lake Blvd. This will be a three year agreement.
- As a member of the extra duties taskforce we are close to completing the questionnaire for faculty requesting additional compensation.
- The Administrative Department is fully staffed with our new addition of the Budget Administrator, Micque Shoemaker. We are all very excited to have her!
- February 10th, along with President Joe and several others, I attended a meeting with South Umpqua School Districts to assist in improving our working relationship.

Cathy Vaughn, Bookstore Manager

- Been busy with winter term sales and using our registers with the new conversion.
- We now have signature pads on our registers that not only keep signatures on credit cards but also our financial aid students. No more paper!!!!
- Our Textbook Manager Sheryl Okonek has left us to peruse a new position; we are short one full time employee.
- Jasmine and Brian have really stepped up and are covering the position. I really appreciate their wiliness to take on more.
- I have a request to College Council to shorten our business hours by one hour. Instead of closing the store at 5pm we would close at 4pm. This will help with scheduling personnel and cut some expenses.
- I have sent out spring term book adoptions and am getting some orders in the store already.
- We are planning our next Textbook buy back on March 19 & 20 in the Campus Lobby.
- I finished our budget request and turned it into Rebecca on time.
- I am starting to put my attention on Renting Textbooks in the Bookstore. I hope to be able to do this Spring Term with a few titles to start. If all goes smooth during spring we will add more titles each term and be in full swing by fall.

Linda Spaccarotelli, Purchasing Manager

- Worked on budget worksheets and submitted them to Rebecca.
- Reviewed copier fund and lease agreements. We have been interviewing potential service providers to help us redo our lease agreements.
- As a member of the fun flock, planned the employee gathering that took place in the Lang Center February 21st.
- Handled the RFP for printing the catalog.

Natalya Brown, Director of Accounting and Finance

- In February we have finalized retention schedule for Accounting and Finance records. With the transition to Lockwood Hall Finance office finished moving our documents out of the vault to the new fireproof cabinets. We have been scanning some of the documents to electronic format and saving them to a secure location. The final round of travel forms passed the College Council review and was released on the new website: <http://www.umpqua.edu/finance-forms#Finance>.
- We are busy preparing budgets and working on IPEDS reporting. Grant staff is continuing with grant billings after finishing Perkins audit. We are also preparing for the external audit with Pauly, Rogers and Co. starting next week.
- Student Accounts transitioned to temporary location in Lockwood/Campus Center and back to new Welcome Center. They are organizing files and records and focusing on collections, student billings, scholarship reconciliations and day to day operations.
- Accounts Payable is preparing 1099 files for reporting to IRS and the state of Oregon.

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 |
| Vice President of Student Services | Administrator | 4/15/14 |
| Employment and OFSET Support | Classified | 2/28/14 |
| Computer Support Tech II | Classified | 3/6/14 |
| Director of Business Incubation and Small Business Development | Administrator | 3/16/14 |
| Education Partnerships Spec | Classified | 3/6/14 |

Part-Time Positions

| <u>Title</u> | <u>Type</u> | <u>Closing Date</u> |
|-------------------------|-------------|---------------------|
| ABSD Instructor Temp | Faculty | Continuous |
| VESTA State Coordinator | Classified | 3/1/14 |
| Upward Bound Instructor | Classified | 3/6/14 |

CURRENT ACTIVITIES

Human Resources

The Move: The Human Resources Department is now located in the Campus Center. Please stop by and visit us, and let us know how we may assist you!

Jan Baxter, Sue Cooper, Kelley Plueard of the HR Department and Steve Buchko, Director of Security & Custodial, attended the *John E. Reid & Associates Advanced Training in Interview Processes*, held in Bend, Oregon February 20, 2014.

Jan attended the OSBA Regional Workshop on February 12, which covered labor relations and the ACA, among other topics.

Natalya and Jan met with Phil from SAIF for a utilization review.



