

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 2014-15

- **Continue to enhance the relationship between the UCC Foundation and the UCC Board of Trustees.**
- **Assess and improve internal communications and cultural competencies and focus on internal staff development.**
- **Continue efforts to initiate construction for the Health, Nursing, and Science building and implement pieces of the Master Plan.**
- **Assist staff in creating a useful dashboard for monthly meetings.**
- **Continue to monitor political/legislative actions and advocate for UCC.**
- **The Board will focus on ways to remove barriers from recruitment and application to course completion.**

VOL. XLIX, No. 9 BOARD OF TRUSTEES MEETING 3:00 P.M. Board Room, APRIL 8, 2015

AGENDA

MEMBERS:

Vanessa Becker, Chair _____
Joe Yetter, V. Chair _____
Betty Tamm _____
Bob Bell _____

Elin Miller _____
Sharon Rice _____
Wendy Weikum _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
Joyce Coleman _____
Rebecca Redell _____

I. CALL TO ORDER Chair Becker

II. ATTENDANCE Chair Becker

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 Becker

V. CITIZEN COMMENTS

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

VI.	INTRODUCTIONS		
	A. All Oregon Academic Team	Marjan Coester	
VII.	ASUCC REPORT	Kristapher Yates	
VIII.	ACEUCC REPORT	Judy Ode	
IX.	UCCFA REPORT	Marie Gambill	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 6-19
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	STUDENT SUCCESS UPDATE	Ali Mageehon & Caroline Hopkins	p 20
XIII.	OLD BUSINESS		
XIV.	NEW BUSINESS		
	A. Discontinuing Instructional Programs	Dr. Roxanne Kelly	p 21
	B. Revised Budget Calendar	Rebecca Redell	p 22
	C. Res. No. 7, Approval to Spend Funds	Rebecca Redell	pp 23-24
XV.	BOARD COMMENTS	Chair Becker	
XVI.	ADJOURNMENT	Chair Becker	

IMPORTANT DATES:

- Advisory Reception, Thursday, April 23, 6:00 pm, Lang Center
- All Oregon Academic Team Brunch, April 30, Salem
- Budget Committee Meeting, Wednesday, May 13, 6:00 pm, Bistro
- Cow Creek Awards Banquet, May 16, Seven Feathers Convention Center

NEXT BOARD MEETING:

- Wednesday, May 13, 2015, Board Meeting, Board Room, 3:00 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

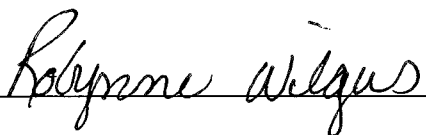
Date: April 8, 2015

Recommendation:

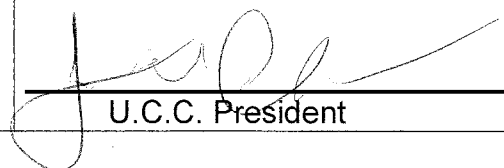
Recommend approval of:

Minutes of College Board Meeting of March 11, 2015 pp 1-5

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
March 11, 2015**

The Umpqua Community College Board of Trustees met Wednesday, March 11, 2015, in the Board Room of the UCC Welcome Center, Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:00 p.m. and the pledge of allegiance was given.

Directors present:

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

Others present:

Joe Olson	Ali Mageehon	Judy Ode	Kate Stringer
Robynne Wilgus	Lisa Fields	Susan Taylor	Chris Lake
Joyce Coleman	Kristapher Yates	Ronnie Bruce	Dan Yoder
Rebecca Redell	Ethan Snyder	Dennis O’Neill	Nancy Nowak
Jason Aase	Lee Salter	Caroline Hopkins	Steve Kelley
Jesse Morrow	Lynn Johnson	Lisa Lanza	

Consent Agenda:

- A. Board Minutes of February 11, 2015
- B. Personnel Actions

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

Prior to the vote, Chair Becker explained a correction to the Personnel Actions within the Consent Agenda. Tamara Loosli’s agreement is a faculty contract rather than an administrative contract as listed.

Changes to the Agenda – During the meeting Dr. Olson recognized that Nancy Nowak’s sabbatical report was inadvertently left off the agenda. She was invited to speak prior to the end of the meeting.

Citizen Comments – there were none.

ASUCC Report

Kristapher Yates, ASUCC President, reported on the good turnout of support for UCC’s men’s and women’s basketball teams at the NWAC tournament. Preparations are in process for upcoming student government elections and the Spring Fling.

ACEUCC Report

Requests for Outstanding Classified Employee nominations have been emailed to the campus. Judy Ode, ACEUCC President, also reported that a letter of intent to bargain was presented to the President on March 4.

UCCFA Report – there was no report.

President's Report

Dr. Olson expressed his delight in the attendance of Dennis O'Neill, UCC Foundation Executive Director, and Ronnie Bruce, a dedicated supporter of UCC and a member of the UCC Foundation Board, at the Board meeting; they will present a wonderful endorsement for efforts in Douglas County.

