

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 dash board for monthly meetings.
• Continue to monitor political/legislative actions and advocate for UCC.

VOL. XLIX, No. 5 BOARD OF TRUSTEES MEETING 3:00 P.M. Board Room, DEC. 10, 2014
Work Session: Strategic Plan, following the regular Board meeting

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 1-6

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

IV. CHANGES TO THE AGENDA Chair 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.

|              |                                                  |                         |                   |
|--------------|--------------------------------------------------|-------------------------|-------------------|
| <b>VI.</b>   | <b>INTRODUCTION &amp; FOCUS PRESENTATION</b>     |                         |                   |
|              | <b>A. UCC Women's Basketball Team</b>            | <b>Coach Stricklin</b>  |                   |
| <b>VII.</b>  | <b>ASUCC REPORT</b>                              | <b>Kristapher Yates</b> |                   |
| <b>VIII.</b> | <b>ACEUCC REPORT</b>                             | <b>Judy Ode</b>         |                   |
| <b>IX.</b>   | <b>UCCFA REPORT</b>                              | <b>Marie Gambill</b>    |                   |
| <b>X.</b>    | <b>PRESIDENT'S REPORT</b>                        | <b>Dr. Olson</b>        | <b>pp 7 - 29</b>  |
| <b>XI.</b>   | <b>OCCA REP. REPORT</b>                          | <b>Dir. Bell</b>        |                   |
| <b>XII.</b>  | <b>STUDENT SUCCESS UPDATE</b>                    | <b>Dr. Olson</b>        | <b>p 30</b>       |
| <b>XIII.</b> | <b>OLD BUSINESS</b>                              |                         |                   |
|              | <b>A. Second Reading Policy 719</b>              | <b>Roxanne Kelly</b>    | <b>pp 31 - 32</b> |
| <b>XIV.</b>  | <b>NEW BUSINESS</b>                              |                         |                   |
|              | <b>A. Instructional New Program</b>              | <b>Roxanne Kelly</b>    | <b>p 33</b>       |
|              | <b>B. International Program Approval</b>         | <b>Jason Aase</b>       | <b>p 34</b>       |
|              | <b>C. Strategic Plan Progress Report 2012-13</b> | <b>Dan Yoder</b>        | <b>p 35</b>       |
|              | <b>D. Resolution #5, Approval to Spend Funds</b> | <b>Rebecca Redell</b>   | <b>pp 36 - 37</b> |
|              | <b>E. Early Retirement Requests</b>              | <b>Lynn Johnson</b>     | <b>pp 38 - 44</b> |
| <b>XV.</b>   | <b>BOARD COMMENTS</b>                            | <b>Chair Becker</b>     |                   |
| <b>XVI.</b>  | <b>ADJOURNMENT</b>                               | <b>Chair Becker</b>     |                   |

**IMPORTANT DATES:**

- UCC campus is closed for a holiday break; December 19 – January 4
- Roseburg First Citizen's Banquet; Thursday, January 22, Fairgrounds
- ABSD/GED Graduation; Friday, January 23

**NEXT BOARD MEETING:**

- Wednesday, January 14, 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

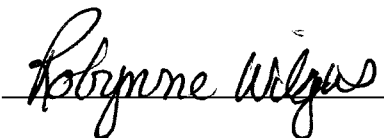
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|-------------------------|-------------------------|
| Subject: Consent Agenda | Date: November 12, 2014 |
|-------------------------|-------------------------|

Recommendation:


Recommend approval of:

Minutes of College Board Meeting of November 12, 2014      pp 1-4  
Personnel Actions      pp 5-6

Recommendation by:

  
\_\_\_\_\_

Approved for Consideration:

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

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
November 12, 2014**

The Umpqua Community College Board of Trustees met Wednesday, November 12, 2014, in the Board Room of the UCC Administration Building, 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     | Dan Yoder        | Vitaliy Andreyko   |
| Robynne Wilgus | Caroline Hopkins | Natalya Brown    | Pavlo Kostenko     |
| Roxanne Kelly  | Marie Gambill    | Marjan Coester   | Dmytro Mamchur     |
| Joyce Coleman  | Tena Lammers     | Kris Yates       | Olena Slavko       |
| Rebecca Redell | Sandi Smick      | Micque Shoemaker | Yulianna Voloshyna |
| Jason Aase     | Matt Graves      | Amy Fair         | Andriy Kurasov     |
| Susan Taylor   | Jesse Morrow     | Jacob Parry      | Aleksandr Lukoff   |

**Consent Agenda:**

- A. Board Minutes of October 8, 2014
- B. Personnel Actions

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

There were no citizen comments.

**Introductions and Presentation**

The 2014 UCC Men’s Basketball Team was introduced by Coach Daniel Leeworthy. Each player introduced himself and stated where he was from. This year’s team includes three international students from Australia and New Zealand.

Jason Aase introduced the Open World delegation from the Ukraine. The group included a facilitator, interpreter, five delegates, and an Open World intern.

Susan Taylor shared a PowerPoint presentation while she talked about her Fulbright Scholar experience in Germany. The purpose of the visit was to listen and learn; she asked questions and participated in the German educational system and cultural activities. A week was spent in Berlin and then a week in Mannheim which was focused on fundraising. The German higher education system is very different as it is viewed as a “right” and therefore is free for everyone, even international students. All programs are taught in English and online education does not exist. Even with free tuition inequities among classes exists. College students are treated as self-sufficient adults and have limited student services. There are articulation agreements with participating European Union countries for standardized degrees. Traveling internationally has been transformative for Ms. Taylor particularly having an opportunity to experience her own industry in the context of another culture and history; it was a wonderful opportunity.

### **ASUCC Report**

Kris Yates, ASUCC President, reported on recent and upcoming student activities. They will also be partnering with RiverRush Catering in providing a free turkey lunch to the student body during the week of Thanksgiving.

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

### **UCCFA Report**

Marie Gambill, UCCFA President, provided an update on the association. The Faculty Executive Board will be meeting soon. There will be a meeting for all faculty at the end of the term. Ms. Gambill presented a check to the UCC Board and Dr. Olson on behalf of UCCFA showing their unanimous support for the Health, Nursing, & Science building.

### **President's Report**

Dr. Olson introduced Joyce Coleman, the new Vice President for Student Services. Open forums have been held to hear views on the possibilities of having an armed security guard and a tobacco-free campus. The input has been inconclusive as people are split down the middle; however, Dr. Olson will continue to seek input. There is a suggestion to focus on health education and, with the amount of social needs in the area, for UCC to partner with local social agencies. There has also been a similar suggestion in regards to partnering with high schools in the need of a counselor. Dr. Olson and Ms. Coleman will look further into these options. Dr. Olson met with the new Southern Oregon University (SOU) president who is interested in reaching out to community colleges. SOU has seen transfer growth from community colleges and is interested in getting teams together for a visit. Dr. Olson will be attending a Campus Compact meeting on Thursday; this is a statewide meeting for college presidents from both public and private institutions. HECC will be scheduling regional seminars on textbook affordability. Dr. Olson has been asked to attend a meeting where the Secretary of State will be the guest speaker. The RAIN conference is next week; this project assists in entrepreneurship and regional development.

### **OCCA Report**

Dir. Bell was unable to attend the last OCCA meeting; however, he did have state and federal information of interest to the College. The Office of Student Access and Completion website now provides the opportunity to apply for a plethora of scholarships from one site; the FAFSA application is also available on their site. Gainful employment regulations have been approved as of November, 2014. The regulations focus on what colleges are to achieve in terms of how much funding a student borrows and post graduate annual discretionary earnings. Governor Kitzhaber has agreed to continue funding the Oregon Opportunity Grant for two years. The Governor has also chosen to direct extra funding towards pre-K - 3<sup>rd</sup> grade reading initiatives. Dir. Bell attended the recent OSBA meeting at which he was impacted of the need for UCC to connect with high schools without a guidance counselor.

