

**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. 4 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, October 9, 2013  
Dinner with New Full-Time Employees at 5:00 pm in Campus Center Bistro  
Executive Session per ORS 192.660(1)(i), Board Room, following the regular Board meeting**

**A M E N D E D 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 - 4**

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

**IV. CHANGES TO THE AGENDA Chair 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. INTRODUCTIONS AND PRESENTATIONS</b>		
<b>A. UCC Volleyball Team</b>		
<b>B. Ukraine Presentation</b>	<b>Roxanne Kelly</b>	<b>p 5</b>
<b>VII. ASUCC REPORT</b>	<b>Sarah Gordon</b>	
<b>VIII. ACEUCC REPORT</b>	<b>Debbie Hill</b>	
<b>IX. UCCFA REPORT</b>	<b>Emery Smith</b>	
<b>X. PRESIDENT’S REPORT</b>	<b>Dr. Olson</b>	<b>pp 6 - 28</b>
<b>XI. OCCA REP. REPORT</b>	<b>Dir. Bell</b>	
<b>XII. OLD BUSINESS</b>		
<b>XIII. NEW BUSINESS</b>		
<b>A. UCCPTFA Contract</b>	<b>Jan Baxter</b>	<b>p 29</b>
<b>B. Financial Aid Update</b>	<b>Rick Aman</b>	<b>p 30</b>
<b>C. Final Strategic Plan Progress Report 2012-13</b>	<b>Dan Yoder</b>	<b>p 31</b>
<b>D. Adult High School Diploma Local Plan</b>	<b>Roxanne Kelly</b>	<b>p 32</b>
<b>E. South Umpqua School District Contract</b>	<b>Rebecca Redell</b>	<b>p 33</b>
<b>F. Res. #2, Approval to Spend Funds</b>	<b>Rebecca Redell</b>	<b>pp 34 – 35</b>
<b>G. Res. #3, Approval to Spend Funds</b>	<b>Rebecca Redell</b>	<b>pp 36 – 37</b>
<b>XIV. BOARD COMMENTS</b>	<b>Chair</b>	
<b>XV. ADJOURNMENT</b>	<b>Chair</b>	

**IMPORTANT DATES:**

- October 24-26, OCCA Annual Conference, Welches, OR

**NEXT BOARD MEETING:**

- Wednesday, November 13, 2013, 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: October 9, 2013

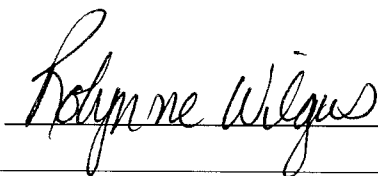
Recommendation:

Recommend approval of:

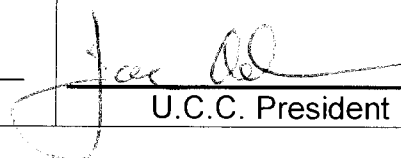
Minutes of College Board Meeting of September 11, 2013 p 1-3

Personnel Actions p 4

Recommendation by:



Approved for Consideration:

  
U.C.C. President

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

The Umpqua Community College Board of Trustees met Wednesday, September 11, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Miller called the meeting to order at 7:00 p.m. Chair Miller recognized the significance of the date and stated that the pledge of allegiance will be said in honor of those who lost their lives on Sept. 11, 2001.

**Directors present:**

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

**Others in attendance:**

Joe Olson	Robynne Wilgus	Lisa Fields	Victoria Sawyer
Roxanne Kelly	Jason Aase	Ellen Brown	RuthAnn Seim
Rick Aman	Lorrie Ranck	Lee Salter	Marjan Coester
Rebecca Redell	Jan Baxter	Dan Yoder	Debbie Hill

**Consent Agenda**

- A. Board Minutes of August 26, 2013
- B. Personnel Actions

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

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

**ASUCC Report:** There was no report.

**ACEUCC Report**

Debbie Hill, ACEUCC President, said the association has been focused on the contract and gearing up for fall term.

**UCCFA Report:** There was no report.

**President's Report**

Dr. Olson introduced Rick Aman, Interim Vice President of Student Services, who has been at UCC for about a month. Dr. Aman shared his background which includes being an Air Force pilot, 16 years at Portland Community College, a PhD from Oregon State University and helping with the startup of the College of Western Idaho. He said being at UCC has been a wonderful adventure.

Dr. Olson thanked Dr. Baxter, Human Resources Director, for all of the work she did on three contracts; she picked up a lot when he was called to Salem.

Dan Yoder, Director of Institutional Research, Planning & Compliance, provided an update to a compliance audit of the Financial Aid. A technical consultant visited in early August and did a full compliance audit. The findings showed the college was in very good compliance with the Dept. of Education regulations. However, it also showed that information needed to be updated on the website and in publications. A Financial Aid Update handout was distributed to the Board. The college's federal loan default rate has reached 40% over the past couple of months. The official rate will be released at the end of September and there is some confidence that it will not be over 40%.

The college has taken additional efforts to bring the loan default rate lower: a partnership has been established with SALT, a company that does loan default mitigation for students (SALT reaches out to students via print, email and phone calls); the college has an open position for a Student Loan Default Project Assistant; Financial Aid Literacy Seminars explaining the risks and responsibilities of taking loans are mandatory for students; and, a Default Management Plan has been submitted to the Dept. of Education.

Mr. Yoder has found working with Dr. Aman very beneficial and he has brought in a good perspective. Mr. Yoder's three month assignment to Financial Aid will end in September; a report to Dr. Olson will include recommendations for improvement and a summary of the current status. There are training issues to address with Financial Aid and their department partners such as student accounts and admissions. There will be a SALT presentation at next week's Inservice. All staff and faculty need to be aware of how to direct students when an opportunity arises in dealing with this institutional issue.

Chair Miller said proactive audits are always a good thing and suggested another update at the October board meeting. Dr. Olson said a lot of people have been doing a lot of outreach, especially Student Services, in a very busy time of year. He appreciated the work of Mr. Yoder, Mr. Aman and all of the staff.

**OCCA Report:** There was no report.

### **New Business**

Chair Miller reviewed the UCC Board of Trustees Goals for 2013-14. The revised meeting agenda changes were noted as adding "assist" to the fourth goal and an additional fifth Board goal.

- 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 Dash board for monthly meetings
- Continue to monitor political/legislative actions and advocate for UCC

**Motion: I move for approval of the Board Goals as listed in the revised agenda. Motion by Dir. Bell, seconded by Dir. Yetter and carried unanimously.**

In her introductory remarks, Jan Baxter, Human Resources Director, noted a correction to the submitted Board report: the Student Success Program Manager position is closed.

Ms. Baxter presented the ACEUCC contract for Board ratification. Highlights of the new contract include full implementation of the salary schedule which was developed last year and is based upon LGPI recommendations; health insurance will be reopened in one year; a 5% salary increase was given to long term employees who have been employed for 23 years or more; cleanup was done to make the grievance process simpler and clearer; and, the reduction in force process was improved.