OCCA Report

Dir. Bell said there is a big division between the schools "that have" and the ones "who don't". This may also be described as the difference between rural and metropolitan schools and is played out in politics between the State and OCCA. Dr. Olson has stood up for the rural colleges and others are lining up in this stance. As the future comes, underserved students will be looking for relief. The recent presentation by Dr. Tom Brown was a more succinct and enthusiastic session than similar events attended by Dir. Bell. Very positive things were said about student retention and persistence; a few examples were shared. Caution was expressed about overloading students with fees and textbook costs. There is discussion about ways to reduce the costs of books through Open Educational Resources. OCCA is requesting \$550-650 million for state funding to help reach the 40/40/20 goals set by the Governor. A new online hub was created under President Obama regarding the opportunity for student borrowers to submit feedback regarding federal financial aid. There was a brief discussion by Board members regarding the cause of rising costs for textbooks. Dr. Olson thanked Dir. Bell for his comments, the time he gives to OCCA, and the efforts in helping the Board understand the intricacies of what goes on. He also complimented Senator Kruse for his efforts in Salem, as there is no one who is more of an advocate for community colleges. Dr. Olson recognized Steve Kelley, Superintendent of South Umpqua School District, in the audience.

Student Success Update

Ali Mageehon, Dean of Academic Support, and Caroline Hopkins, Director of SSS/TOP, reported on the state's equity lens and how it's being embedded into the flowchart of the UCC initiatives; a handout was reviewed. Following up from last month's update, Dr. Mageehon explained that another layer of information has been added in aligning Achieving the Dream, Strategic Plan, and accreditation. Ms. Hopkins explained how OEIB has published an equity lens and there has been work done to see where it would fit within UCC's five initiatives. OEIB's goal is to create educational equity throughout all of Oregon because there are two growing opportunity gaps, students of color and low income/rural students, that threaten the state's economic competitiveness. The vision for OEIB's equity lens is the critical role that universities and community colleges have in serving diverse populations: rural communities, English language learners, and students with disabilities. Dr. Mageehon said they are aggregating data to identify achievement and opportunity gaps to help the students receive the best service needed and to be successful. On each of the Achieving the Dream taskforces they are asked to consider equity when they submit a final proposal for increasing best practices on campus.

Old Business

Mr. O'Neill introduced Ronnie Bruce, a supporter of UCC and the greatest contributor to UCC's Nursing program. Mr. O'Neill and Ms. Bruce requested the new building be named in honor of Bonnie J. Ford who has been a citizen behind many community projects yet nothing bears her name. A handout, which is attached to the permanent minutes, was reviewed recognizing her many community contributions including serving twelve terms on the Board of Umpqua Community College Foundation and participation in the drive to fund and build the Ford Childhood Enrichment Center. They requested the building be named the "Bonnie J. Ford Health, Nursing, & Science Center".

Motion: I move for approval of for the naming of the building as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

The various accomplishments of Ms. Ford were noted; many of them dealt with children and schools, she helped to establish Project Leadership, and prepared menus for Meals on Wheels for many years. Recognizing the many years she put towards the community, Dir. Miller said it makes sense to name the facility after Ms. Ford. Additionally, Mr. O'Neill said there has been \$5.63 million raised for the new facility. Dr. Olson recognized how much Ms. Bruce has done for UCC and expressed gratitude; he also noted appreciation for Mr. O'Neill and the efforts of the Foundation and staff.

New Business

Dr. Mageehon requested Board approval for the Accreditation Indicators and mission fulfillment ranges for the core themes. The handout with mission fulfillment ranges was reviewed. A pie chart was developed to indicate the percentage of the overall numbers falling within the mission fulfillment categories. It indicates UCC is at 84% of mission fulfillment and she said that constitutes mission fulfillment. This is a positive thing to share with the evaluation team during the October 19-21 visit. There was a discussion regarding students applying for career pathway certificates. Dr. Mageehon confirmed to Dir. Miller her comfort with the ranges that have been set; the Accreditation Committee has had time with it and so has the Executive Cabinet. The numbers are a good indicator of where we are as an institution; they also tie back to the Strategic Plan and give us guidance for moving forward. Dr. Mageehon said we could safely say our threshold is 80% of these indicators need to be at or above and that would constitute mission fulfillment.

Motion: I move for approval of the accreditation indicators as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Jason Aase, Dean of Arts and Sciences, presented fee changes for Board approval. The list of fee changes has been attached to the permanent minutes. The Global Fee combines the Activity Fee, Fee for Success, and Technology Fee; the amount of the individual fees did not change. Rebecca Redell, Chief Financial Officer, confirmed to Dir. Bell the fees would be allocated to the appropriate self-sustaining account as per current amount. She also said that combining the fees is in response to earlier input from the Board and Student Fees Task Force. Dir. Bell requested the specific account be indicated when an increase to the Global Fee becomes necessary. In reviewing the Academic Support fees Dean Aase noted

an error: GED and Skills Review current fees are listed as \$25/term; the current fee is actually \$42/term. If approved, the Pre-GED, GED, ESL, and Skills Review fees will all be \$18. The online class fee change is to be more inline with fees across the state. Dr. Mageehon explained UCC Online is self-supported and the increase goes toward not only student support but also departmental costs and the learning management system. Jesse Morrow, Dean of Career and Technical Education, explained how the current apprenticeship fees do not cover consumables. The new fee was established by comparing the expenditures of the course with the students attending; there is very little carryover. The training agent typically pays the majority of apprenticeship fees. Dean Aase indicated the last time the Science fee was changed was in 2003. Dir. Bell said the request of \$14 does not seem outrageous. Mr. Yates expressed concern about raising the fees, as the college's lower fees were one of the reasons students were agreeable to a legacy fee. The fees were reviewed briefly noting some have remained flat. Chair Becker and Dr. Olson offered their assistance in working with him for communicating to the students.