### **Student Success Update**

Following up from last month's presentation Ali Mageehon and Caroline Hopkins shared their prioritized list of "25 Steps to Best Practices". The list has been attached to the permanent minutes. The practices in blue

have been perceived as priorities. UCC's Achieving the Dream coaches will visit on November 18 and will review how the best practices relate to where the College is right now. Ms. Hopkins noted the TRiO program follows a lot of the best practices; required advising prior to enrollment has been written into the grant. Ms. Coleman said her goal is to review every step in the enrollment process and remove roadblocks.

## **OLD BUSINESS**

Chief Financial Office Rebecca Redell recommended the CM/GC contract for the Health, Nursing, and Science Building be awarded to Andersen Construction. Ms. Redell said there was a comprehensive selection process which included representatives from departments that will inhabit the building, Classified, Faculty, Administrator, and student representatives. Andersen scored the highest in both the written and verbal proposals. They are based in Eugene and are committed to using local resources as much as possible.

**Motion:** I move for approval of the CM/GC recommendation as presented. Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Ms. Redell introduced Matt Graves, CPA, from Pauly, Rogers and Co., P.C. The Communication to the Governing Body was reviewed and has been attached to the permanent minutes. Mr. Graves stated the outcome was a "clean opinion" and had no reservations; this is the best audit outcome possible. There were no difficulties performing the audit, no statements to be corrected, and no disagreements with management. Next year GASB 68 will require all government agencies to show unfunded PERS as a liability. Mr. Graves said he mentions it now so there isn't a surprise next year. He thanked the President, Ms. Redell, Ms. Brown and the Finance Office staff for their helpfulness during the audit process; additionally, everyone was agreeable to work with at each campus location he visited. Chair Becker thanked the staff for such a great job.

**Motion:** I move for approval to accept the 2013-2014 Annual Audit Report as presented. Motion by Dir. Miller, seconded by Dir. Yetter and carried unanimously.

Vice President of Instruction Roxanne Kelly presented a new policy, #719: Institutional Records of Student Complaints and Grievances, for a first reading approval. The policy is a requirement from the accrediting body for the tracking of student complaints rising to the Dean level or higher. The College's current practice doesn't change.

**Motion:** I move for the first reading approval of Policy 719 as presented. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.

Dr. Kelly presented a one term, Spring 2015, sabbatical leave request for Amy Fair. This time will allow her to finish writing and editing her first full-length collection of poetry. She will also be actively working to pursue avenues of academic publication for that collection and her completed chapbook, and she will be regularly sending submissions to the literary journals for publication consideration.

**Motion:** I move for approval to accept the sabbatical request for Amy Fair as presented. Motion by Dir. Yetter, seconded by Dir. Rice and carried unanimously.

**College Board Minutes  
November 12, 2014**

Board approval was requested from Dr. Kelly for new programs. The list of new programs has been attached to the permanent minutes.

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

**Board Comments**

- Dir. Rice encouraged attendance at the current play, Noises Off, as Dir. Weikum is amazing in her role.
- Dir. Bell offered congratulations to UCC staff for moving non-completers towards registration.

Meeting adjourned at 4:28 pm.

Joe Olson  
Clerk of the Board

Vanessa Becker  
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:

Best Practices Priority List  
Communication to the Governing Body  
Instruction New Programs List



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: December 10, 2014

Board approval is requested on the following personnel action(s):

**Administrative/Confidential-Exempt Contracts:**

None

**Faculty Contract:**

None

**Separations:**

Dwayne Bershaw, Associate Director/Instructor-SOWI, 12/31/14



**Lynn M. Johnson**

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**From:** Dwayne Bershaw  
**Sent:** Saturday, November 22, 2014 2:11 PM  
**To:** Lynn M. Johnson  
**Cc:** Sue Cooper  
**Subject:** Resignation of employment at UCC

Dear Lynn,


I've thoroughly enjoyed my time and work experience here at UCC, but the time has come for me to move on. I've received a job offer from Cornell University and will be leaving to start work there in early January. Therefore I'd like my last working day here at UCC to be December 31.

Let me know if you need any other information in order initiate the termination of my employment here at UCC.

Thanks and Best Regards,  
Dwayne

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

X  Information Item  
    Action Item

|                                 |                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject: Reports                | Date: December 10, 2014                                                                                                                              |
| 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:<br><br>_____ | Approved for Consideration:<br><br><br>_____<br>U.C.C. President |

## DECEMBER 2014 BOARD REPORT

Joe Olson, President

### Significant Meetings:

|                                                                                                                   |                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Nov. 12 SOU New President, Dr. Roy Saigo                                                                          | Nov. 24 Whipple Foundation Board                                                                                                         |
| Nov. 13 WTC Staff Greeting<br>Campus Compact, Portland                                                            | Dec. 1 Meeting with staff to discuss Cultural<br>Competencies                                                                            |
| Nov. 18 ATD Coaches on campus<br>Larry Parsons, Roseburg SD Supt.<br>RAIN Reception                               | ASUCC Student Government<br>Dec. 2 ASUCC Activities Meeting                                                                              |
| Nov. 19 Veterans Resource Fair, UCC<br>Cow Creek Ed & Workforce Open House<br>South Umpqua School District Office | Dec. 3 Michael Lasher, Douglas ESD Supt.<br>Dec. 4 Open Forum, all staff<br>Open Forum, Classified staff<br>Myrtle Creek Chamber Meeting |
| Nov. 20 Oregon Community Fdn. Reception                                                                           | Dec. 5 Open Forum, all staff                                                                                                             |
| Nov. 21 Lance Colley & Jeff Ackerman                                                                              |                                                                                                                                          |

### Student Engagement

This academic term I have devoted considerably more time to participating in student government meetings and in the student activities task force meetings. It has been a very positive experience for me to watch how our student leadership addresses issues that are significant to the lives of our overall student population. On Tuesday it was encouraging and somewhat humorous to watch the student activities group struggle with finding a way to merge their collective calendars to find a meeting time for next year. This meeting provided an opportunity for me to share some quips and personal scheduling frustrations. I think it is a pleasurable experience for both the students and I; it has also been a better way to go get to know each other. I promised this small task force that, like this term, once they have arrived at a meeting time to let Robynne know to make calendar opportunities for me to drop in, even if for just a few minutes.

Mondays at noon is the standard meeting time for the entire student government leadership team to meet. Again, I have taken the opportunity to drop in and either watch or add my insights into topics on their agenda. I have enjoyed watching Kris negotiate some of the political ramifications he navigates through as the student association president. While he may not enjoy these challenging issues, I will often times leave the room with a smile on my face feeling fortunate that he worries about things in much the same way as I do.

### State Funding

It is the time of year when we begin to think about the 2015-16 budget. With the initiation of the legislative process we all know that we are months away from having the final budgeted number from Salem. Last year's budget that was approved by the governor's office included some expectation that in exchange for a very slight increase in state funding, community colleges would hold the line on tuition increases. As you know, we were one of the colleges that followed this expectation. Our Board policy reflects modest increases each year and I think, given the uncertainty of where the legislative process

may land, I would ask the Board to individually ponder their position before we start the formal budget process. This certainly will be a topic for ongoing discussion over the next few months.

**Open Forums**

We have been holding Open Forums focusing on a tobacco free campus and the appropriateness of having armed security. We will continue doing the forums over the next few days; however, I do not wish for these to be specifically focused meetings. It is my intent at the opening of the next few forums to make it clear that any topic may be discussed as this continues to be a priority that I believe we all agree. These forums are intended to be both open with at least two specifically for the attendance of our two associations. I will provide a summary to the Board shortly after mid-December.

**Board Report  
Instructional Services  
December 2014**

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

- Open World Delegation had a wonderful time at Umpqua. They were able to go to the Oregon coast, Douglas County Courthouse, the nursing simulation lab and Oregon State University to name a few. The delegation left Oregon on November 16 and all have safely arrived home. Many thanks to everyone who assisted in making this event a great experience for our delegates. UCC has already been selected to host another delegation in October 2015.
- I attended the Achieving the Dream meeting on November 18<sup>th</sup> with our ATD coaches and several others from campus.
- The Instructional Leadership Team completed their Strategic Planning report as well as the annual enrollment report review.
- The ILT is involved with several state level initiatives including Accelerated Learning, Dual Credit approval processes, and Developmental Ed redesign.