Debbie Hill, ACEUCC President, and Victoria Sawyer, ACEUCC Negotiation Chair, said their team of eight met regularly over the course of several months with Ms. Baxter and Dr. Olson. The process went very smoothly, there was good input and good collaboration; overall, it was a very positive experience. Outside of the negotiation meetings the team put in excess of 300 hours towards this process. They were very appreciative of the process and the encouragement to do interest based bargaining.

**Motion: I move for approval of the ACEUCC contract. Motion by Dir. Yetter, seconded by Dir. Tamm and carried unanimously.**

Chair Miller extended congratulations to everyone for a process well done.

Rebecca Redell, Chief Financial Officer, presented Resolution #1 for Board approval. It was explained that \$5,000 was awarded the college for assistance with the SALT program and \$2,500 from the City of Roseburg for a one act play.

**Motion: I move for approval of the Resolution #1 as presented. Motion by Dir. Weikum, seconded by Dir. Becker and carried unanimously.**

**Board Comments:** There were no Board comments.

Meeting adjourned at 7:34 p.m.

Respectfully submitted,

Approved,

Joe Olson  
Clerk of the Board

Elin Miller  
Chair of the Board

Recorded by Robynne Wilgus



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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: October 9, 2013

**CONTRACTS FOR BOARD APPROVAL:**

None

**RESIGNATIONS/RETIREMENTS FOR BOARD APPROVAL:**

None

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

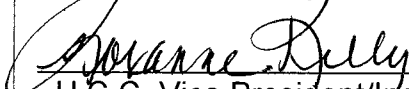
Information Item  
 Action Item

Subject: Ukraine Presentation

Date:  
October 9, 2013

Roxanne Kelly, VPI will be sharing updated information regarding the trip to Ukraine and our future relationship.

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

Information Item  
 Action Item

Subject: Reports	Date: October 9, 2013
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

## OCTOBER 2013 BOARD REPORT

Joe Olson, President

### **Significant Meetings**

Sept. 13 Greeting at Extraordinary Living Conference  
New Market Tax Credit discussion at LBCC

Sept. 17 Inservice

Sept. 18 Steve Kelly, SUSD Superintendent

Umpqua Bank 60<sup>th</sup> Anniv. Social Hour

Sept. 19 Winston Cares Board Meeting

Sept. 23 Faculty Retreat at Big K Ranch

Sept. 24 Healthy Forests meeting

Sept. 27 OCCA Outcomes Based Funding, see agenda

Oct. 1 County Commissioners information sharing

Oct. 3 Hosted Linus Oaks residents for lunch

Myrtle Creek Chamber of Commerce mtg.

Oct. 8 Superintendents meeting at ESD

Oct. 10 – 14 Vacation

### **Veterans Center**

I am happy to report to the Board that plans for establishing a Veteran's Center are shaping up quite nicely. As I likely mentioned earlier, this center will be housed in the former Community Relations office located in ESB 33. We intend for this to be a location where veterans can gather for peaceful thought, collective discussion and individualized tutoring and counseling.

The center is not fully operational but we are very close to finalizing this. Should you have a chance to visit the campus I hope you'll stop by and take a look.

### **Pool**

I know that we have all been very patient with our progress towards renovating and opening the pool; fortunately, work has started. Jess has been successful in identifying a contractor for some specific internal components. Should you enter the campus from the PE section you'll find that walking traffic has been diverted from the normal path because of safety concerns and the work that is taking place to address other infrastructure issues with campus roofing.

### **Dashboard**

At the November Board meeting I will be asking Dan to give a very brief explanation and demonstration on a dashboard from Linn Benton Community College (LBCC). While Robynne and I had an opportunity visit LBCC on Sept. 13 the President shared their approach to a dashboard and tracking of significant data. This demonstration may lengthen our Board meeting, but since it is a goal of both the administration and the Board I feel that it is a worthwhile five minute investment.

**PRESIDENTS' OUTCOMES BASED FUNDING MEETING**  
**SEPTEMBER 27, 2013**  
**10:00 am – 4:00 pm**

**OCCA OFFICE**  
**260 13<sup>th</sup> St. NE**  
**Salem, OR 97301**

**Meeting Objective**

To explore and articulate the Oregon Community Colleges President's Council position on the feasibility of implementing an outcomes-based funding system for Oregon community colleges.

**Agenda**

- I. Overview of national trend toward outcomes-based funding (OBF) systems in higher education, with considerations for Oregon.
- II. Discussion
  - a. What are the benefits of implementing an OBF system in Oregon?
  - b. What are the negatives of implementing an OBF system in Oregon?
  - c. What are the most likely outcomes resulting from a decision to oppose the OBF system?
- III. Next steps for AY 2013-2014
- IV. Wrap up

**To consider**

- The impacts and implications of an OBF system to Oregon community colleges.
- The degree to which Community Colleges' missions are (or could be) served through outcomes based funding.
- Ensuring that academic standards are maintained while implementing an OBF system.
- Envision a flexible system. What would it look like?
- Responding to faculty and student concerns.

**In preparation, please read**

1. "Oregon Outcomes Based Funding: Background, Issues, Potential Strategies." Jim Middleton
2. Wisconsin's handout
3. North Carolina's handout
4. Achieving the Dream – Tying Funding to Community College Outcomes

**Board Report  
Instructional Services  
October 2013**

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

- September 17<sup>th</sup> In-Service began- The focus for the year is on Student Success and the in-service activities have been built around the idea of creating your own signature approach to serving our “customers”.
- Sean Breslin and Jason Aase gave an “explosive” demonstration on fun things to do in science.
- The Fun Flock hosted their annual Float your Boat competition and provided root beer floats.
- September 20<sup>th</sup> Leadership UCC kicked off the 2013-2014 class with 23 participants – the largest class ever.
- September 23<sup>rd</sup> the Deans and I attended the Faculty Retreat luncheon at the Big K. We had the opportunity to get to know the new faculty and welcome returning faculty back after summer break.
- September 25<sup>th</sup> the Deans and I presented a Faculty Workshop based on the YouTube video “The Puddle Fish”. We identified ways to think outside the puddle and find new and exciting opportunities and approaches in the river rather than in the puddle.