Motion: I move for approval of the fee increase request as presented for all four sections. Motion by Dir. Tamm, seconded by Dir. Yetter and carried unanimously.

Lynn Johnson, Director of Human Resources, presented an early retirement request, which is attached to the permanent minutes, from Nancy Hart, Testing Services Coordinator. Ms. Hart is retiring effective June 30, 2015, and is requesting early retirement benefits in accordance with the ACEUCC Collective Bargaining Agreement, Article XV, Employee Benefits, Section F, Early Retirement. She has been in her current position since December 29, 1998, and is requesting the minimum period of six months be waived as her position requires certification with several contracted test companies in order to access and proctor tests. Ms. Hart originally joined UCC on September 28, 1990.

Motion: I move for approval of early retirement request as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

Nancy Nowak expressed appreciation to the Board for the opportunity of a one-term sabbatical in the fall of 2014. Her efforts during the sabbatical were focused on a poetry project of World War II events in Oregon; a summary was distributed. Research was done through books, the internet and travel within Oregon. A series of twelve poems was created with the common thread of balloons and bombs. She will do further revisions, create a bibliography, publish the poems on her website, and seek other publishing opportunities. Ms. Nowak will be speaking on *Excavating Shrapnel, Revealing Poetry: Reflections on My Sabbatical* at the next faculty lecture series. The closing of her summary states, "I also thank you for recognizing that allowing faculty to pursue creative and scholarly projects contributes to the success of both teaching and learning at the college."

Board Comments

- Dir. Miller read a statement, which is attached to the permanent minutes, indicating her resignation on the UCC Board of Trustees. Her service to UCC has been a minute tribute to her husband's Uncle LaVerne Murphy. "I am proud of the successes we have had on establishing a

master plan that makes sense and the reopening of the pool...UCC is a great institution and I value the time I have served the college...yes, out of love and legacy.”

- Dir. Bell attended the Winston and Myrtle Creek first citizen banquets. There are wonderful things happening at both places; each community has enthusiastic people.
- Dir. Weikum attended the One Acts for high school students at UCC. It was a fun time and nice to see the college give scholarships for the students’ accomplishments.

Meeting adjourned at 4:27 pm

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

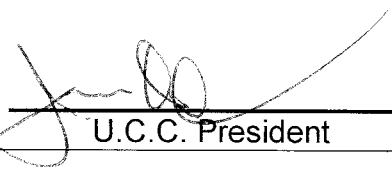
Recorded by Robynne Wilgus

Attached to the permanent Board minutes:

Bonnie J. Ford biography
Fee Changes
N. Hart Retirement Request
Statement by Dir. Miller

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports	Date: April 8, 2015
ASUCC Report	Kristapher Yates
ACEUCC Report	Judy Ode
UCCFA Report	Marie Gambill
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President

APRIL 2015 BOARD REPORT

Joe Olson, President

Significant Meetings:

March 13	Winston Area Community Partnership
March 16	Steve Perkins, Sutherlin Schools Superintendent Steve Kelley, South Umpqua Schools Superintendent UCC Foundation Board Retreat
March 17	Achieving the Dream Data Coach Visit Douglas County Industrial Development Board ATD College Presidents: Dr. Patty Scott, Southwestern Oregon Community College Dr. Roberto Gutierrez, Klamath Community College
March 19	Winston Area Community Partnership
March 23	Dr. Bob Dannenhoffer Dr. Carla Gary, Cultural Competencies

President Joe Olson will give a verbal report based upon the April 2-3 hearings in Salem and Oregon Presidents' Council meeting.

Board Report Instructional Services April 2015

Dr. Roxanne Kelly, Vice President for Instruction:

- Instruction has been working on making adjusting to our 2015-2016 budgets to meet the necessary cuts.
- On March 17th and 18th the Achieving the Dream Spring Coaches were here on campus.
- In anticipation of our upcoming accreditation visit, Martha Joyce and I attended the Northwest Commission on Colleges and Universities workshops in Seattle, WA. We gained valuable insight into the report the accreditation committee is currently working on as well as more information concerning the Commission's expectations for the college liaison and the mid-cycle evaluation.
- Dr. Kelly, Dean Aase and Dean Morrow have been participating in the Allied Health and Science Center planning meetings. Faculty and staff input has been instrumental in the design and development of the entire facility.

Dr. Ali Mageehon, Dean of Academic Support:

ABS:

- Director April Hamlin attended the quarterly OCABSD Meeting in Oregon City on March 11 – 12. There were many discussions regarding the Workforce Innovation and Opportunity Act (WIOA) and its implementation in Oregon.
- The ABSD program hosted seven New Student Orientations in March, with more than 120 students signed up to attend Orientations.
- Instructor André Jacob and Coordinator Rachael Greenfield will be attending the Commission on Adult Basic Education Annual Conference in April.