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

- Dean Mageehon and a team from UCC attended an all-day meeting in Salem on November 13 for Phase II of the Developmental Education redesign process. The team included Caroline Hopkins, Clay Baumgartner, April Hamlin, Kari Moore, and Marie Gambill. The team focus for the day included robust action planning for the following items: first-term and continuous enrollment in developmental education classes, assessing late-admissions on student success, requiring a one-credit student success course for all students, and specific interventions after failure in a developmental education course. All four items are part of the 25 Steps to Student Success that have been presented to the board and are also part of the focus of Achieving the Dream.

**ABS**

- Clare Leeper, the Assessment & Tracking Coordinator, has earned her M.E. in Educational Leadership this term, through Concordia University.
- Robin VanCleave, the AHSD Coordinator, attended the annual AAWCC Fall Conference, November 6 – 7, 2014.
- Instructor Todd Mican attended the first of three Math Institute trainings for the Adult Basic Skills Learning Standards on November 6 – 7, 2014.
- Director April Hamlin attended the Developmental Redesign Team Meeting in Salem on November 13, 2014 and the Achieving the Dream Fall Meeting with the ATD Coaches on November 18, 2014.
- Administrative Assistant Amanda Welch attended “Building Trust in the Workplace” on November 12, 2014.
- New student orientations for GED students starting Winter term are scheduled for December 1 – 3 from 9 – 1; December 8 – 10 from 4 – 8 pm; and for Adult High School Diploma on December 3 – 4, and 12; and December 9-10 and 12.
- Adult Basic Skills Development hosted a table at the UCC Foundation Open House on November 13, with great efforts by Sandi Smick, Clare Leeper, and Ethan Snyder.

**Success Center**

- Ethan Snyder will be serving as the Interim Director of Learning Skills while a search is conducted to hire a new Director of Learning Skills

- The Success Center is reaching out to high school and middle school students by working with educational institutions to provide tutoring services: We are currently working with Douglas High School, Cow Creek Learning Center in Tri-City, and the Woolley Center
- The men's and woman's basketball teams are holding their study hall sessions in the Success Center.
- The center is hosting student-led Core Skills Mastery Assembly for those wishing to retake the compass test. Some of the Core Skills Mastery students retook the compass test in preparation for winter term and 100% of them reached their self-targeted goals.
- Tyler Ramos has taken the role of UCC Site Supervisor for AmeriCorps' Connect2Complete. AmeriCorps' Connect2Complete Orientation will be held Friday (11/21/14) from 11-2 at UCC upwards of fifteen new volunteers will be attending.

#### Educational Partnerships

- Joan Campbell participated in and presented to the quarterly Dual Credit Coordinators meeting at LBCC. Representatives from ODE and CCWD shared updates from the Accelerated Learning Committee and a proposed legislative concept for the coming year.
- The Perkins report for the 2013-2014 school year was submitted to the state on November 14<sup>th</sup>.
- Joan Campbell attended a welcome meeting for the Oregon College and Career Readiness Alliance at the OEIB in Salem.
- Interviews were held for the Educational Partnerships Specialist position. The Educational Partnerships Office hopes to make an offer by the end of November.

#### UCCOnline and the ETC

- UCCOnline staff, along with Gary Gray and Bettie Wright, presented two separate sessions to the Ukrainian Open World delegation on eLearning in Canvas and educational technology.
- Workshops on takeaways from the NWeLearn conference, Canvas course design, and Canvas course management were held throughout the month.
- The UCCOnline office has worked with the Instructional Deans to pin down final migration plans for various departments to move from Angel to Canvas for the remainder of the year.

#### JOBS

- Bob Phifer, from the Oregon Employment Department, presented information on the National Career Readiness Certificate.
- A second "Career Exploration and Skill Development" class has been created due to meeting room capacity for the first class.
- JOBS' participation has increased throughout our local district and statewide. By September, the state was expected to meet 50% participation or each district would face significant penalties. We exceeded this expectation statewide with a total of 67.4%. Our local district's total participation reached 58.3%. This is a significant increase from the previous year, as participation had only reached 42%.
- Tina Nuzum attended the AAWCC conference Nov 6<sup>th</sup> & 7<sup>th</sup>.
- Sara Carson and Sylvia Metsig are now attending DHS' TANF Orientations weekly. This is in an effort to present and market information about the JOBS program as soon as clients become eligible to participate.

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

All areas are working on closing the fall term and prepping for winter term. Dean Morrow is working with the SUHS Administrative Staff to analyze the Welding project and needs of the program for shared responsibilities. Dean Morrow is also working on re-development of the Aviation Flight Technology program to present to Curriculum and Instructional Council. He has contacted James Brough II from the FAA Regions and Center Operations; STEM-Aviation and Space Education to assist UCC in re-establish Veteran Assistance for the Program.

### **Automotive:**

- On November 12th and 13th, Kevin Booth T-TEN Area Field Manager from Toyota visited UCC's Automotive T-TEN program. The purpose of the visit was to check on the progress of the additional faults that were to be installed per the timeline set during UCC's T-TEN program certification in July. All of the faults were installed correctly and Kevin was very happy with the progress of the facility updates.
- Targeted recruiting for UCC's new T-TEN program structure is going very well. Screening and interviews with students recommended by their High Schools during presentations have produced more than the number of students needed to fill the intern/program needs in the areas covered so far.

### **Community & Workforce Training**

- The department hosted the Fifth Annual Early Childhood Care and Education Conference at Lang Nov. 14-15. This is collaborative project with the UCC Education Department, Ford Childcare Center, and members of the South-Central Early Learning Hub. Over 150 people attended.
- Several staff members attended continuing education trainings from LERN. Mark Ward recently completed the Marketing Institute held in Bellevue Washington. Judy Ode, Susan Neeman and Ronda McClure attended the LERN National Conference in Florida. The LERN organization researches and disseminates the most advanced information in continuing education, lifelong learning and customized training fields.
- The department is preparing to host a department meeting and in-service training for instructors in early December.

### **Culinary Arts:**

- Culinary Arts collaborated with the Theater department, SOWI and the UCC Foundation to host a dinner and a show for the opening of the performance *Noises Off*. It was a great success. Culinary Arts had an opportunity to prepare a seasonally themed dinner for over 100 guests.
- River Rush Catering managed one of the largest catering weekends 11/15 to 11/16 in its history. Greg Smith, Steve Cripe and staff served 4 events: the AA Oregon, Early Childhood Education meeting and Faith Lutheran Church celebration serving approximately 450 guests. . Great job Steve and Greg!
- Steve Cripe has partnered with ASUCC to serve a Thanksgiving meal for lunch to the students on Tuesday 11/25. Lunch will be served from noon to 2 pm or while supplies last. This is a great opportunity to bring the campus together and share a meal before the holiday break.

### **Engineering and CIS:**

- The CIS department presented a new AS/OT-Computer Science degree to CC and IC this month. This is a new statewide degree that will transfer to any Oregon 4-year school offering a CS degree. The statewide degree is being supported by the CCWD and HECC.

- An articulation agreement with OIT for the AS-Health Informatics degree has been developed. Minor modifications to the degree were also made to better meet the needs of the industry.
- The department is currently partnering with Mt. Hood CC and Palo Alto Networks to develop a certificate in Cybersecurity.

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

- Attended the NAFSA: Association of International Educators regional conference in Portland, Nov. 3-7. The conference provided a great deal of information concerning the development and implementation of an international program.
- Open World 2014 was a great success! Sandi Smick and Victoria Sawyer went above and beyond to ensure the delegates felt right at home and that we had worthwhile and engaging sessions for them to participate in. There were many memorable moments from their visit – one of my favorites was watching them engage with Charles Young’s Political Science class. We look forward to next year’s delegation Oct. 9-18, 2015.
- The first four lectures in the Passport to Learning: the 2014-2015 Faculty Lecture Series were a great success! The inaugural lectures were: Sean Breslin “If Only I Could Be an Electron”, Toni Clough “The Four Basics to Starting a Business”, Georgann Willis “I Want It Now! New Thinking on Willpower and Dealing with Delayed Gratification”, and Mary Stinnett “Who Wants to Be a Guaranteed Millionaire?” Approximately 60 people from the campus and community in attended each lecture and we look forward to the rest of the series! This event is open to the entire community. Join us for this ongoing series of free, twice-monthly lectures showcasing ideas and possibilities being explored by our top-notch faculty.