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

**Career Pathways/CASE Grants**

- CCWD is providing funding for continued work on Career Pathways. The new grant will run from 2013-2015 and major goals and activities include increasing the number of Career Pathway certificate completers, aligning Adult Basic Skills programming with Career Pathway areas, and using Career Pathways as a tool for helping middle and high school students work toward college and career readiness. We will also be developing a sustainability plan for Career Pathways for 2015-2020.
- As a part of the CASE grant we have developed a new program that will bring employers on campus once a month to meet with students seeking local employment. We have commitments from six large local employers to send a representative once a month to an employer event. In support of student success we have worked with the Community Education Department and created three seminars for our students. We have a seminar in resume writing, interview success, and dress for success tips. The goal of the program is to create an environment where employers and students can meet monthly for potential employment.
- As part of the CASE grant we are working with the UCC Veterans Office to encourage the enrollment of returning veterans and also make our current veteran students feel more comfortable on the campus. As a kick-off event we will have the National Guard and several local veterans’ organizations on campus the first day of school to meet, greet, and welcome our veteran students.

ABS

- The Woolley Center Learning Garden has donated 226 pounds of food this year—and more is still growing. We are now planting a Fall and Winter garden. We are also in the beginning stages of planning for several classes that can use the Woolley Center Learning Garden as a secondary classroom and promote garden sustainability.
- Orientations for new students are scheduled for the last week of September. Currently 73 students are signed up for Orientation.
- The ABSD program will have three different programs on the main UCC campus starting Fall term, including a GED class, English as a Second Language classes, and an Oregon Pathways for Adult Basic Skills Cohort. We continue to offer Adult High School Diploma, GED, and ESL classes at the Woolley Center, and several locations throughout Douglas County.
- Several instructors from campus have agreed to participate in a new College and CTE Exploration class for students who plan to transition into college when they earn their GED. This support from so many programs is exciting!

Success Center

- The Learning Skills Department is seeing much success with its essential skills program which provides students with the knowledge needed to bypass developmental educations.
- The Learning Skills Department enrolled approximately 40 students in its summer Core Skills Mastery course. Of these 40, about 35 students are scheduled to begin coursework at UCC.
- The UCC Success Center nearly doubled increase the number of tutoring hours during the Summer Term compared with last year.

Academic Partnerships

- The dual credit year has begun! Approximately 140 sections of UCC courses will be taught in all 14 Douglas County High Schools.
- UCC mugs filled with goodies and updated dual credit student guides were delivered to all dual credit instructors and high school principals at the start of the school year.
- Joan Campbell, Academic Partnerships Coordinator will update staff and faculty at In-Service with a special presentation on the direction of dual credit nationally, statewide, and locally.
- \$3 million to enhance and expand dual credit programs is heading Oregon's way. ODE will soon give guidance on RFPs due in November.

JOBS

- UCC JOBS has been working closely with DHS to improve process for JOBS referrals, which would increase participation in the Work Experience program.
- This week we have started working on scheduling appointments with JOBS clients to begin taking GED classes at the Woolley Center.
- Last week DHS staff from the facilities department in Salem visited the South County Building after expressing an interest in sharing space with UCC.

**Jesse Morrow, Interim Dean of Career Technical Education:**

- The department is proud to introduce Jessica Richardson as the new CTE Administrative Assistant. Jessica has been working for UCC in the advising area for 4 years as a part-time assistant.
- The dean has been working with ILT on the SUHS project, and Apprenticeship Classes in Machining.
- The departments are exploring ways to expand options for student recruitment in all CTE areas.

### Community Education

- The Community Education Department recently relocated to the Workforce Training Center on Diamond Lake Boulevard and joined the CTE division.
- The department hosted the 31st annual Conference on Extraordinary Living in September. It was very successful and well received by the 200+ attendees.
- Community Education will host the Fourth Annual Early Childhood Care and Education conference in early November.
- We are making preliminary plans to work with the Engineering Department and the local Umpqua Basin Operators Section to host the Oregon Operators Conference in August 2014.

### EMT Department

- The EMT Department is gearing up for the year. Currently our first year classes are filling up with a current enrollment of 28 in the EMT class.
- Summer term we graduated 20 students from the program and so far our pass rate on the national certification exam is 100% with 5 students passing their written exam.

### CIS and Health Informatics

- Had nearly 20 of their graduates have been hired by Symantec (outside of Eugene) over the past 18 months. The students are earning a family wage with full benefits and training, in the starting salary range of \$42K-\$45K per year.

### Culinary Arts

- Culinary arts in conjunction with SOWI served food at the downtown wine walk and received nothing but positive feedback.
- The newest member of the Culinary Arts team is Steve Cripe (a former student) he will be joining us part-time as a faculty member.

### Apprenticeship

- We currently have 68 enrolled apprentices, 36 Millwrights, 1 Machinist, 1 Pipe fitter, 22 Mfg. Plant Electricians, and 8 Inside Electricians.
- Industrial courses are being moved to South Umpqua High School, beginning with Machine Shop Practices this term. We are very much appreciative for the partnership with SUHS at the grant funds that affords us this move forward towards South County as 28 or about 41% of our apprentices live south of Roseburg.
- Apprenticeship Coordinator, Ruth Ann Seim, will be leaving October 4<sup>th</sup> as she has accepted another position.

### Automotive

- Snap-on Business and Education Partnership Manager traveled to UCC to help facilitate the plan to bring UCC's auto program to the standards of NC3 (National Coalition of Certification Centers). He met with UCC's Roxanne Kelly, Vice President for Instruction, Jesse Morrow, Interim Dean of CTE, John Blakely, T-TEN Program Coordinator/Instructor, and David Wolf, Automotive Instructor. The completion of the recommendations will strengthen the partnership with UCC, Snap-on, and NC3.
- UCC's T-TEN program is finishing Toyota's requirements to launch the new program structure and curriculum. With all of the updates to the program, UCC's T-TEN students will receive training that meets the new standards set by Toyota and the T-TEN community.

### Fire Science

- The Fire Science Program kept busy coordinating Wildland Course throughout the summer. The local fires surprisingly increased the demand for classes.
- Elementary Fire Science FRP 121 is being offered at SUHS as part of the Dual Credit program.
- Preparing for a DPSST accreditation visit. The date of the visit is not yet known.
- Met with Myrtle Creek Fire Chief and Assistant fire Chief. Will provide MCFD a Fire Fighter II academy WI 2014 followed by a Fire Ground Leader academy date not yet determined.
- Met with Goshen Fire officials. They expressed interests to work with UCC to strengthen their Fire Science program.

### Engineering

- The US Forest Service surplus testing equipment to the UCC Engineering program for a materials testing laboratory in the Tower Building. The surplus equipment was purchased from the Forest Service for \$50. A rough estimate of the current replacement cost for the equipment is more than \$100,000.

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

#### **Small Business Development Center (SBDC) – Pete Bober, Director:**

- The Center has already surpassed the prior calendar year's (2012) center performance in the number of advising hours and the number of clients counseled.
- The Director addressed the Sutherlin Chamber of Commerce this month on services of the SBDC.
- The Director developed and will be facilitating a presentation panel for the Roseburg Zonta Club on "Women as Entrepreneurs". The panel consists of several local women entrepreneurs including current and past SBDC Clients.
- The Center is working on a promotional video for the SBDC.