Success Center:

- Director Ethan Snyder and Coordinator Tyler Ramos are reaching out to UCC's education partners in collaboration with Director Joan Campbell throughout Douglas County to ensure instructors have support and also have the opportunity to have access to Umpqua Community College's resources.
- Coordinator Tyler Ramos is facilitating advisory panels dedicated to creating and implementing a summer bridge program to help student's skill-up over the duration of summer term. Continually, Ramos is actively looking for new ideas and strategies to expand bridge programs into a "summer boot camp" for incoming student populations.
- Director Ethan Snyder is working with Director Susan Taylor and Toni Clough in evaluating a new curriculum that could be utilized for First Year Experience. These are preliminary conversations with an organization that has created a curriculum focused on the "entrepreneurship mindset" and how core values and skills that are often affiliated with business leaders can also align with student success and achievement. Learning Skills would like to welcome Rita Harris. Harris is serving as an AmeriCorp volunteer and is implementing Connect2Complete. Connect2Complete's mission is helping students learn through service learning opportunities within the community and peer advocacy.

UCCOnline:

- Canvas has opened “Canvas Commons,” a repository for Open Educational Resources (OER) within the Canvas environment. UCC Faculty can now create and access OER via Canvas.
- The Oregon Community College Distance Learning Association (OCCDLA) has hired Amy Hofer, an OER librarian, to assess Oregon’s OER needs. Regional events will be held throughout the spring to train faculty how to integrate OER into their courses. Amy joined Cable Green, Executive Director of Creative Commons, to brief OCCA and the State Legislature during the first week of March. Director Joan Campbell attended Green’s presentation at Chemeketa Community College following the briefings.
- Joan Campbell met with OCCDLA colleagues to draft a statewide online education professional development plan for the next biennium.

Educational Partnerships:

- Educational Partnerships is excited to announce that Kristi Hurt joined the team as Educational Partnerships Specialist in mid-March.
- Director Joan Campbell met with the statewide network of Dual Credit Coordinators and is working to draft a shared response from the group to HB3126 and SB84, both of which would dramatically affect dual credit practices throughout the state including instructor approval processes and funding for accelerated college programs.
- Joan Campbell met with South Umpqua Superintendent Steve Kelly to discuss partnership priorities for the future.
- 64 UCC courses will be taught across all 14 local high schools this spring term via dual credit.

JOBS

- JOBS just extended the workforce readiness classes to cover two weeks of professional development. Topics include 2 days of Effective Communication, Work Ethics and Problem Solving, Attitude and First Impressions, Stress Management, and Prioritization and Goal Setting.
- JOBS is moving forward to begin one-on-one Orientations in Job Search, instead of group orientations. Staff believes this will be more customer service focused and will allow staff to work with the each individual to better meet his/her needs.
- The local district will host visitors from the DHS office in Salem during the week of March 30th. They will be reviewing our processes and assessing whether the program is meeting the state’s newest implementation for the TANF Redesign efforts.

Jesse Morrow, Dean of Career Technical Education:

Business:

- Business instructor Toni Clough will attend the Retail Merchandising and Marketing Convention in April in support of our business and entrepreneurial programs. Keynote speaker is Daymond John, CEO and founder of FUBU and a star from the popular ABC series Shark Tank.
- Business chair Martha Joyce attended NWCCU accreditation training sessions in March.
- The Business Department is offering two classes this spring and two this summer at our South County location.
- Volodymyr Dankiv, UCC’s Fulbright Scholar-in-Residence, is scheduled to attend this event: **2015 Fulbright Visiting Scholar Enrichment Seminar entitled “Old to New West: The Role of Land in Shaping the American Story,” to be held in Tulsa, Oklahoma from**

April 1st through April 4th, 2015, hosted by the Tulsa Global Alliance (TGA) and their partners, the University of Tulsa and the Thomas Gilcrease Institute of American History and Art (Gilcrease Museum).

Community Education:

- During Spring Break, 50 students will complete a certification review class to prepare them to take level 1-4 Wastewater Exams.
- The department is completing partnerships with OSU Extension Forestry and the BLM to provide continuing education events on campus.
- The Director has been following the progress of HB2410 which allows community colleges to award Training Certificates for non-credit courses and programs. The bill was passed out of the House and moved to the Senate committee on education.

Dental Assisting:

- Recent changes to the Dental Assisting Program have received a favorable response from both students and community partners. All twenty currently enrolled students are expected to complete the program and graduate in June of 2015. Three students have already been offered and accepted employment as dental assistants.
- The accreditation application has been reviewed by the Commission on Dental Accreditation and a site visit has been tentatively scheduled for October 8th and 9th 2015.
- Many new students have expressed interest in enrolling in the Dental Assisting Program fall term 2015. An informational meeting for those interested in enrolling in the Dental Assisting program will be held May 6 at 7pm in WCH 18.

CIS:

- John Blackwood is working to present a new Cybersecurity certificate concept to IC for approval. The certificate would add four new courses to the curriculum and utilize one existing course. Our partnership with Mount Hood Community College will help us get started by providing all of their course material.

Fire Science:

- Jesse Morrow, Joel King, and Fire District No2 Chief will be attending the Superintendents meeting in April to discuss the program and garner support from them for ongoing dual credit classes.