Membership Attendance

- Douglas County Safety Association – *Promoting safety and health, cooperation and understanding among employees, employers, and the general public for the betterment of Douglas County.* Board member
 - Recent training: Permit Spaces - Reclassify or Provide Rescue
- Monthly Umpqua Community College Safety Meetings
 - UCC's new SAIF representative has been invited to attend and speak on the important role of the safety committee
- Oregon Employers Council of Douglas County (OECDC)
 - Upcoming Job Expo to be held at the Douglas County Fair Grounds on March 19, 2014
 - OECDC will be hosting the state convention this year at 7 Feathers Casino & Resort
- Douglas County Chapter of The Society of Human Resource Management (SHRM)- Board Member – Highlighted the opportunity to attend the Lean Luncheon for February featuring Kellye Wise speaking on “Making Culture Change a Tool, Not a Threat”.
 - On March 14 we will be assisting – Wolf Creek Job Corp Career Transition Students; Mock Interviews, HR Panel and Q&A 8:15a.m. – 10:15a.m.
- Leadership UCC

Payroll

W-2 information is being sent to Social Security and Oregon Department of Revenue.

Completing reconciliation of liability accounts.

Completing reconciliation of PERS for the year ending 2013.

Entering and testing tax updates for payroll.

Custodians

Custodians continue to maintain our clean environment for all students and staff.

Custodians completed the mandatory online training courses on harassment and bullying.

Security

Completing building inspections.

Installing new back door locks and cameras in the Bookstore area.

Updating locks in the Human Resources area.

Steve Buchko and Security Officer Justan Pool attended the “School Safety and Dangerous Acts of Violence” forum in Eugene.



**BOARD OF
DIRECTORS**

Neil Hummel
President

Ejalne Cheney
Vice President

Jeff Ackerman
Dick Baltus

Neal Brown

Ronnie Bruce

Jerold Cochran

Renee Coen

Bob Dannenhoffer, MD

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Lynn Engle

Steve Feldkamp

Chris Goodwin

Greg Henderson

Scott Henry III

Greg Johnson

Earl Jones

Tom Keel

Don Laird

Danny Lang

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Melony Marsh

Elin Miller

Tom Nelson

Kathleen Nickel

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Joseph Olson Ed.D

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Lee Paterson

Bob Ragon

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Dale Ritter

Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

Connie Williamson

**Foundation Director's Report
March, 2014**

Work Study

We have a new work study student in the Foundation office. Nicole Rank started on March 11th and is currently assisting our office 11 hours a week. It is nice to have an energetic, fast-learning student that is eager to take on tasks with little guidance.

Foundation's Fundraising Campaigns

The UCC Foundation's 2014 Annual Campaign kicked off on October 22nd and ran through November 22nd. This year's goal was to raise \$100,000. We concluded the campaign with a total of \$92,907.

Nicole, Susan, Krista and Ellen will be staffing the Wheel of Wine at the Greatest of the Grape on March 1st. All proceeds from the wheel provide scholarships for students in the Viticulture and Enology program. If you're at the event, be sure to stop by and take a spin!

The Foundation's Annual Golf Tournament is now scheduled for Friday, July 18, 2014 at the Myrtle Creek Golf Course.

Hundred Valleys Management Services & The UCC Foundation Holding Company
All required paperwork for the two new entities have been created. The application for the UCC Foundation Holding Company to become a 501(c)2 has been submitted to the IRS. Bank accounts have been opened, bylaws, articles of incorporation and EIN #'s are all in place.

Grant Activity

STEM Hub Grant – State of Oregon (\$325,230 Awarded)

We are pleased to have been chosen as one of six recipients in the state of Oregon as a STEM Hub (Science, Technology, Engineering, and Math). This is a three-year grant award in the amount of \$325,230 to partner with the Douglas County Partners for Student Success to coordinate all STEM educational efforts countywide to increase impact on students from "cradle to career."

EXECUTIVE
DIRECTOR

Dennis O'Neill



Ewing Marion Kauffman Foundation: Entrepreneur-In-Residence (Special Invitation to Apply)

The E.M. Kauffman Foundation is one of the top 50 foundations in the U.S. (in assets) and focuses its funding on entrepreneurship nationwide. In 2013, the Kauffman Foundation created the “Slingshot Network,” a group of 20 elite community colleges recognized for their innovative approaches to workforce and economic development. Umpqua Community College was invited into this network because of the work we do with the Southern Oregon Wine Institute.