#### **Fine and Performing Arts**

- UCC Theatre’s presentation of *Noises Off*, was a great success! Congratulations to Stephanie Newman and the cast of the show.
- UCC Art Gallery is exhibiting a collection of art in celebration of agricultural workers by Betty Laduke, Nov-Dec.
- The Umpqua Chamber Orchestra and Chamber Choir performed on Nov. 25 and the Umpqua Singers and Big Horn Jazz Band performed on Dec. 8.

#### **Science**

- Dr. Ken Carloni is nearing completion of the new Natural Resources program.
- Karen Carroll, geology instructor, recently attended the national GSA (Geological Society of America) convention in Vancouver, WA.

#### **Education/Early Childhood Education**

- UCC, along with agencies of the South-Central Oregon Early Learning Hub, are sponsored this year’s annual state conference on Early Childhood Care and Education. This year’s theme was “Parents as Partners.” It was an educational and networking opportunity for early childhood educators, childcare providers, parent educators, high school and college students, parents, grandparents and community members. Emery Smith from the Sociology Department gave a pre-conference presentation “It’s Not About Race: The Importance of Cultural Competency” the night before the conference opened. Many thanks go to Gwen Soderberg-Chase and UCC Community Education for coordinating this event at UCC.



**Anya Petersen-Frey, Director of Small Business Development**

**Operations:**

- Umpqua Bank will provide monthly space to meet with clients in Myrtle Creek – we will meet with clients at their place of business as needed.
- The Winston Community Center will provide space for us to meet clients in Winston – goal is availability one day per month by appointment – clients may be met on site at their business at any time.
- The Director was chosen as one of two Oregon SBDC directors to be a part of the National SBA Office of Entrepreneurial Development training resource team. The first meeting will be in December
- Kate Brown, Secretary of State's office, visited the facility as part of RAIN and learned more about our program.
- Three SBDC clients were chosen as finalists for the RAIN Concept Stage pitch. One of our clients won the concept stage on November 19<sup>th</sup>.
- Kem Todd attended the Start-Up weekend in Eugene in November as required by the Start-Up Program for a new facilitator. We are beginning to network and lay the groundwork for this event occurring in April 2015.
- The Northwest Wealth Works grant was awarded to the Douglas/Coos/Curry project which focuses on protein based agriculture. The director is part of the team that will begin the next steps of the grant in December.
- The Director representing the UBC/SBDC served as co-host for the RAIN pre-conference reception and RAIN conference.

**Outreach**

- Participated in the Myrtle Creek hosted Douglas County Chambers and Cities Summit in Myrtle Creek
- SBDC team visited two businesses in Drain and left information about our programs with City Hall and met with several Winston businesses as part of outreach
- Meeting with new Drain Chamber Director – she will interview us (myself and Greg H) for a local article and we are exploring a location for meeting with clients
- Continue to attend several economic development meetings in the area
- Attended the Chamber Economic Forum on November 20
- Continue monthly articles with News Review
- Was interviewed and taped as part of Charter Communications Local Edition program which can be found on YouTube and will be on the local government channel. The Douglas County video's should be available in a few weeks.

**Carol McGeehon, Library Director:**

- The library group study room project is progressing. We now have one 48 inch monitor on a cart available for group studying and/or group projects. The other equipment has arrived and is awaiting installation.
- The library lobby is being updated. The bulletin boards and wood trim have been painted and Facilities is working on moving the vending machines to an alcove in the lobby. This will free up access to one set of bulletin boards and floor space.

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

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

- Since I started on October 30<sup>th</sup>, I have begun one-on-one 30 minute weekly meetings with direct reports. Other weekly meetings include ASUCC Government, Campus VPs, ATD leads and many others.
- November 5-7: attended OCCA in Sun River.
- Started my membership with Douglas County Student Success Partnerships
- Attended the Oregon Student of Color Coalition Conference in Eugene from November 14-16 with three ASUCC student leaders.
- Attended the Achieving the Dream meeting on November 18<sup>th</sup> with our data coaches and several UCC staff at the Danny Lang Teaching and Learning Center

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

**Mandie Pritchard, Director**

Academic Advising Services-Mary Morris

Academic advisors and counselors have been assisting students with winter term registration that opened on November 6<sup>th</sup>. The first winter term student orientation was held on November 4<sup>th</sup>. Winter term student orientations will be held Tuesday mornings and Friday afternoons. Two Saturday sessions will also be offered.

Disability Services-Danielle Haskett

Danielle Haskett attended the local Advisory Council for Disabilities on Wednesday, November 5<sup>th</sup>.

Counseling Services-Sue Windsor

Several staff members contributed to the ASUCC Thanksgiving Boxes drive. The Center's \$85 donation was matched by the foundation for a total donation of \$170!

Early Alert Network – Chris Grant

Peer mentors have been contacting students who have received notification of a mid-term grade report (coursed with a current grade below a C). Of the 298 unduplicated students identified, 89 students had 2 or more courses noted. Peer Mentors are assisting students with identifying campus resources, such as tutoring and peer mentoring that may assist them with their academic needs. Additional referrals may include meeting with their instructor during their office hours or meeting with an academic advisor or counselor.

Recruitment Services & High School Connections – Kira Oerman

High School Connections event will take place on Tuesday, December 9<sup>th</sup>. Local high school counselors, principals, superintendents and staff will have an opportunity to hear program presentations by Stephanie Newman – Fine & Performing Arts, Tamra Samson – Nursing, and Jason Heald – Music Department.

Monthly High School Visits

- 10/29 South Umpqua High School
- 11/5 Roseburg High School
- 11/6 Cow Creek American Indian College Night
- 11/12 North Douglas High School
- 11/21 Phoenix Charter School
- 11/25 Phoenix Charter School – UCC Student Orientation
- 11/19 Roseburg High School

UCC Campus Visits

- 11/17 Phoenix Charter School
- 11/24 Yoncalla Middle School

Phoenix Charter School

Mandie Pritchard addressed the Roseburg School Board on Wednesday, November 5<sup>th</sup> in support of renewing Phoenix Charter School. Noted was the collaboration between UCC and Phoenix in offering a number of dual credit on site, participation with Expanded Options and onsite student orientation.

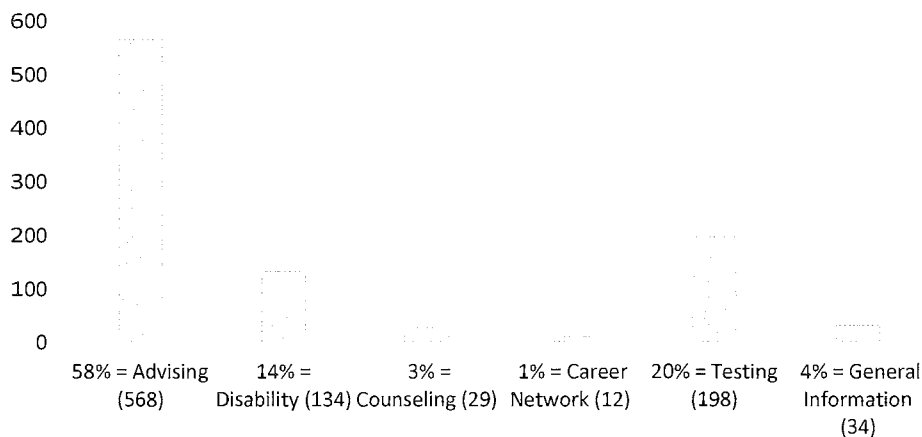
Open World Delegation

Kira Oerman and Mandie Pritchard presented to Open World Delegation on Wednesday, November 12<sup>th</sup> on recruitment, academic advisement and student services.