Jason Aase, Dean of Arts and Sciences:

- Participating in STEM/STEAM related events and meetings
- Participating in the Allied Health and Science Center planning meetings
- Conducted Skype interviews for Director of International Students Program; although there was an excellent pool of candidates, all interviewees have been (regretfully) notified that funding will not be available for this year.
- Attended CIA (Council of Instructional Administrators) Conference in Salem.
- Working with division faculty to prepare for the upcoming Accreditation visit.
- The next installment of the Faculty Lecture Series: *Passport to Learning* will feature:
 - April 22, 2015
 - Joan Campbell, M.Ed., Director, eLearning and Educational Partnerships
How Technology is Changing Education
 - NiAodagain, MA, Associate Professor of Humanities
Writing Historical Fiction: Time and Place as Inspiration for Your Writing
 - April 23, 2015
 - Vladimir Daniv, Ph.D., Fulbright Scholar in-residence from Ukraine

Open Innovation: from Ideas to Solutions
 Jason Aase, M.S., Dean of Arts and Sciences
Earthquakes and Tsunamis in the Pacific Northwest

Fine and Performing Arts: (see UCC webpages for details on these events)

- NTL presented *Behind the Beautiful Flowers* April 2 and 4.
- BodyVox will present live dance theater *Urban Meadow* on April 11. Performance proceeds go toward Oakland School District's Arts Program.
- NTL will present *A View from the Bridge* April 16 and 18.
- RCCA will present **Alex DePue with Miguel DeHoyos**, world renowned violinist and fiddler, on April 16.
- NTL will present *The Hard Problem* on April 30 and May 2.
- During April-May, the Art Gallery will exhibit *Open Road from Adventure Cycling*, an eclectic series of portraits of long distance cyclists, taken over the past three decades by Greg Siple of Adventure Cycling.
- The Vintage Singers will perform April 17-18 at the First Presbyterian Church.
- The Roseburg Concert Chorale will present their 42nd spring concert April 23 (Myrtle Creek), 25 (Elkton), 26 (Roseburg). This year's concerts feature music of George Gershwin and Gilbert & Sullivan.

Humanities:

- Amy Fair is beginning her spring term sabbatical. Dr. Jillanne Michell will be filling in as Humanities Department Chair in Amy's absence.

Science:

- Ken Carloni is continuing work on the new Natural Resources Program; articulation with OSU is pending official status from CCWD. First classes will hopefully be offered starting Fall 2015 term.

Anya Petersen-Frey, Director of UCC SBDC and UBC

Operations:

- SBDC has been actively marketing and sharing the expertise of the team. The results are positive: From January 1, 2015 until March 24, 2015 the center has provided 253 client sessions for a total of 416.45 client hours including 23.7 hours to visit clients at their place of business. In the same time period in 2014 the center had 108 client sessions with a total of 166.75 client hours and 7.5 hours of travel. Data is derived from entry into our database. This is the same data that is shared with the SBA and State Office.
- Met with Vince Porter, Policy Advisor for the Governor's office to discuss small business issues in our community.

Programs:

- The Center is hosting a government contracting workshop on March 26th. Presenters include representative from ODOT, Government Contracting Assistance Program, Office of Veterans Affairs, SBA, Oregon Procurement Information System Network, and Business Oregon.
- The Center is organizing Startup Weekend April 24-26. The event will be held on the UCC campus. Learn more at StartUpweekend.org or <http://www.up.co/communities/usa/roseburg/>

Carol McGeehon, Library Director:

- The library is purchasing the Ebsco Discovery Service which is a single sign on service to allow students to search the online databases and the public catalog using one interface.
- The Douglas County Library System is upgrading the library computer system server and the public catalog server and both the library computer system and the public catalog will be down during this time. They have an estimated timeframe of either late April or early May. We will continue to check materials in and out using an offline software component of the library computer system.
- During Winter term library workshops on various topics including eBooks were offered. The workshops will continue Spring term and will include a variety of topics.

ADMINISTRATIVE SERVICES

April 2015 Board Report

Rebecca Redell, Chief Financial Officer

- Owner's Construction Team continues to meet weekly
- Completed Classified bargaining requests
- The Leadership team had a retreat at the Umpqua Business Center
- SOWI Program Coordinator Interviews completed
- All budgets continue to be reviewed
- 360 Evaluations are being reviewed and discussed
- Self-Evaluations are being reviewed and discussed
- Ricoh was on campus again on March 9th to meet with the Copier Task Force to review the needs of departments and to optimize the fleet of copiers. They will continue to work on a report, which should be received by the end of March

Cathy Vaughn, Bookstore Manager.

- Receiving Spring Textbooks
- Pulling Winter Books off shelves
- Setting up Book area for Spring
- Spring Term Buy Back was March 18th and 19th
- Last Day for Rental Returns was March 19th
- Textbooks sales began on-line March 20 and in store March 23
- Extended hours for Spring Term on Monday and Tuesday March 30th and 31st till 6pm

Jules DeGiulio, Purchasing Administrator

- HNSB – Owner Furnished, (OF), Equipment pricing complete and under final review by Dental, Nursing, & Science Leads
- Catalogs & Quarterly Schedules, (ISD), - Award completed – Catalogs to Eagle Web Press and Schedules to Oregon Lithoprint
- Library Shelving – 3 Vendors returned tiered quotes, now under review
- Joined NIPG and US Communities to take advantage Co-op contracts. Campus Security Car qualified and processed
- ASUCC Furniture project complete
- Office and Department management – Digitizing Quotes complete. Continue with Personal Services Contracts, (PKS's), Intermediate Solicitation Documents, (ISD's), and Requests for Proposals, (RFP's)
- Copier Taskforce – In addition to Ricoh, held preliminary meetings with Office Depot/Mas, CopyTronix, Pacific Office Automation, & Imagine Solutions