In January, Susan attended the American Association of Community College (AACC) Workforce Development Institute as a speaker and a representative of UCC to the Slingshot Network. The Kauffman Foundation invited a select group of about 12 colleges nationwide, including UCC, to apply for an Entrepreneur-In-Residence, or EIR. The EIR Program is a two-year pilot to partner a serial entrepreneur with a community college to leverage the entrepreneur’s experience and skill sets to support innovative entrepreneurs as they create and grow new ventures in their communities. The two-year program awards a \$100,000 matching grant to recipients.

Job Ready, Willing, and Able Project – Walmart Foundation / AACC (Special Invitation to Apply)

The Job Ready, Willing, and Able Project was recently released as a three-year, \$150,000 grant to focus on middle skill training in new and existing industries for unemployed students and community members. Specific to community colleges, 13 mentee colleges will be chosen and four mentor colleges will be chosen. Because of our excellent performance in our previous grant from the Walmart Foundation (2008-2010 for SOWI), UCC is one of 15 colleges in the U.S. to have received a special invitation to apply as a mentor college.

Fulbright Scholar-In-Residence – U.S. Department of State (Awarded)

UCC has also been notified that our application for a Fulbright Scholar-In-Residence has been accepted for the 2014-2015 academic year. Dr. Volodymyr Dankiv, a business instructor from the Ukraine, will relocate his family to Roseburg in September to teach international business courses for one year at UCC and help the college develop more of an international focus. It is a tremendous honor for us to host a Fulbright Scholar, and an award that is not frequently given to community colleges.

Scholarships

The scholarship process has now opened using our new software AcademicWorks. It is working well and will streamline the application process immensely. Over 200 students have already applied with the deadline being March 14th.

The Scholarship office is also administering the new UCC Scholars Program that will offer high school graduates an opportunity to receive free tuition at UCC for six terms if they meet certain criteria. Current high school students must apply between March 7th and March 14th to qualify.

AcademicWorks was purchased with Title III grant funding. AcademicWorks will replace the hybrid online scholarship system the Foundation developed three years ago.

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

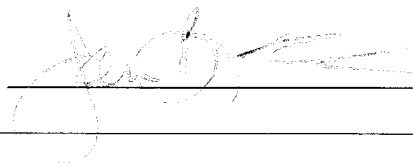
Subject: 2nd Reading Proposed Policy

Date: March 12, 2014

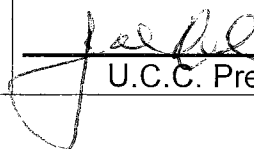
The following policy is now coming to the Board for a second reading.

| <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

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

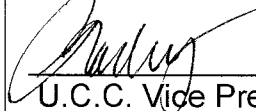
Subject: Second Reading
 Policy #400 and #720.07

Date:
 March 12, 2014

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

- **#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



BOARD POLICY

BOARD POLICY SERIES NUMBER: 400

TITLE: FACILITIES USE / EVENTS

UCC reserves the right to determine who has access to campus facilities.

UCC has the right to establish requirements for security, insurance and copyright provisions.

UCC has the right to require that necessary support services be utilized and paid for as arranged prior to the event.

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.

UCC is not responsible for renters of facilities who oversell tickets; and users should be prepared to make refunds if this takes place.

UCC's SOUTHERN OREGON WINE INSTITUTE will have the right of first-refusal for all alcohol served on campus.

DATE OF ADOPTION:
DATE(S) OF REVISION(S): 3/12/2014
DATE OF LAST REVIEW:



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:

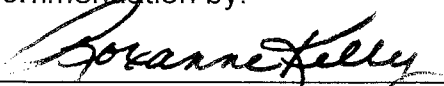
Academic Calendar 2014-2015

Date:

March 12, 2014

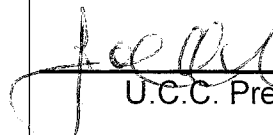
Roxanne Kelly, Vice President of Instruction will present the updated 2014-2015 Academic Calendar with minor change to the 2014 Veterans holiday and Spring Term 2015 Registration beginning date.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
ACADEMIC CALENDAR 2014-2015**