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

- The dean continues his participation in planning the 2013-14 Open World visits, College's Master Plan, UCC Production Garden, Leadership UCC 2014, and Science Blows Stuff Up activities.
- The dean anticipates participating in PULSE Community Conference in Seattle, Oct. 4-6 (paid for by a grant from the National Science Foundation for the advancement of life science programs in universities and colleges)

### Education/Early Childhood Education

- Douglas County Partners for Student Success (DCPSS) is now designated as a Regional Achievement Collaborative under OEIB.

### Fine & Performing Arts

- Moment's Notice, UCC faculty jazz group, will perform Oct. 5 in CenterStage.
- Auditions will be held Oct. 3 for *Bus Stop* which will open in November.
- UCC Theatre, in partnership with National Theatre Live in London, is hosting live and prerecorded performances of Othello September 26-28.
- Ryan Pierce is exhibiting in the Art Gallery through October 24.

Science

- Dr. Ken Carloni and Dr. Joanne Richards will participate in PULSE Community Conference in Seattle, Oct. 4-6 (paid for by a grant from the National Science Foundation for the advancement of life science programs in universities and colleges)
- Science faculty and staff are gearing up for this fall's Douglas County Museum's Spooky Nights.

VE/SOWI

- Representatives of the department participated in Savor Southern Oregon, Portland
- Students have arrived from Aranda, Spain for participation in the IE3 program. We also want to recognize Nick Tratz for all of his work with this exchange.
- The director participated National Business Incubator Association (NBIA) conference to finish courses for Incubator Management Certification and attended national VESTA strategic planning conference for the next sequence of grant financing
- The department, along with Culinary Arts, participated in the Roseburg City Wine Walk
- SOWI, in collaboration with UCC Events and Catering, will provide all alcohol beverage service to the campus. SOWI will be open for winetasting and sales beginning Oct. 4.

David Hutchison, Library Director:

- Kristin Moser is participating in Leadership UCC with the incoming class beginning this month.
- The lab aide schedule has been revised and the students who will work in the Fall have been contacted.
- Valerie has been updating the Reserve Collection in preparation for Fall term.
- All of the library staff met together for our annual In Service Day and decided to change several circulation policies and loan periods to better serve students and the community. We also brainstormed ways to promote library services to classrooms and to online students.
- David met with the Mahlum Group to answer questions regarding facilities planning.



**Umpqua Community College  
Vice President for Student Development  
Board Report – October 2013**

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

- Student Services has been working on processes to improve our drops for non-payment and non-attendance scheduled for the first week of class. The initiative has begun with multiple communications with students regarding the pending drops and good review prior to dropping students. Accurate dropping of non-responsive students will help both the students and UCC.
- We held a luncheon for community on September 18<sup>th</sup> to begin the roll out of a UCC Veteran's Center. We had 25 attendees, many from the VA and Douglas County Veteran's groups. The meeting was facilitated by Susan Taylor. We highlighted the "future home" of the UCC Veteran's Center and discussed services UCC could provide to student veterans. We have yet to determine the actual opening of the center.
- Throughout August and September I have been able to meet some of the High School Superintendents. I have a threefold message to superintendents which includes our willingness to work closely with High Schools, improved Dual Credit and Expanded Options for students and offer to provide events at UCC to introduce High School Students to campus and college life.
- I have been working on improved communication and collaboration within Student Services Departments and among College departments such as Instruction, Business Office and Security. I held two short focus groups with Student Services staff on September 20<sup>th</sup> to discuss ideas on services provided through a "one-stop."
- Student Services is gearing up for fall term. We are working on improved enrollment and registration practices by surveying student experience with the enrollment processes.
- It has been great to see all the collaboration on campus as we work towards getting projects complete; for instance, the Veterans Center and Welcome Center (One-stop).

**Advising and Career Service Center – Mandie Pritchard, Director**

**Academic Advising, Counseling, Testing, Disability and Career Services**

**Expanded Options Program:**

Expanded Options Program (EOP) at UCC allows current high school students to earn credit at UCC that may also be used for their high school graduation requirements and a college certificate/degree. Participating high schools pay the student's college tuition & fees. UCC provide a 20% discount on the tuition. EOP participant complete the admission application, corresponding course placement tests and attend New Student Orientation. It's a great way to begin their college experience while completing their high school diploma. Thank you to the Advising & Career Service Center academic advisors and counselors, Chris Grant, Michael Olson, Mary Morris, Sue Windsor, Danielle Haskett, Kira Oerman, and Marty Garrison who have been working with many of these students since spring term and over the summer by providing academic advising, new student orientation and navigating the registration process.

### **2013-2014 Participating Expanded Options Program High Schools**

- Camas Valley School District
- Elkton School District
- Oakland School District
- North Douglas School District
- South Umpqua School District
- Yoncalla School District
- Glide School District
- Phoenix Charter School
- Winston-Dillard School District
- Oregon Virtual Academy

UCC hopes to add a few more participating schools before the end of fall term.

### **UCC High School and Home School Tuition Waiver Discount!**

Several Douglas County high school students have wanted to get a jump on earning college credits during the summer term. UCC in-district high school students may apply for a 20% tuition waiver discount. Roseburg High School student, Nick, was recently quoted, "I wanted to take a summer math class to get ahead on my math skills. Mrs. Luther was a very good teacher. I would like to earn as many college credits will still in high school." The UCC High School and Home School Tuition Waiver Discount is available in the Advising & Career Service Center. Thank you to LaVera Noland, Honey McNamara and Amanda Shirley for their thoughtful input in creation of the new tuition waiver discount.

### **Student Life Office - Marjan Coester, Director**

#### **ASUCC Student Leadership**

The Student Leadership Team held their first official event of the academic year on Monday, September 30. Their student "Meet and Greet" was held in the Campus Center Lobby; they gave away snacks and water bottles with the saying "Thirsty for Knowledge" as part of their event and to advertise the water bottle filling stations that were installed last academic year.

ASUCC will be hosting a week of Voter Education activities beginning the week of September 30.

ASUCC Vice President Charles Martin attended a joint OCCSA Board and OSA Board meeting at Central Oregon Community College. The boards spent all day September 21 discussing and choosing shared issues that will be part of their respective legislative efforts this academic year.

Club Fair will be held on October 23.

During the month of September, the ASUCC Backpack Program provided twelve new students with backpacks with supplies. In addition, nine students were provided with gas cards. Both programs are gaining in popularity and visibility as they are highlighted during the mandatory New Student Orientation; in addition the advisors/counselors are doing an outstanding job of informing students about the resources available to them through ASUCC.

The new furniture for the Student Lounge, which was a project of the 2012-13 ASUCC leadership team was delivered and installed at the beginning of September.

### **Student Life Office**

The annual Welcome Back greeter activity was held on Monday and Tuesday of the first week of classes. Administrative/Exempt staff greeted students, handed out maps, provided directions and gave away Riverhawk Bucks. The greeters were joined by local veterans who assisted with the activity.