Natalya Brown, Director of Accounting and Finance

- Finance finalized IPEDS reporting. Submitted 1099 file to IRS & Oregon
- Student accounts moved to Lockwood Hall, and have been providing training to Enrollment services in cashiering

- Student accounts are working on outstanding Accounts Receivable, setting third party contracts, tuition waivers and processing student billings
- It has been challenging to keep up with daily work in the office due to staff turnover. Currently we have to fill 2 positions in the office: Accounts Payable and Accounting Specialist – Student Accounts due to interdepartmental promotions
- Our current daily operations include grants billing, processing Accounts Payable, processing student refunds, scanning old records, working on collections

Micque Shoemaker, Budget Administrator

- Currently updating and revising budget information for the FY16 budget documents. This has been a busy process, as questions come up along the way and have to be researched, making any necessary changes
- The Internal Budget Committee met on March 18th to continue review the preliminary projections for the FY16 budget
- The Internal Budget Committee came up with a list of budget recommendations for the Executive Committee to consider
- I have been working with Rebecca to pull any information needed for budget discussions
- The first “Notice of Budget Committee Meeting” was published in the News Review on March 29th, announcing the Budget Committee Meeting that will be held on April 22nd
- Continuing to working with the Accreditation Committee in preparation for next year

**Umpqua Community College
Vice President for Student Development
Board Report – April 2015**

Student Services- Joyce Coleman, Vice President of Student Services:

- March 2, President Joe, Vice Presidents, HR Director and IT Director met for the day to discuss the college initiatives, budgets,
- I was able to attend the Basketball playoffs in Washington with some of the ASUCC Governments and college students
- March 16th and 17th the ATD data coaches were on campus
- Meetings with Steve Kelley, South Umpqua School District); Kris Besson, Boys and Girls Club of Umpqua Valley; and Noel Schaak, Canyonville Christian Academy
- Participated in the monthly Oregon Campus Compact Equity Leadership Series webinar

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

Mandie Pritchard, Director

Academic Advising Services

Mary Morris, Michael Olson, Hanna Culbertson, Daneille Haskett, Mandy Waardenburg and Kira Oerman attended the National Advising for Student Persistence, Retention and Success Conference: The Heart of the Matter in Coeur D'Alene, ID. There were a wide variety of sessions that included: Ecological theory of academic advising, early alert programming, supporting non-traditional gender identity students, and proactive advising.

Disability Services

Danielle Haskett, Christina Anderson and Whittle Garcia were busy assisting students with test accommodations for winter term finals. With a number of returning students and the quick turnaround between terms, students were also preparing for spring term by requesting their accommodations for spring term.

Career Services

Natasha Bjornsen attended the SALT forum at the University of Oregon. She will focus on career services as they relate to interviews, cover letters, resumes and job salary in preparation for UCC's annual Career after College event to be held this spring.

Counseling Services

Chris Grant and Mandie Pritchard attended the American Counseling Association Conference in Orlando, FL. The conference provided a number of excellent sessions related to counseling students utilized positive psychology to improve college student wellbeing, suicide theory, attitudes and interventions, ethical standards and boundary issues in counseling, social justice approach to cognitive behavioral therapy, transcultural counseling and servicing military veterans and their families.

Recruitment Services & High School Connections

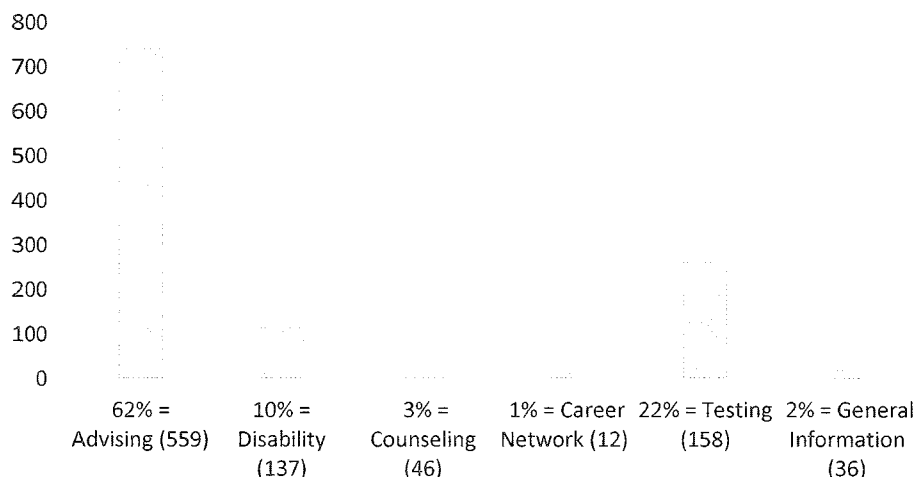
- 3/3 – Douglas High school
- 3/16 – Roseburg High School – Active ED class
- 3/16 – Canyonville Christian Academy
- 3/17 – OEDC Career Expo @ Douglas County Fair Grounds

- 3/21 – Siletz High School/Girls Basketball Team Campus Visit
- 2/19-Glendale presentation to approximately 30 juniors and seniors

February 2015 Department Activity

Department activity report will reflect the prior month to capture the full month of activity as board reports are often submitted 7-10 days in advance of the actual end of the month.