October 2014 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



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

### **Leadership**

- The November Leadership UCC class took place at the Winston Community Center. Guest speakers/presenters “Group J” – a panel of second year Nursing students, student Sebastian Randall, April Hamlin and Vanessa Becker. The group discussed “Model the Way” from The Leadership Challenge, which was a great transition to looking at the values statement the group created. “The Dynamic Dozen value the balance of personal life and professional life. We honor both by practicing ethics, recognizing and respecting the values of others and ourselves, and the pursuit of mind and body wellness.”
- Nine student life advisors participated in the first meeting of the Oregon Student Leadership Advisors and Professionals, held November 7 at Rogue Community College. The group drafted a set of constitution and bylaws which included defining its mission, its governing principles and its leadership structure. The group is developing a website and will be sharing resources through Google Drive.
- The Director met with the Open World delegation and presented the history of community colleges.

### **Information Desk**

We joined Zeb Packard on a conference/video call with Shoretel. We are very interested in improving the functionality of our phone system and the switchboard capacity, and this conversation helped us to better understand the work that will need to be achieved improved system functionality.

### **Peer Mentors**

We welcomed RJ Harris and Linh Tang to the Peer Mentoring Team. This brings the team to six mentors. The mentors have been participating in Student Orientations, which started again in November. The mentors made contact (phone/email) with the students on the week five Early Alert list.

### **Student Ambassadors**

Ten students were provided urgent dental care service during the Dental Van visit. The Veterans Resources Fair featured fifteen organizations as well as the mobile Vet Van. The Ambassadors are taking a more significant role in managing the campus bulletin boards. Current projects include working on developing a list of student discounts in the community and launching our student classified ads website, which will include the feature of a book buy/sale board.

### **UCC Scholars**

The scholars have been getting involved/volunteering in a variety of capacities on campus: one is serving on an ASUCC committee, others volunteered with the Flea Market and created blocks for the quilts; several assisted with the opening night dinner for “Noises Off” while others helped with the Friends of UCC event.

### **Veterans Center**

As a part of the Create A Block event with the Quilters Guild, campus community members created 67 quilt blocks, which translates into 3 quilts! We will be bringing this event back in January.

**SSS / Transfer Opportunity Program – Caroline Hopkins, 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:**

- Leslie Rogers has been hired as the TOP Advising Specialist. He has TRiO Upward Bound experience, transition to college experience, and a passion for equity and access to higher education.
- Oct. 31 TOP students organized and put on a cultural informational session regarding Dia Del Muerto, a Mexican holiday celebrating family members that have passed, as well as information about Samhain, the Pagan harvest festival, so students could learn about other traditions while celebrating Halloween.
- The TRiO advisors and tutor coordinator accompanied 19 students to the Oregon State University campus Nov. 11, 2014. We had an admissions presentation, campus tour, met the OSU TRiO SSS Director, and several students met with advisors in their field.



- As of the seventh week of the term TOP has put together 47 standing tutor matches in Math, Science, Writing and Second Language.
- In conjunction with ASUCC, the TOP office put on the student flea market to raise money for the student trip to France over spring break. They earned over \$1,000.

### **Ford Childhood Enrichment Center – Nora Bing, Director**

It's hard to believe we have begun taking registrations for our Winter Term! Returning student parents are contracting for their child care needs, and we will open registration to new parents in December. During the month of November, we enrolled three new children and our classes continue to grow. We now serve 44 children and their families.

The Ford Childhood Enrichment Center is in the process of our annual state license renewal. Every year, we must provide documentation of fire and sanitation inspections, teacher trainings and schedule a visit with our licensing specialist through the Department of Education office of Child Care. All of our schedules have been met, and no problems are anticipated as we move forward with our renewal.

Seven teachers and staff from the Center participated in the Early Childhood Care and Education Conference "Parents as Partners" made possible by Umpqua Community College Community and Workforce Training. The conference focused on the importance of building cultural competency and developing stronger partnerships with parents. It was a successful conference that enriched our knowledge and will help us better serve our families.

The Center received a generous donation of children's winter coats from Jesse Morrow and the Harley Owners group. We were able to supply beautiful coats to families in need and pass along many out into our community. The teachers and staff have also invested time teaching our children about giving, and we have given all the children items to contribute to the Thanksgiving food donation boxes supplied by ASUCC.



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

#### **Financial Aid Applications**

3817 - Total applications for 2014-15

4221 - Total applications for 2013-14

#### **Financial Aid Awards**

1556- Total awards packaged to date for 2014-15

1538- Total awards packaged to date for 2013-14

Disbursements for the 2014-15 award year through 11/21/2013 total over \$3.2 million to 1556 students in grants, loans and Federal Work-Study. This does not include outside sources such as Veteran's benefits or UT&E.

- Efforts continue on the Loan Servicer Appeal process with the assistance of Edfinancial.
- Michelle Bergmann, attended a Financial Aid Directors Meeting at Chemeketa CC. These meetings are always beneficial in keeping a good working relationship with other directors of community colleges.
- Brian Proctor has 12 Financial Aid High School Nights scheduled in the month of December.
- We have hired Kasey Hovik into the permanent position of Financial Aid Specialist - Default Management that was recently vacated by Linda Vellines. He is very excited to expand his work at UCC and to become a permanent member of our team and UCC family.
- Our office is actively involved in the future of document imaging at UCC and has participated in recent discovery meetings.
- Weekly meetings with IT continue and we have also been a participant of the Group TESTING on Updated Platform INB-JUPITER.
- In an effort to keep up with ever changing federal regulations, Michelle Bergmann, Kelli Macha, and Joyce Coleman are preparing for the upcoming Annual Federal Student Aid training conference in Atlanta, Georgia the first week in December.

#### **Registration and Enrollment Services – David Farrington, Registrar**

Enrollment Services is pleased to announce that Elizabeth Bastian has been added to our staff via Title III funding. Elizabeth will be working on the implementation of the new *Degree Works* software this coming year.

Heading into Thanksgiving our office is busy registering students for the winter quarter and preparing for the receipt of fall grades from the faculty.

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

##### **Educational Talent Search**

- The Annual Performance Report is nearly complete; it will be submitted by Dec. 5. One key objective (college enrollment) was met with 73% of the 195 seniors who graduated in June enrolling in college this fall. Of those, nearly 70% chose to attend Umpqua Community College.
- Our staff has been busy recruiting in the middle and high schools. We currently have 512 of the 592 spots filled for the program. We hope to complete our recruitment efforts by the end of December.
- On Friday, November 21, the staff traveled with 44 students to the University of Oregon for a campus tour and basketball game.

### Upward Bound

- We currently have 56 participants, with seven more vacancies to fill. We have a number of applications waiting to be processed at Roseburg and Douglas, but we have been saving some of these enrollments for South Umpqua students. If those don't fill by mid-December, we will open the enrollment to Roseburg and Douglas.
- The staff took 44 UB students to Newport on November 13-14. The students experienced Sleeping with the Sharks at the Oregon Coast Aquarium and learned about careers in marine biology and zoos/aquariums, as well as received behind the scene tours. The next morning, students toured the Hatfield Marine Science Center and learned about wave energy engineering, building and operating ROV's, caring for marine mammals, and other fields in marine biology.
- The team meetings for November covered a career assessment with further research on potential careers of interest to the students.
- Students continue to fill out monthly check-ins and scheduling individualized academic skills sessions with UB staff.

### Title III Project Manager– Dr. Cynthia Horkey

- The consultant from *Degree Works*/Ellucian was back on campus on October 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>. This visit was focused on scribing UCC degree plans into the *Degree Works* system. Progress is on track.
- The Project Director participated in the Ukraine Student Services panel.
- The Annual Performance Report was received from the Department of Education. This lengthy report is due February 1, 2015.
- The Project Director participated in interviews for the grant funded Instructional Lab Specialist position. This position started on November 17, 2014.
- The Title III Steering Committee meeting was held October 24, 2014.