The Student Life will host a Job & Services Fair on October 16.

The quarterly Blood Drive will be held on October 29 and October 30.

The Jack Kent Cooke Foundation Undergraduate Scholarship program has opened their application for the 2013-2014 scholarship cycle. The application and nomination process has changed significantly from previous years. Applicants no longer need to be nominated by their college institution; any student can apply and applications are no longer reviewed at a local level by a selection team. To assist students with the new application and new process, four workshops have been scheduled during the week of October 7.

The Leadership UCC Class of 2013-14 met on Friday, September 30 for orientation. Chris Van Dyke, 2013 alumni hosted the class. The class kicked off with an Alumni luncheon, and former and current class members had the opportunity to meet and network. The remainders of the afternoon, class members were engaged in various ice-breakers and teambuilding activities, as well as learning more about the overall year. Class members for this year are: Jan Baxter, Andrea Bean, Terrance Bradford, Joan Campbell, Sara Carson, Toni Clough, Chris Grant, Amanda Haines, Phil Hawkins, Brenna Hobbs, Kathleen Hutchison, Todd Mican, Tony Molitor, Sam Monohon, Mary Morris, Kristin Moser, April Myler, Susan Neeman, Kelley Plueard, Joanne Richards, Tamra Samson, Linda Stout and Dan Wright

### **SSS / Transfer Opportunity Program – Corrie Sommerfeld, Director**

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

Activities related to meeting grant objectives:

#### **Summary of support to students in order to meet objectives of Good Academic Standing/Persistence/Graduation/Transfer:**

- TOP Staff presented a variety of topics during in-service. Caroline Hopkins, Advising Specialist presented data regarding UCC students and Douglas County. TOP staff also worked on a poverty training during in-service for staff and put together a 30 minute video of four former UCC students and asked them to share their experiences related to poverty and being a college student.
- Thursday, September 26<sup>th</sup>- The first year cohort group will have orientation from 11 – 3:30. This is an opportunity for the group to get to know each other, meet their mentors, and participate in a campus scavenger hunt and many other activities.

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

#### **Educational Talent Search**

The staff are back in their assigned high schools. We are recruiting in a number of classrooms to increase our number to 561 for the year. We've already had 20 applications returned and processed. We hired Jayne Smith, a former UCC and TOP student, who completed her Bachelor's degree at Southern Oregon. She is dedicated to the mission of increasing the number of low income, first generation students in Douglas County who enter college. Jayne will be serving Oakland and Glide high schools, as well as five middle schools. All current participants are filling out new Learning Assistance Plans and Credit Analysis forms to get them started for the year. Seniors are also receiving detailed senior handbooks and signing up for the SAT or ACT. We are planning a trip to OSU for their Preview Day on October 11 and will be getting a bus to help bring juniors and seniors to UCC Preview Day on November 6.

#### **Upward Bound**

We have already filled five out of 15 spots for the new year and have a strong recruitment push planned at South Umpqua High School. Our current students helped at The Blast for Recovery and Prevention on Saturday, September 14 and had a great day of community service "blasting" runners with color dye. All UB students are learning to use a more detailed study guide template, which will help them develop stronger study skills to get them college ready.

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

What do you do with \$2,200 and a bunch of children under the age of six? We hope the answer is build a book exchange as that is our plan for the Bessie Minor monies we received earlier this year. Starting October 1<sup>st</sup>, our plan is to give every child enrolled at the center a book of their very own as we want to provide print rich opportunities in homes to develop pre-reading skills. Once a week we'll wheel out the Book Exchange cart, created exclusively for UCC's youngest students and they will be able to exchange a new, or gently used, book for something else in the collection. Our goals for the exchange are to promote reading in the home and teach children to care for their books. We'll keep you posted as to the success of our program!



*Grayson, age 21 months*

From the more serious side of things at the center, we have spent quite a few hours recently looking into emergency preparations and procedures here at the center. While we are required to complete monthly fire drills as part of our licensure, it has become necessary to discuss and prepare for other possibilities we may encounter. The campus-wide lockdown drill was an eye opener. We will continue to conduct monthly drills at the center for a variety of possibilities to include, but not limited to, fire and earthquakes as it is our mission to provide as safe an environment as possible.

**Financial Aid – Michelle Bergmann, Director**

**Financial Aid Applications**

4047 - Total applications for 2013-14

4844 - Total applications for 2012-13

**Financial Aid Awards**

1173- Total awards packaged to date for 2013-14

1175- Total awards packaged to date for 2012-13

Disbursements for the 2013-14 award year through 09/24/2013 total over \$819 Thousand to 1173 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Actively awarding students in anticipation of the start of fall term.
- Ann Able, UCC's Veterans Representative, has been actively involved in the successful planning of the Veterans Center to be located on campus.
- Received UCC's 2 year Official Cohort default rate of 23.8%, and the 3 year Official Cohort default rate of 38.5% from the Dept. of Ed.
- Have been in communication with the Dept. of Ed. regarding UCC's Draft Default Prevention Plan, received favorable comments with only a few additions needed.
- Received 20 applications for the Student Loan Default Project Assistant position and the hiring process is in progress.
- Jacquie Carroll our SALT consultant provided an enthusiastic presentation at UCC's in-service in an effort to assist all UCC staff in becoming aware of SALT and its benefits to UCC and our students.
- We continue to partner with the Advising and Counseling center in offering FALS in tandem with NSO, making it easier for students to attend both in one day. Five FALS sessions were scheduled for September and several seminars will be scheduled for October and November. The on line seminar will be available to students for fall term through mid-December. Preparations are in way for scheduling sessions for students already interested in winter term.
- 594 new students have attended or completed the Financial Aid Literacy Seminars to date, for the 13/14 academic year

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

Enrollment Services is now on Twitter. Beginning fall term we will be sending important dates (registration deadlines, information about grades, etc.) to students via Tweets. Information on how to "follow" us may be found on our website at: <http://www.umpqua.edu/admissions>

**Recruiting Department – Richard Robles, Recruiter**

September School Visits: During September, the Recruiter made visits to most of the high schools throughout the county including **South Umpqua, Sutherlin, Glide, Douglas, Riddle, Oakland, Elkton, North Douglas, Yoncalla, and Roseburg**, to communicate with counselors, teachers, and principals, regarding the recruitment plan for the rest of the school year and set up follow-up activities and visits.

Upcoming Campus Visits & Presentations: During October, the Recruiter will be making presentations at **South Umpqua and Riddle High Schools** while coordinating a campus visit to UCC by the senior class of **Sutherlin High School**.