Advising & Career Services - February 2015



Student Life Office - Marjan Coester, Director

No Report Submitted

SSS / Transfer Opportunity Program – Caroline Hopkins, Director

February 2015 Board Report for the SSS / Transfer Opportunity Program

The Transfer Opportunity Program – Student Support Services/TRiO

Activities related to meeting grant objectives:

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

- Winter term 29 students earned a place on the President’s List, and 22 on the Dean’s List
- Both of the TOP students that applied to UO’s competitive Family and Human Services program that were selected for interview were granted acceptance and will begin the UO program in the fall.
- Finals week a TOP student facilitated a week-long event titled “Week of Women” where women’s history, accomplishments, reproductive rights history, domestic violence and rape culture were examined and discussed.

Ford Childhood Enrichment Center – Nora Bing, Director

No report

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

4629 - Total applications to date for 2013-14

4211 - Total applications to date for 2014-15

Financial Aid Awards

Disbursements for the 2014-15 award year through 3/25/2015 total over \$5.8 million to 1,788 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as Veteran's benefits or UT&E.

- An Ellucian consultant spent one week with Financial Aid and IT assisting with the 15/16 annual Financial Aid roll in Banner. We successfully imported our first batch of 15/16 FAFSA applications, and plan to bring in the remainder of the applications to begin the 15/16 aid year after some additional testing.
- A second visit with the Ellucian consultant and staff from Financial Aid, IT, Finance and The Foundation was conducted to develop a more effective way to use the Banner system to input scholarships, making them more accessible to students. Policies and procedures will now be developed as a guideline as the Foundation will have to input scholarships into the Financial Aid Banner module.
- Edfinancial is still diligently working on UCC's Incorrect Data Challenge with assistance of the Financial Aid staff. The appeal is due within the next 28 days.
- A SALT representative visited campus to provide a SALT infusion so to speak. She assisted in providing guidance in formulating a plan to promote SALT across campus, trying to get buy in by all to make students more aware of the benefits SALT has to offer. Four employees attended a free SALT forum at the U of O to gain more of a momentum in our efforts.
- Michelle Bergmann had a successful conference call with the Department of Education regarding a review of UCC's Revised Default Prevention Plan which was a very positive and encouraging.
- On campus and online Financial Aid Literacy Seminars (FALS) continue to ramp up with the beginning of Spring term approaching. Revisions for next year's seminars are underway.
- Packaging of aid awards continues in an effort to assist our students with spring term awarding, there are currently 12 students pending.
- Continued weekly meetings with IT.

Registration and Enrollment Services – David Farrington, Registrar

- The start of spring term marks the countdown for June Commencement. With only ten weeks to go we hope for good weather and happy graduates!
- Former student and UCC graduate ZZ Ward continues to progress in her musical career with a recent appearance on Good Morning America, and with one of her songs performed on The Voice this past month. Her Facebook page is <https://www.facebook.com/ZZWard> for those that want to catch up on one of our more famous alumni.

Educational Talent Search / Upward Bound – Missy Olson, Director**Educational Talent Search**

No Report Submitted

Title III Project Manager– Dr. Cynthia Horkey

- The Project Director is serving on the ATD Financial Aid taskforce.
- Title III sponsored a day of professional development for UCC. On Friday, February 27, 2015, Dr. Tom Brown visited UCC and present two sessions on *Student Success Takes a Campus: It Takes You! Meeting the Needs of Today's Diverse Community College Students*. The total attendance for the day was 85 participants. Response was very positive to Dr. Brown and his message.
- The Project Director held a meeting to discuss the Learning Commons project.
- The Project Director held a meeting for better understanding of the Supplemental Instruction programs offered through the Success Center.
- The Degree Works degree audit project is on task for implementation this summer.
- A Title III Steering Committee meeting was held on February 24, 2015.

Athletic Director, Cheryl Yoder

No Report Submitted

Achieving the Dream:

Continues to work to with numerous cross-functional taskforces to create organizational processes, policies, procedures, programs, and services that eliminate roadblocks to enhancing performance, motivation, creativity, and satisfaction.



Executive Director's Report April 2015

BOARD OF DIRECTORS

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EXECUTIVE DIRECTOR

Dennis O'Neill

Foundation General Board Meeting

The Foundation Board will hold its next General Board meeting on June 2, 2015 in the Lang Center at 11:30 a.m. Members of the Board of Trustees are always invited to attend and meet with members of the Foundation.

Health, Nursing & Science Capital Campaign

As of this date we have raised \$5,667,821 for the new Health, Nursing & Science Building. All of the nineteen naming opportunities have been sold. President Olson has asked that we present this information for approval at the May Board meeting in conjunction with the groundbreaking event.

Development Review for UCC Foundation

The UCC Foundation is undergoing a Development Audit with Mike Gaudette. Mike has over thirty-three years of higher education experience and served as the Executive Director of the Foundation at Southwestern Oregon Community College in Coos Bay. He was responsible for developing external resources for the College, including grants, corporate support, private gifts, and several entrepreneurial endeavors. He is now self-employed as a consultant in the area of planned giving, fundraising, development audits and grants.

On February 5th, Mike met with staff and board members to discuss their experiences and visions. On March 19th, Mike Gaudette conducted a training session with the Foundation Board in the Lang Center. We are exchanging materials with Mike as he prepares his recommendations for the Foundation. We expect these by mid-April. The Foundation Board will then task an *ad hoc* Strategic Planning Committee to begin to develop recommendations for the Foundation Board. This planning will take until late-August and be presented at our September Board meeting.