### Athletic Director, Cheryl Yoder

- The Volleyball Team completed their season on 11/12 with an overall season record of 9-29. The highlight of their season was having Wildlife Safari show up with the cheetah on our 2<sup>nd</sup> to last home game on 11/7. The cheetah was a big hit with the crowds, of about 200, and Wildlife Safari gave away some great deals on park entrances to the crowds. Go to the Athletic web page to view a video of the cheetah in our gym.
- The Men and Women's Basketball teams are starting their season this month. League doesn't start until Jan. 14, but there are some non-league games at the end of Nov. and early Dec. to come and see. Please refer to our Athletic web page to get the full schedule. Both teams should be really good this year with talented players from all over the Pacific Northwest as well as Hawaii, Colorado and Australia.



**November 2014 Board Report for Achieving the Dream**

- Nov. 18<sup>th</sup> the Data and Leadership coaches were on campus for our fall visit. The meeting went exceptionally well.
- Joyce Coleman has assisted ATD co-leads Caroline Hopkins and Ali Mageehon to facilitate a reorganization and refocus of the campus initiative.
- Our four priorities were revisited and each is under new leadership. Leaders are expected to create new task forces prior to winter break and have an action plan to report to the core team Dec. 11, 2014.
- We plan on enlisting every stakeholder in each process as well as representatives from the entire campus including students as we take on the following tasks.
  
- **PRIORITIES:**
  - Priority 1: Onboarding Process ( utilizing Process Improvement Mapping)
  - Priority 2: Enhancing Student Retention ( utilizing Process Improvement Mapping)
  - Priority 3: Increase completion and progression in Developmental Education and “Gateway” classes ( utilizing Process Improvement Mapping)
  - Priority 4: Identify Structural and Process barriers to Success

**ADMINISTRATIVE SERVICES**  
**December 2014 Board Report**

**Rebecca Redell, Chief Financial Officer**

- Attended the Chamber luncheon with Roxanne Kelly
- Began the interview process for the Purchasing Administrator position
- Working closely with the Construction Team. We will begin meeting on a weekly basis in December.
- Finished the position statement for the sale of Full Faith and Credit Obligation bonds. Bonds will be sold in December.
- Presented to the Ukrainian delegation on how higher education is financed in Oregon.
- Met with a SIG consultant on how to improve the HR/Payroll system and implement Web Time entry.

**Cathy Vaughn, Bookstore Manager**

- Where has November gone?
- The Bookstore has been busy with getting book adoptions and ordering supplies for Winter Term.
- We have decorated our front window for Thanksgiving, Civil War, and Christmas.
- Winter shipments have been coming in and staff is receiving winter and inventorying Fall books.
- The Bookstore held the UCC Foundation raffle for a 22" TV.
- Partnered with SOWI for a holiday ad in the News Review. "Buy a Bookstore Gift Card and receive a free wine tasting".
- Planning a raffle to promote winter buy back on Dec. 10 & 11

**Linda Spaccarotelli, Purchasing Manager**

- Consulted for the HNSB CM/GC interviews of selected contractors and the committee meetings to choose the awarded contractor.
- Banner testing for the new upgrade.
- Attended the Oregon Public Purchasing Association Fall conference.
- Daily purchase order and vendor management.
- Assisted staff and administrators with purchasing supplies and services.
- Helped plan events with the Fun Flock

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

- Finance Office has been working on multiple projects this month. We have been filing year-end reports to comply with outside agency requirements including EMMA (Electronic Municipal Market Access), SAM (System for Award Management), D&B, EZ – Audit, etc. We have been participating in the document imaging discovery meetings as well as researching web entry possibilities. Group is testing Banner on updated platform to prepare for the year-end transition and scrubbing 1098T and 1099 data for IRS reporting. We have been testing FormFusion for possible 1099 and 1098T utilization.
- Cheryl Ruppert, Accounting Specialist- Student Accounts, will be retiring in December 2014 after 23+ years of working for Umpqua Community College. We are grateful to Cheryl for all of the hard work and dedication!
- It was a great pleasure to visit with the Open World delegation last week and I am thankful to the College for providing this opportunity.
- On November 20, I was able to listen to Economic Forecast 2015 presented by Roseburg Chamber of Commerce and had an opportunity to learn more about the challenges that Oregon and Douglas County is facing.

**Micque Shoemaker, Budget Administrator**

- Moving forward in the budget process for FY16, updating presentations, files, spreadsheets in preparation for January.
- Working with IT to update a current monthly report in Crystal.
- Working with the Accreditation Committee in preparation for next year.
- Continuing to meet with staff, training them to use SS Banner for their budget overview.
- Attended the Roseburg Chamber of Commerce Economic Forecast 2015.
- Participating in the Banner testing on the updated platform.



## BOARD OF DIRECTORS

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*Vice President*

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## EXECUTIVE DIRECTOR

Dennis O'Neill

## UCC Foundation Executive Director's Report December 2014

### **Health, Nursing and Science Center Capital Campaign**

At this time the Health, Nursing, and Science Center Capital Campaign has raised \$5,124,732 with about \$350,000 in asks that are awaiting replies. The capital campaign goal is \$5,400,000.

We have been awarded nine grants for the Health, Nursing, and Science Center totaling \$2,581,100, and are awaiting approval on two additional grants submitted totaling \$200,000. Five grants are still planned for submission in 2015 and 2016 for this project, mostly for equipment.

### **Fulbright International Education Administrators Seminar – Germany**

Susan Taylor just returned from the Fulbright IEA Seminar in Germany and looks forward to sharing what she learned. Susan traveled with 17 university and college administrators from around the U.S. in order to learn about Germany's higher education system, society, and culture. She spent one week in Berlin for an introduction to Germany through briefings, government appointments, campus visits, and cultural events. The following week they split into small groups and the fundraising focused group of four traveled to Mannheim to visit Universität Mannheim for three days. The seminar concluded in Mainz, Germany with the Fulbright IEA Seminar participants from France. Overall, this was an incredible experience both personally and professionally, and Susan hopes to translate the experience into valuable partnerships for our college, students, and community.

Fulbright is an international educational exchange program federally funded through the U.S. Department of State. The purpose of the Fulbright Program is to support knowledge, share ideas, and create international relationships to solve worldwide problems and promote a more peaceful and prosperous world. The purpose of the Fulbright International Education Administrators Seminar is to create empowering connections with societal, cultural, and higher education systems of other countries for U.S. higher education officials.

### **American Association of Community Colleges (AACC) and Ewing Marion Kauffman Foundation**

In December, UCC will be hosting a two-day site visit from AACC and seven college leaders from other Slingshot Network community colleges around the nation. In May, we hosted a site visit from Jonathan Robinson, Manager of Entrepreneurship Programs at the Kauffman Foundation and Craig Zamar, our Kauffman mentor who is a Kent State University faculty and entrepreneur. In July, we hosted a site visit from Dr. Charles Terrell, President of Eastern West Virginia Community and Technical College.

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

### **2015 Employee Giving Campaign**

The 2015 Employee Giving Campaign, “*Be Part of the Solution*” was held this year from October 10<sup>th</sup> – November 18<sup>th</sup>. With a goal of \$30,000, the campaign successfully raised \$30,122.50 with 35% participation from staff! The committee worked hard to create fun, innovative ways to engage the staff throughout the campaign hosting bake sales, silent auctions and raffles.

During the Employee Giving Campaign, the Foundation offered a \$500 Matching Grant to help ASUCC raise funds for a Thanksgiving Food Drive for UCC students. \$532 was contributed and \$1032 became available for food for our students.

### **2014 Council for Resource Development Annual Conference**

Ellen Brown, Krista Johnson and Elaine Cheney attended this year’s conference in Washington DC, November 6 – 8, 2014 learning the latest best practices in fundraising, stewardship and board development. Preparing for a board retreat and strategic planning this Spring is at the top of the list of processes they would like to see implemented after attending.

### **2<sup>nd</sup> Annual Open House**

UCC Foundation hosted the 2<sup>nd</sup> *Annual Friends of UCC Open House* on Thursday, November 13<sup>th</sup>, 3:00 – 6:00 pm, in the Lang Center. Over 100 Guests visited with staff and students representing 19 programs at UCC. They also enjoyed food and wine created by our own Culinary Arts and Viticulture and Enology programs.