During the visit to campus, presentations will be made by the Financial Aid, Scholarship, Advising, and TOP program offices. A tour of the campus and facilities, including the Lang Center, will be conducted during the visit with over 115 high school students and their chaperones planning to attend. During the month of October, the Recruiter will also promote UCC by visiting **Douglas, South Umpqua, Oakland, Glide, and Sutherlin high** schools during their lunch hours to hand out give-away materials, provide information, and promote the **UCC Preview Night** coming up in November.

UCC Preview Night: Save the date for **Wednesday, November 6, 2013**, when UCC will open its doors to prospective students and their parents to come see for themselves all that UCC has to offer. An exhibition fair featuring Programs, Departments, Clubs, and Services will highlight the night along with campus tours, raffle prizes, and informational sessions for students and parents regarding Financial Aid, Scholarships, and Saving Money for College.

Ambassador Orientation & Training: Three second/third year students have signed on to act as this year's Student Ambassadors. With two young ladies returning from last year and a very strong, new candidate who has experience working in our Library, the Student Ambassadors hope to play a pivotal role in helping students feel welcome and dispersing valuable information to all. This year's Student Ambassadors are Victoria Harris, Karina Roberts, and Nicole Johnson.

**ADMINISTRATIVE SERVICES**  
**October 2013 Board Report**

**Rebecca Redell, Chief Financial Officer**

- Administrative services had their retreat on September 11<sup>th</sup>. Our area set goals to give better customer service both internally and externally.
- September 12<sup>th</sup>, we had the kick off for the Master Plan with Mahlum
- September 25<sup>th</sup> our finance area will be hosting an open house to connect the campus with the Finance Department.
- After September 27<sup>th</sup> I will be located in the Library building

**Cathy Vaughn, Bookstore Manager**

- Fall Textbook sales started September 16<sup>th</sup>.
- Met with Kathy and Ginger from IT for teleconference on the new Booklog Conversion in October.
- The Bookstore has an Open House planned on Sept. 25 from 1 to 3 for our faculty.
- We have a Staff meeting scheduled on Sept. 24. Store will open at 9:30 that morning.
- We will have extended hours for the first two days of classes.
- The Bookstore implemented a friendlier atmosphere for our students. Allowing backpacks to stay with student and having security for first week to move around store instead of sitting at entrance. We feel that this first impression will make the student feel more comfortable when coming into the Bookstore.

**Linda Spaccarotelli, Purchasing Manager**

- Worked on the South Umpqua High School project and the lease agreement.
- Worked with the Campus Master Plan Update group
- Negotiated a contract amount with the architects, (Mahlum), for the Campus Master Plan Update project.
- Managed all end of year purchases that needed to be ordered before the deadlines
- Day to day close out of purchase orders for the end of year
- Standing orders placed for the new fiscal year, for all campus departments
- Sold several surplus properties to the public
- Assisted in travel and conference expenses from the Perkins fund for the Automotive Program
- Assisted in purchases for the EDA grant for the Viticulture and Enology Program
- Meetings Attended:  
 Taskforce for the RFP of the Campus Master Plan Update  
 Meetings with Mahlum Architecture  
 Quarterflash Concert  
 POCC, (Participating Oregon Community Colleges)  
 Taskforce for the South Umpqua High School joint project  
 AAWCC, (American Association for Women in Community Colleges)  
 Harvest Festival  
 Fun Flock

**Natalya Brown,**

Finance Office is excited to report that fiscal year 2012-2013 has been closed and Comprehensive Annual Financial report is near completion. Final audited report will be presented to the Board of Directors by Pauly, Rogers and Co., P.C on November 13<sup>th</sup>, 2013.

Fall classes are nearly here and staff has been preparing to meet the needs of our customers during an upcoming busy school year season. We had a chance to reflect, recharge and set new goals during the Administrative Services Retreat held on September 11th, 2013 focusing on customer service. We have been actively participating in a campus-wide discussion on a one-stop center for students. The ideas are developing and it is exciting to see what is taking shape.



Information Technology + Innovation  
September 2013 Board Report  
Lorrie Ranck, Director

We are ready to welcome faculty and students back for Fall term! Summer has been productive and much was accomplished. A few highlights are below.

IT+ Innovation Open House

Our division open house held the second week of In-service was a success. Information about technology-related topics was shared, attendees had their photos taken for the new (under development) website, and many people stopped to learn about the LMS process and classroom technology tools.

Lab and Employee Refresh Cycles

Our technicians have successfully deployed new machines to employees in Science and the Administration buildings this summer as part of our refresh cycle. Our Systems Administrator re-imaged all computer labs in preparation for students and classes this fall. In addition to the applications used in various courses, the refresh also included software for the new GoPrint system and our emergency notification screen alert.

Learning Management System (LMS) Faculty Cohort

This summer, six faculty members—Toni Clough, Gary Gray, Donna Wellington, Kari Moore, Crystal Sullivan and Paul Morgan—completed a deep dive into two potential LMS options, Blackboard Learn and Canvas. A summary of their findings was shared at the faculty retreat and instructional sessions of in-service. The next step in the process is for wider participation and visibility of these two platforms on campus. We are appreciative of their time and their valuable input in this effort.

Oregon Community College Distance Learning Association (OCCDLA) Position at UCC

With board approval, UCC will enter into a two-year agreement with CCWD to provide administrative support for the OCCDLA. The Association and the state determined the need for this support at our quarterly meeting in August and I was eager to explore how UCC could house this position. The funding is designed to move our existing part-time administrative staff member for the division to a full-time position with benefits and serve as the support for OCCDLA initiatives and projects including consortium purchasing, the course sharing pilot, Quality Matters online review, records management, and meeting logistics. Working with Jan Baxter, Rebecca Redell, Debbie Hill and our external partners, this agreement represents an excellent opportunity for UCC that will benefit state distance learning initiatives.

Title III Grant Award

Like our colleagues in other areas of the college, we are excited about the opportunities that are ahead with the award of funding from the US Department of Education. Some of the technology projects include completion of our enterprise wireless infrastructure, purchase and implementation of a one-card system, and central coordination of our computer labs. We will also be working with our campus colleagues on applying software and application tools to enhance student success.

### Media Services Recognition

Our Media Services staff, Larry Wright and Myles Feral, were unfailingly persistent in their work on several projects this summer. In particular, the many hours that they spent, along with Stephanie Newman and Facilities/Special Events staff, setting up and troubleshooting the satellite relay of the National Theatre Live is commendable. What an exciting opportunity for UCC!

### UCCOnline & Educational Technology Center

We are starting Fall term with 92 online classes, 7 hybrid courses, and 266 enhanced courses. Jeanine Lum, our eLearning Specialist, has been working for the past month to be sure courses are ready for faculty and students. We are also in the process of recruiting for two positions in this area which will definitely help as we head into the next steps in the LMS review process and ultimately the migration to a new platform.