SUMMER TERM 2014

| | |
|---|---------------------------------------|
| Summer Term Registration Begins..... | Monday, May 12 |
| College closed on Fridays..... | June 20 –September 12 |
| Classes Begin (First 5 weeks and 10 weeks) | Monday, June 23 |
| Last Day to Register or Add Classes – (First 5-Week and 10 Week Session)..... | Thursday, June 26 |
| Independence Day Holiday – College Closed | Thursday, July 3 |
| Last Day to Withdraw - First 5-Week Session | Thursday, July 17 |
| End of First 5-Week Session | Thursday, July 24 |
| Beginning of Second 5-Week Session..... | Monday, July 28 |
| Last Day to Register or Add Classes - Second 5-Week Session..... | Thursday, July 31 |
| Last Day to Withdraw - (First 5 weeks and 10 weeks) | Thursday, August 21 |
| End of Second (First 5 weeks and 10 weeks) | Thursday, August 28 |
| Labor Day Holiday -Campus Closed..... | Friday, August 29–Monday, September 1 |

FALL TERM 2014

| | |
|--|---|
| Fall Term Registration Begins | Monday, May 12 |
| Faculty In-service | Tuesday- Friday, September 16-26 |
| All Staff In-service (Campus Closed)..... | Tuesday, September 16 |
| Classes Begin..... | Monday, September 29 |
| Last Day to Register or Add Classes | Friday, October 10 |
| Last Day to Drop (via web only on weekends)..... | Sunday, October 5 |
| Veteran's Day..... | Tuesday, November 11 |
| Last Day to Withdraw..... | Tuesday, November 25 |
| Thanksgiving Holiday | Thursday-Sunday, November 27-30 |
| Final Exam Week | Monday-Saturday, December 8-13 |
| End of Fall Term Classes..... | Saturday, December 13 |
| Winter Break..... | Sunday, December 13-Sunday, January 4 |
| Campus Closed..... | Saturday, December 20–Sunday, January 4, 2015 |

WINTER TERM 2015

| | |
|--|------------------------------|
| Winter Term Registration Begins | Tuesday, November 11 |
| Classes Begin..... | Monday, January 5, 2015 |
| Last Day to Register or Add Classes | Friday, January 16 |
| Martin Luther King Holiday | Monday, January 19 |
| ABSD Graduation..... | Friday, January 23 |
| Presidents' Day Holiday | Monday, February 16 |
| Last Day to Drop (via web only on weekends)..... | Sunday, January 11 |
| Last Day to Withdraw..... | Friday, March 6 |
| Final Exam Week | Monday-Saturday, March 16-21 |
| End of Winter Term Classes..... | Saturday, March 21 |
| Spring Break..... | Sunday-Sunday, March 22-29 |

SPRING TERM 2015

| | |
|--|----------------------------|
| Spring Term Registration Begins..... | Tuesday, February 17 |
| Classes Begin..... | Monday, March 30 |
| Last Day to Register or Add Classes | Friday, April 10 |
| Last Day to Drop (via web only on weekends)..... | Sunday, April 5 |
| Memorial Day Holiday | Monday, May 25 |
| Last Day to Withdraw..... | Friday, May 29 |
| Final Exam Week | Saturday-Friday, June 6-12 |
| End of Spring Term Classes | Friday, June 12 |
| ABSD Graduation..... | Thursday, June 11 |
| Commencement | Friday, June 12 |

*Saturday final exams will be held June 8. Saturday classes during spring term will meet longer to ensure the appropriate contact hours are met.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON


Information Item
 Action Item

Subject: Sabbatical Request

Date:
 March 12, 2014

Nancy Nowak is requesting a one-quarter sabbatical leave for fall 2014 in order to research, draft, and revise a writing project. The project will consist of a sequence of poems that will explore a little-known World War II era event usually referred to as the Oregon Tragedy as well as the contributing factors and aftermath of the tragedy.