### **Licensing**

Ellen Brown secured her state license in September to provide property management services for residential and commercial properties owned by the Foundation.

### **UCC Scholarship Students Follow-up Survey**

The Scholarship Office is currently reaching out to all 2013-14 UCC Foundation scholarship recipients to assess how many of our graduates continued on with their education at another institution or found work in their field of study. We are also contacting students that were making successful academic progress but did not complete a degree to see if their goals or objectives were met while attending UCC (working on prerequisites for another institution or program, work experience to advance in their careers etc.).

**General Scholarship Information**

A group of UCC Scholars participated in a service project at Saving Grace Pet Adoption Center on October 11th. Students assisted with the building of a dog walking trail and performed grounds and building maintenance. It was a wet day, but the Scholars worked on the project with great enthusiasm and bright spirits. The next application period for UCC Scholars will be in February.

The Scholarship Office is gearing up for the 2015-16 scholarship application process. The application process is scheduled to open Tuesday, February 3<sup>rd</sup> and is scheduled to close Thursday, March 5<sup>th</sup>. This process is for scholarship awards that begin fall of 2015.

**ASUCC Board Report:**  
**12/10/14**

ASUCC continues to be very busy getting things ready for the Holidays. I can't believe this term is coming to an end so quickly. It seems like it was just last week that we were coming together as a team. As we approach the end of the year, we have quite the update on what's been going on in our "Neck of the Woods."

- Our new space is now called "RiverHawk Central." We have new furniture and other furnishings that are in the process of being ordered. If you haven't had the chance to see the changes, please do stop by.
- ASUCC wants to send a **HUGE GRATITUDE** to the entire campus for their wonderful contributions to the Thanksgiving Baskets Project. There were generous donations made from many departments, students and a special thanks to the Foundation for their matching support. RiverRush Catering did a beautiful job in preparing Thanksgiving Lunch for the students and staff on November 25<sup>th</sup>, 2014. With the donations made during the lunch event and our fabulous campus and community members, the total amount raised was over **\$1600**. Thank you!! Our students are greatly appreciative of your help!!
- ASUCC handed out 50 Thanksgiving Baskets including two that were delivered to the Woolley Center. Again, MANY THANKS!
- We are revisiting the idea of having a limited number of Christmas Baskets with the surplus of monetary resources from this event.
- The ASUCC Budget Task Force is currently working on creating a financial code for the Student Leadership Team. The Task Force is also working on providing a fully-transparent budget for all students to access.
- The ASUCC Budget Task Force is also in the process of putting together a "Student Resource Handbook" so that students can access their resources at their fingertips.
- The ASUCC Activities Committee has also been very productive with assembling and implementing a new "Event Planning Manual" so that future teams will have a guide to help keep events in an organized and complete portfolio.
- The Activities Committee has planned a study-in on December 6<sup>th</sup> from 10am-4pm with a "Froze-In" theme. Students will have access to free food, tutors and door prizes. Students will also have FREE childcare so that they can concentrate on their studies. (This is a first time for this).
- The beginning of next term will be kicked off with a "Winter Welcome" Activity.
- ASUCC will also be encouraging attendance to our RiverHawk's Basketball Team Games. It is more of our focuses to be of support to our student athletes.
- ASUCC Vice President has also been busy working with OCCSA (Oregon Community College Student's Association with a very likely merge with OSA (Oregon Student's Association) due to the lack of funding with the remaining

community colleges that haven't already merged. If you have any questions regarding these potential changes, please see ASUCC Vice President.

- Another exciting change has been some reconstruction of officer responsibilities between ASUCC Public Relations and Activities. The Public Relations Officer now oversees all clubs and organizations. We have many clubs that have already recertified with chosen Faculty and Staff as their Advisors.
- The ASUCC Constitution & Bylaw Committee now has a scheduled meeting time and has made progress. We will be preparing a lot of clarification of both the Constitution and Bylaws so that they are easier to understand. This will be an ongoing task that requires a lot of time and attention to detail.

WOW!! I guess we have been very busy this last month. With a team this large, a lot of projects are taking place at the same time. I have to say that I am proud to be part of such a hard working team that continues to be productive. The ASUCC Leadership team manages to stay on top of their studies while still keeping a focus on student success and support. Have a wonderful Holidays everyone!!



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Student Success Update


Date: Dec. 10, 2014

Ali Mageehon and Caroline Hopkins will discuss the Developmental Education Redesign Phase II.

Recommendation by:

\_\_\_\_\_

Approved for Consideration:

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

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

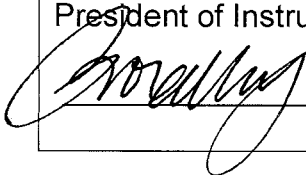
Subject: 2<sup>nd</sup> Reading Proposed Policy Revision

Date: December 10, 2014

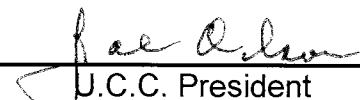
The following policy revision has been reviewed by College Council and is coming to the Board for approval.

| Policy # | Policy Title                                               |
|----------|------------------------------------------------------------|
| 719      | Institutional Records of Student Complaints and Grievances |

Recommendation by: Dr. Roxanne Kelly, Vice  
 President of Instruction



Approved for Consideration:



J.C.C. President



## NEW BOARD POLICY

**BOARD POLICY SERIES NUMBER: 719**

**TITLE: Institutional Records of Student Complaints and Grievances**

Umpqua Community College will track formal, written complaints and grievances signed by a student or sent through a student's UCC email and addressed to UCC's President, Vice President of Instruction, Vice President of Student Services, Dean of Arts and Sciences, Dean of Career and Technical Education, or Dean of Academic Support (Officers). Student emails sent from a student account constitute a student's signature.

Only grievances or complaints that are related to the academic, campus, safety, or financial life of the student will be accepted under the rules of this policy. Tracking of complaints or grievances will include those brought forward under the Student Code of Conduct 721.7 Student Grievance Procedure.

This policy does not impact or change existing or future campus policies and procedures for handling student complaints or grievances. Complaints or grievances received via fax or any electronic means other than the complaining student's UCC email will not be considered under this policy.

An annual report will be produced and reviewed by senior staff at UCC. The review proceedings will be available to the Northwest Commission on Colleges and Universities reviewers during any visit to the college, per USDOE regulation 602.16(a)(1)(ix).

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

|                                    |                         |
|------------------------------------|-------------------------|
| Subject: Instructional New Program | Date: December 10, 2014 |
|------------------------------------|-------------------------|

Instructional Council approved the following new programs.

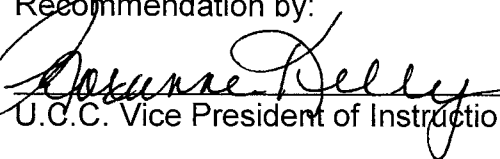
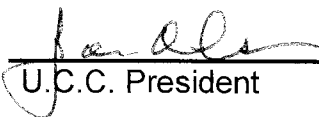
**AS Degree**  
 Emphasis – Computer Science

**AAS Degree**  
 Welding

**AAS Degree**  
 Automotive Technology – T-TEN

**Career Pathways Certificate**  
 Basic Automotive Technology – T-TEN

**Career Pathways Certificate**  
 Advanced Automotive Technology – T-TEN

|                                                                                                                                                                       |                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation by:<br><br>_____<br>U.C.C. Vice President of Instructional Services | Approved for Consideration:<br><br>_____<br>U.C.C. President |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

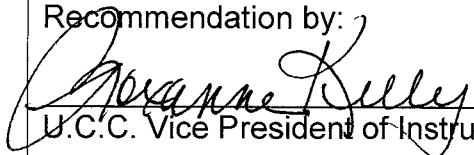
Information Item  
 Action Item

Subject: International Program Approval

Date: December 10, 2014

Dean Jason Aase would like to request approval to move forward with the implementation of the International Student Program.