Scholarship Applications

The 2015-16 UCC Foundation Scholarship process closed March 9th, 2015 for the 2015-16 academic year. 335 applications are currently being reviewed and scored by volunteers. This was the second year the process was done through AcademicWorks, and the number of applications increased by 3.1% from last year. The number of completed applications also increased by 7% from the 2012-13 academic year.

The awarding of scholarships will take place April 16th at Decision Day, and scholarship notification emails will go out in late April or early May.

Honey McNamara is the new Scholarship and Donor Relations Coordinator. Honey has been with UCC since 2004 and has spent the majority of those years assisting students in the Administration Building/Welcome Center as the Cashier. Her love for seeing students succeed makes her the perfect choice for the position.

Honey has been working with Krista Johnson to transition to her new position. Krista will be leaving UCC March 27th, 2015 to pursue new opportunities.



BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Student Success Update Date: April 8, 2015

Ali Mageehon and Caroline Hopkins will share current information regarding UCC's Student Success.

Recommendation by: *Steph B. Coleman*
U.C.C. Vice President Student Services

Approved for Consideration: *[Signature]*
U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Discontinuing Instructional Programs

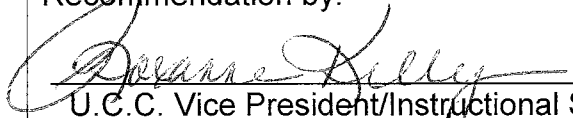
Date:

April 8, 2015

Roxanne Kelly/Jesse Morrow are requesting the discontinuation of the Construction Technology, Aviation Technology and Green Technology Programs beginning the 2015-2016 academic year. All three programs have been suspended for a minimum of one year. Students enrolled in these programs have either completed the program or transferred to another program or college.

- The Construction Technology Program was suspended in 2013 due to low enrollment. All students enrolled before the 2013 academic calendar received instruction to complete the certificate. Approval of the discontinuation of the program is now requested.
- Aviation Flight Technology Certificate and AAS Degree, was suspended on May, 27, 2014. After review of program outcomes and differentials of suggested flight hour's changes along with loss of VA Educational benefits beyond UCC control the Dean of CTE is recommending discontinuation of both the certificate and AAS Degree programs. All students previously enrolled in the program have completed or have transferred to other programs of study. Approval for discontinuation of the program is now requested.
- Green Technology-is a one year statewide certificate program delivered by a consortium of colleges. Initially the program was grant funded however, since the grant has ended in June of 2013 there has been no interest locally. There are no students currently enrolled in the program. Approval for discontinuation of the program is now requested.

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:
 Revised Budget Calendar for Fiscal Year
 2015-2016

Date: 04/8/2015

Board Approval is requested for a revision to the Budget Calendar as follows:

- Sun., March 29 Publish 1st "Notice of Budget Committee Meeting"
 (ORS 294.426 – not earlier than 30 days prior to the meeting)
- Sun., April 19 Publish Revised "Notice of Budget Committee Meeting"
 (ORS 294.426 – not earlier than 30 days prior to the meeting)
- Sun., April 26 Publish 2nd "Notice of Budget Committee Meeting"
 (ORS 294.426 – at least 5 days after the 1st publication and not later than 5 days
 prior to the meeting) Published on UCC Website
- Wed., May 13 Budget Committee Meeting, 6:00 pm
- Sun., May 24 Publish "Notice of Budget Hearing"
 (ORS 294.438 – 5 to 30 days prior to the hearing)
- Wed., June 10 Regular College Board Meeting: Budget Hearing, adopt
 Resolutions, adopt budget and make appropriations

Recommended by:
 Rebecca Redell, C.F.O.



Approved for Consideration:



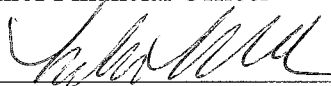
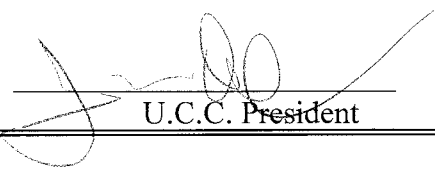
U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution #7, Approval to Spend Funds	Date: 04/08/15
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Sara Carson was awarded an additional \$161,131 from the Department of Human Services Job Opportunity & Basic Skills (JOBS) to support the ongoing JOBS service planning and to conduct contract monitoring and ongoing planning of the district’s JOBS program.

Recommended by: Rebecca Redell, Chief Financial Officer  _____	Approved for Consideration:  _____ U.C.C. President
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UMPQUA COMMUNITY COLLEGE
Resolution No. 7 - FY 14-15
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded an additional \$161,131 from the Department of Human Services Job Opportunity & Basic Skills (JOBS) 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 \$161,131 for the implementation of this project.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	14-15 Budget Through Resolution 6	Adjustment	14-15 Budget Through Resolution 7
REVENUES:	\$ 5,167,819	\$ 161,131	\$ 5,328,950
EXPENDITURES:			
Instruction	\$ 2,018,353	\$ -	\$ 2,018,353
Instruction Support	823,943	\$ -	823,943
Student Services	2,185,526	\$ 161,131	2,346,657
Community Services	139,997	-	139,997
TOTAL	<u>\$ 5,167,819</u>	<u>\$ 161,131</u>	<u>\$ 5,328,950</u>

ADOPTED this 8th day of April, 2015

Clerk of the Board

Chairman of the Board