Recommendation by:


 U.C.C. Vice President/Instructional Services

Approved for Consideration:


 U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject:
Instructional Fee Increase Requests

Date:
March 12, 2014

Roxanne Kelly, Vice President of Instruction is presenting the following Instructional fee changes:

Laboratory fees

Current \$50 Proposed \$75 for the following wine appreciation courses:

VE203 – Wines of the World – 1 credit

VE204 – Wines of the Pacific – 1 credit

VE205 – Wines of Oregon – 1 credit

The proposed fee increase to \$75 for each of these courses will raise the wine purchasing budget for each course to \$600-\$1275/class, or an average of \$15-\$30/bottle. An adequate number of different wines are needed to showcase the styles, regions, and grape varieties presented as part of the learning objectives for each course. Current lab fees support an average bottle price of \$10-\$21/bottle. At this average price it is difficult to find and purchase wines appropriate for the laboratory tastings. An increase in fees will allow wines to be purchased which satisfactorily showcase the styles, regions, and grape varieties needed to meet student learning objectives.

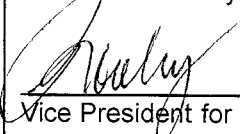
LPN to RN Bridge program application fee \$25 Proposal for Fall 2014.

The Nursing Admission committee is requesting a standard fee for the LPN to RN Bridge application beginning in Fall 2014. SWOCC currently charges \$40.00; Rogue and Lane charge \$50.00

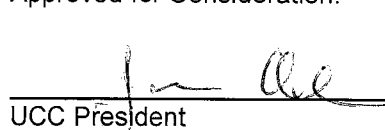
Dental Assisting Program-Comparison & Fee Increase

| UCC Course | W/Current Fee | Increase Fee Amt. |
|----------------------|---------------|-------------------|
| DA-195 Chair I | 325.00 | 350.00 |
| DA-280 CWE | - | 25.00 |
| DA-210 Rad. I | 306.00 | 325.00 |
| DA-196 Chair II | 325.00 | 350.00 |
| DA-210 Rad. II | 306.00 | 325.00 |
| DA-192 Den.Mat.I | 415.00 | 425.00 |
| DA-108 Den. Hlth. II | - | 100.00 |
| DA-102 Ad. Chair | 325.00 | 350.00 |
| DA-214 Prep. Rad. | 140.00 | 165.00 |
| DA-198 Den.Mat.II | 415.00 | 450.00 |
| Lab Fees | 2,557.00 | 2,865.00 |
| Credit Cost | | 85.00 |
| Total Program Cost | \$ 9,331.50 | \$ 9,620.50 |

Recommended by:


Vice President for Instructional Services

Approved for Consideration:

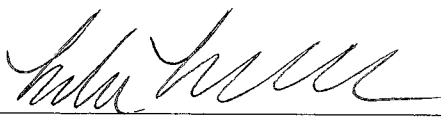

UCC President

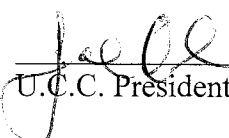
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #7, Approval to Spend Funds
Date: March 12, 2014

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Douglas County Partners for Student Success was awarded \$325,230 for a Regional STEM Hub Grant from the State of Oregon. Umpqua Community College will be the fiscal lead on this grant.


U.C.C. Chief Financial Officer/
Administrative Services

Approved for Consideration:

U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 7 - FY 13-14
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$325,230 for a Regional STEM Hub grant 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 \$325,230 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

| | 13-14 Budget Through Resolution 6 | Adjustment | 13-14 Budget Through Resolution 7 |
|--------------------------|---|-------------------|---|
| REVENUES: | \$ 5,071,913 | \$ 325,230 | \$ 5,397,143 |
| EXPENDITURES: | | | |
| Instruction | \$ 2,083,996 | | \$ 2,083,996 |
| Instruction Support | 617,227 | \$ 325,230 | 942,457 |
| Student Services | 2,239,693 | | 2,239,693 |
| College Support Services | 70,997 | | 70,997 |
| Community Services | 60,000 | | 60,000 |
| TOTAL | <u>\$ 5,071,913</u> | <u>\$ 325,230</u> | <u>\$ 5,397,143</u> |

ADOPTED this 12th day of March, 2014

Clerk of the Board

Chairman of the Board