**Board Report – September 11, 2013**  
**Jan Baxter, Human Resources Director**

**Current Job Postings**

**INTERNAL PROMOTIONAL OPPORTUNITIES**

- Lead Academic Advising Specialist FT
  - Now External Also
- Front Desk Assistant PT
  - Now External Also
- Marketing Assistant PT
  - Now External Also

**FULL TIME**

**Classified**

- Database Administrator System Administrator Linux FT
  - Open Until Filled
- Financial Aid Specialist FT Temp

**Confidential/Exempt**

No openings at this time

**Faculty**

No openings at this time

**Administrative**

- Director of Business Incubation and Small Business Development FT
  - Reopened
- Student Success Program Manager FT
- Accounting Projects Administrator FT

**PART TIME**

**Classified**

- Educational Talent Search PT
- Accommodations Specialist PT

## **Faculty**

- Non Credit Computer Instructor PT
- Non Credit Pesticide Instructor PT
- Driving Program Instructor PT
- Paralegal Instructor PT
- Nursing Clinical Instructor PT
- Faculty Technology Fellow PT

## **CURRENT ACTIVITIES**

**The Custodial, Security, Safety, and Payroll Departments are now included in the Human Resources Department.**

### **Recruitment**

- The Human Resources Department continues to move forward on implementation of the NeoGov recruitment software. The “administrative” side and web link have been completed and we are working on the “supervisory” side where the requisitions will be entered.

### **Labor Relations**

- Negotiations are complete for full time faculty, part time faculty and classified employee contracts. The full time faculty contract was ratified by the Board in August. We will be requesting ratification of the classified association contract in September. Part time faculty anticipates voting on their contract at the end of September for presentation to the Board in October.

### **Trainings and Activities**

- Open Enrollment for insurance benefits and flexible spending accounts are almost complete for the new plan year beginning October 1. An OEGB Open Enrollment presentation, followed by an employee Benefits Fair, was held on Wednesday, August 28.
- A report is being developed for monitoring part-time employee hours in relation to the new Affordable Care Act. Part-time employees who work an average of 30 hours per week, or 130 per month, during a defined “look back” period, will soon need to be offered affordable insurance coverage. Requirements are still being interpreted, and at this point, we simply are making efforts to be ready when it becomes effective. Health benefit options will be shared with the President beginning in October.
- The new full-time Faculty 2013-14 salary schedule has been implemented and steps were awarded for those eligible.
- The annual VETS 100 report has been completed.
- A new video training was implemented in July for administrative staff. Once the academic year begins again and vacation times are taken, it is hoped that more administrators will join in on the monthly Brown Bag Lunch Video Training.

- Online employee training through Workplace Answers is being finalized and will be announced to employees during in-service week.
- The HR Systems Coordinator is cross-training the HR Technician in Banner duties.
- The setup process for implementing Web Time Entry is being reviewed.
- "Dog Day Afternoon" was a great morale booster. Well behaved canines visited our campus and employees. Those who couldn't attend, including dogs, cats, a horse, and a chicken, sent in photos. Thanks to Ruby, our UCC canine, for inspiring this event.
- Jan attended the Oregon Institute for Leadership Development the last week of June. She came back energized and excited about strengthening this role. Both Jan and Kelley will be attending Leadership UCC this year.
- Kelley has joined local boards, as the Media Chair of the newly formed Douglas County Safety Association and as Treasurer of the DC SHRM chapter.
- Sue and Jan attended CCHR in Bend where the main topic was health care reform
- HR assisted with the annual golf tournament in July and the fair booth in August.

### **Payroll**

- We've resolved a few PERS issues concerning computation of hours worked for part time employees preparing to retire.
- Working on moving payroll files from my C:drive to the G:drive.
- Payroll has been busy reconciling accounts for the upcoming audit and doing the normal day-to-day duties. Summer is always a good time for storing old records, organizing files and cleaning.

### **Custodial**

- Crew continues to work on floors and deep clean.
- Preparing Safety in Motion training for both custodial, security, and maintenance staff
- Purchased new window washing unit for all campus (especially Lang Center) using ionized water

### **Security**

- Completed quarterly building safety inspections
- Completed checks of all fire extinguishers
- September 8, 2013 – Entire security department will test college emergency communication system for lockdown drill
- Campus wide lockdown drill 2:00 pm – 5:00 pm on In-service day – September 17, 2013

### **Safety**

- Kelley Plueard and Steve Buchko attended a 2 day training put on in Eugene by the SAIF Corporation in regards to proper lifting called "Safety in Motion"



**BOARD OF DIRECTORS**

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**EXECUTIVE DIRECTOR**

Dennis O'Neill

**Foundation Director's Report  
October, 2013**

**General Board Meeting**

The Foundation Board will hold its next General Board meeting at 11:30 a.m. on December 3, 2013 in the Lang Center. Members of the Board of Trustees are always welcome and encouraged to attend these meetings to greet these important leaders of our community and thank them for their service to our UCC.

**U.S. Department of Education Title III Strengthening Institutions Grant**

Susan Taylor, our accomplished Director of Grants & Planned Giving coordinated the development of the highly competitive Title III Strengthening Institutions Program grant application for UCC. This was the culmination of four plus years of work.

On September 26<sup>th</sup> she received notification that UCC had been awarded the grant. The application package was over 100 pages in length and included a 55-page narrative. This grant funds \$2,241,102 over five years for our project titled *Students at UCC Engaging in Strategies for Success (SUCCESS)*. The project provides UCC with a comprehensive student success program focused on improving student persistence and graduation rates with integrated strategies to be implemented institution-wide. This coveted grant was awarded to only 39 institutions nationwide, and UCC was one of two in Oregon. The other college was Treasure Valley.

One of the priorities included in our grant was \$239,330 for capacity-building for the UCC Foundation.

**General Fundraising Support**

Raiser's Edge Training – setup for two additional users (\$4,000) and annual unlimited training for five years (\$18,300 over five years)

Fundraising Audit - \$15,000 in Year Two (2014-2015) for a fundraising consultant to audit our processes and procedures so that we may make improvements

Professional Development – About \$12,000 a year for professional development related to fundraising and planned giving (\$60,000 over five years)

Endowment Match – We included an endowment challenge in which the grant will match \$250,000 in endowment funding through the Foundation over five years.

## **Planned Giving**

Crescendo Pro – Provides ready-made templates and materials for planned giving presentations and brochures (\$6,260 over five years for startup and annual fees)

PG Calc – Planned giving management software (\$4,770 over five years for startup and annual fees)

Planned Giving Website Development - \$5,000 total for a consultant to create and manage planned giving component of UCC Foundation website

Planned Giving Board Training Sessions - \$3,000 per year for five years to facilitate board trainings for planned giving

## **Scholarships**

Academic Works – Scholarship management software (\$51,000 over five years for startup and annual fees)

## **Grants**

Foundation Search – Grant development research software for seeking foundation and corporate funders (\$10,000 over five years)

eCivis – Grant development and management software (\$50,000 over five years)

## **U.S. Department of Education *Child Care Access Means Parents in Schools***

### **(CCAMPIS) Grant**

Child care is a gateway challenge for UCC's student parents. Access to affordable and convenient child care is critically important in removing barriers to higher education.

UCC has also been awarded the highly competitive Child Care Access Means Parents in Schools (CCAMPIS) grant. This grant provides \$350,496 over four years. The project will provide child care assistance for low-income students whose children attend the Ford Childhood Enrichment Center at UCC.

### **Foundation's Annual Fundraising Campaign**

UCC Foundation will be kicking off its annual campaign by celebrating UCC's 50th anniversary. *The Hats Off To The 50th Anniversary* campaign will run October 22 – November 22, 2013. The campaign offers staff, board and community members the opportunity to make a financial investment in our students through a variety of ways. Each member of the Board of Trustees is requested to make a gift or pledge to the Foundation during this annual campaign.

On November 19th the Foundation will hold our Friends of UCC Celebration in the Lang Center from 3:00 pm – 6:00 pm. Staff and community members will be invited to an open-house style event featuring scholarship recipients, campus tours and program displays. Short performances will be given by the Umpqua Singers and OMTF cast.

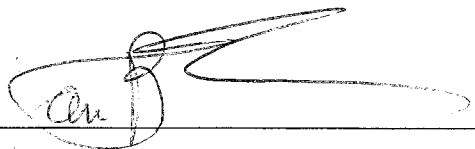
BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

X  Information Item  
      Action Item

Subject: UCCPTFA Contract	Date: October 9, 2013
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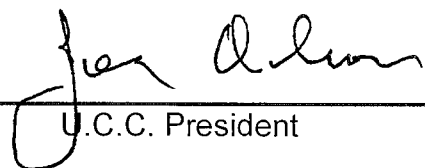
The contract information is presented to the Board for consideration at the November Board meeting.

Recommendation by: Jan Baxter, Human Resources Director



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Approved for Consideration:



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U.C.C. President

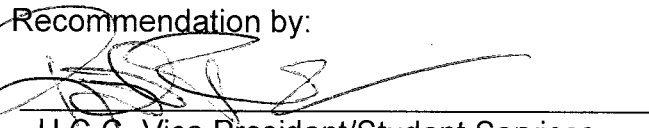
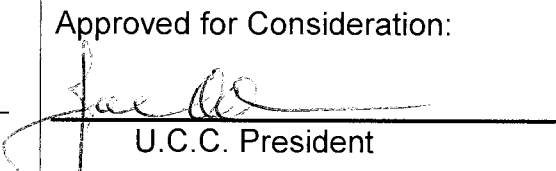


BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Financial Aid Updates	Date: October 9, 2013
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Rick Aman, Interim VP of Student Services will share updates regarding UCC Financial Aid.

Recommendation by:  U.C.C. Vice President/Student 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: Final Strategic Plan Progress  
 Report for 2012-13

Date: October 9, 2013

Dan Yoder will present the final progress report for the 2008-13 Strategic Plan.

Recommendation by: Dan Yoder,  
 Director of Institutional Research, Planning &  
 Compliance



Approved for Consideration:



U.C.C. President

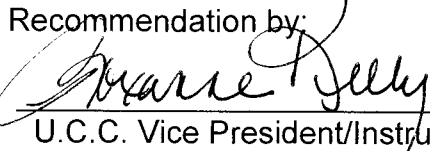
BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

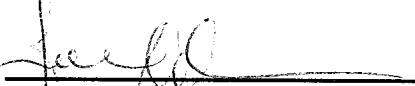
Information Item  
 Action Item

Subject: Adult High School Diploma

Date:  
October 9, 2013

The Boards approval is requested for the Adult High School Local Plan

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


Information Item  
 Action Item

Subject: South Umpqua Contract

Date: October 9, 2013

Umpqua Community College has signed a long term lease agreement with South Umpqua School District

Recommendation by:

  
\_\_\_\_\_  
Rebecca Redell, U.C.C. Chief Financial Officer

Approved for Consideration:

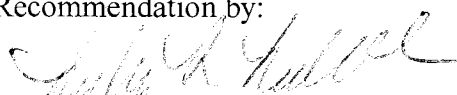
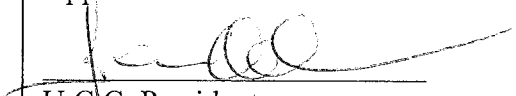
  
\_\_\_\_\_  
U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject:  Resolution #2, Approval to Spend Funds	Date: 10/09/13
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Lorrie Ranck was awarded \$70,997 to fund Oregon Community College Distance Learning support staff.

Recommendation by:  Rebecca Redell, U.C.C. Chief Financial Officer	Approved for Consideration:  U.C.C. President
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UMPQUA COMMUNITY COLLEGE  
Resolution No. 2 - FY 13-14  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$70,997 for Oregon Community College Distance Learning support staff and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.326 (3) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$70,997 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	13-14 Budget Through Resolution 1	Adjustment	13-14 Budget Through Resolution 2
REVENUES:	\$ 4,190,683	\$ 70,997	\$ 4,261,680
EXPENDITURES:			
Instruction	\$ 2,073,671		\$ 2,073,671
Instruction Support	350,764		350,764
Student Services	1,706,248		1,706,248
College Support Services	-	\$ 70,997	70,997
Community Services	60,000		60,000
TOTAL	<u>\$ 4,190,683</u>	<u>\$ 70,997</u>	<u>\$ 4,261,680</u>

ADOPTED this 9th day of October, 2013

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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: Resolution #3, Approval to Spend Funds	Date: 10/09/13
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. The College was awarded \$445,821 in Title III grant funds for Students at UCC Engaging in Strategies for Success. Ronda Stearns was awarded \$87,624 for Affordable Child Care Entry for Student Success.

Recommended by: Rebecca Redell,  
Chief Financial Officer  
  
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Approved for Consideration:  
  
\_\_\_\_\_ U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 3 - FY 13-14  
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$445,821 for Students at UCC Engaging in Strategies for Success and \$87,624 for Affordable Child Care Entry and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.326 (3) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$533,445 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	13-14 Budget Through Resolution 2	Adjustment	13-14 Budget Through Resolution 3
REVENUES:	\$ 4,261,680	\$ 533,445	\$ 4,795,125
EXPENDITURES:			
Instruction	\$ 2,073,671		\$ 2,073,671
Instruction Support	350,764		350,764
Student Services	1,706,248	\$ 533,445	2,239,693
College Support Services	70,997		70,997
Community Services	60,000		60,000
TOTAL	<u>\$ 4,261,680</u>	<u>\$ 533,445</u>	<u>\$ 4,795,125</u>

ADOPTED this 9th day of October, 2013

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Clerk of the Board

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Chairman of the Board