Recommendation by:

  
 U.C.C. Vice President of Instructional Services

Approved for Consideration:

  
 U.C.C. President

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item

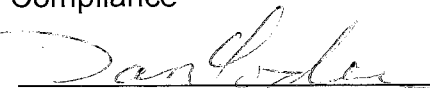
Action Item

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

Informational Item  
 Action Item

|                                                                                                                                                                               |                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Subject:<br/>Resolution #5, Approval to Spend Funds</p>                                                                                                                    | <p>Date: 12/10/14</p>                                                                                                                            |
| <p>This is a resolution to increase appropriations in the Special Revenue Fund – Administratively Restricted. The College received dividends from SAIF totaling \$32,085.</p> |                                                                                                                                                  |
| <p>Recommended by: Rebecca Redell,<br/>Chief Financial Officer<br/></p>                    | <p>Approved for Consideration:<br/><br/>U.C.C. President</p> |

UMPQUA COMMUNITY COLLEGE  
Resolution No. 5 - FY 14-15  
Approval to Spend Funds

WHEREAS, Umpqua Community College has received \$32,085 in dividends from SAIF and;  
 WHEREAS, funds have been received or will be received, which could not have been anticipated in the budget process, and;  
 WHEREAS, the provisions of ORS 294.338 (3) allow for appropriation for expenditure of specific purpose nontax funds which are or may be made available ;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for expenditures of \$32,085 for these specific funds.

SPECIAL REVENUE FUND - Administratively Restricted

|                          | 14-15 Budget<br>Through<br>Resolution 4 | Adjustment       | 14-15 Budget<br>Through<br>Resolution 5 |
|--------------------------|-----------------------------------------|------------------|-----------------------------------------|
| REVENUES:                | \$ 4,510,375                            | \$ 32,085        | \$ 4,542,460                            |
| EXPENDITURES:            |                                         |                  |                                         |
| Instruction              | \$ 2,041,912                            |                  | \$ 2,041,912                            |
| Instruction Support      | 741,704                                 |                  | 741,704                                 |
| Community Services       | 191,885                                 |                  | 191,885                                 |
| Student Services         | 1,231,175                               |                  | 1,231,175                               |
| College Support Services | 291,918                                 | \$ 32,085        | 324,003                                 |
| Transfers                | 10,500                                  |                  | 10,500                                  |
| Contingency              | 1,281                                   |                  | 1,281                                   |
| TOTAL                    | <u>\$ 4,510,375</u>                     | <u>\$ 32,085</u> | <u>\$ 4,542,460</u>                     |

ADOPTED this 10th day of December, 2014

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Clerk of the Board

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Chairman of the Board



|                                                                                   |
|-----------------------------------------------------------------------------------|
| <b>BOARD OF DIRECTORS<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b> |
|-----------------------------------------------------------------------------------|

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

|                                   |                         |
|-----------------------------------|-------------------------|
| Subject: Early Retirement Request | Date: December 10, 2014 |
|-----------------------------------|-------------------------|

**Recommendation:**

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

**Bettie Wright**, Business Instructor, is retiring effective June 30, 2015. Bettie is requesting early retirement benefits according to the UCCFA collective bargaining agreement, Article XIX, Employee Benefits, Section F, Early Retirement. Her benefits as a retiree will be effective July 1, 2015. Bettie was first employed for five years as adjunct faculty and has worked as a full-time faculty member for the last 22 years.


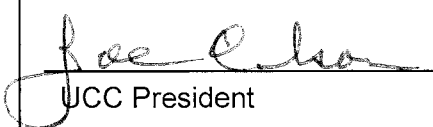
**Cindy Adams**, Administrative Assistant - Nursing, is retiring effective June 15, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Cindy's benefits as a retiree will be effective July 1, 2015. In Cindy's 24 years working for UCC, she has worked in the Community Education department, office of the Vice President for Instruction, and most currently in the Nursing department.

**Sarah Link**, Program Assistant – Fine Arts, is retiring effective June 30, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Sarah's benefits as a retiree will be effective July 1, 2015. Sarah originally worked part time in the Financial Aid office before being hired full time for the Fine and Performing Arts department. Sarah has more than 15 years of full-time equivalent service and therefore qualifies for early retirement benefits.

**Victoria Sawyer**, Administrative Assistant – Arts & Sciences, is retiring effective June 30, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Victoria's benefits as a retiree will be effective July 1, 2015. Victoria has worked more than 21 years full time for UCC.

**Larry Wright**, Media Technician, is retiring effective June 30, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Larry's benefits as a retiree will be effective July 1, 2015. In his 22 years working for UCC, Larry worked for the Maintenance department before being hired as Media Services Technician.

**Greg Kuk**, Business Instructor, is retiring effective June 30, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Greg's benefits as a retiree will be effective July 1, 2015. In his over 14 years of working for UCC, Greg has worked as a full-time faculty member for the last 14 years.

|                                                                                                                                       |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Recommended by:<br><br>Director of Human Resources | Approved for Consideration:<br><br>UCC President |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|

RECEIVED OCT 10 2014

78 Westview Drive  
Roseburg, Oregon 97471  
October 10, 2014


Jesse Morrow, Dean of Career and Technical Education  
Umpqua Community College  
P.O. Box 967  
Roseburg, Oregon 97470

Dear Jesse:

At the end of this academic year, I will have had the pleasure of working at Umpqua Community College for 27 years, first as an adjunct faculty member (15 quarters) and then as a full-time faculty member for 22 years. Although I have enjoyed teaching at the college, it is time for me to retire.

If early retirement is granted as per Umpqua Community College and Umpqua Community College Faculty Association's (UCCFA) Collective Bargaining Agreement, Article XIX, Paragraph F.2.a., I will resign from my PERS-covered position as of June 30, 2015. I request continuation of UCC insurance benefits as specified in that article. I would also like to the privilege of continuing employment as an adjunct faculty and/or on contract conducting other college business as needed by the college.

Sincerely,



Bettie Wright  
Business and Medical Office Instructor

pc: Roxanne Kelly, Vice President of Instruction  
Martha Joyce, Business Department Chair  
Lynn Johnson, Director of Human Resources



November 18, 2014

Dear UCC Board of Directors:

This letter is my official notification of my request for early retirement. Pursuant to the Classified Association Bargaining Agreement Article XV, section F, "Early Retirement", I am eligible for the early retirement benefits. My last day of work at Umpqua Community College will be June 15, 2015.

I have enjoyed working at the college for the past 24 years. I began my employment with UCC in the Community Education department in January of 1991 and then worked for the Vice President of Instruction for 8 years. After working with three different Deans in about 4 years, I have been with the Nursing Department for the last 8½ years and have thoroughly enjoyed working with these fine people. I will miss this place and my coworkers, but it is time to move on to the next phase of my life.

Again, I have truly enjoyed working at UCC and want to thank you all for the opportunities that were given to me.

Sincerely,

A handwritten signature in cursive script that reads 'Cindy M. Adams'.

Cindy Adams

RECEIVED OCT 30 2014

October 30, 2014

Human Resource Department  
Umpqua Community College  
PO Box 967  
Roseburg, OR 97470

Dear Director,

I am requesting early retirement as of June 30, 2015 under the 2013-2015 collective bargaining agreement, Article XV, section F Early retirement on page 31.

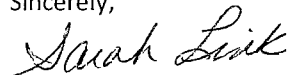
F. EARLY RETIREMENT

1. Eligibility for Early Retirement benefits shall be contingent upon the employee meeting the following standards:
  - a. The minimum age for full early retirement benefits shall be 58 years;
  - b. The employee shall have completed a minimum of fifteen (15) years of full-time equivalent service for the College.
  - c. The employee must have been hired prior to July 1, 2007.
2. Early retirement benefits shall include the following:
  - a. For the employee and their spouse/domestic partner, the College shall contribute the premium amount equal to that of active members under the current benefit plan. Such premium payments will continue for the life of the employee or until the retiree reaches Medicare eligibility, whichever comes first.
  - b. The same tuition waiver for classes as provided currently employed members will be available to the retiree, regardless of age.
  - c. Early retirement does not preclude the employee from continuing employment on a part-time or contract basis at the option of the College.
3. Approved paid or unpaid leaves of absence do not constitute a break in continuous years of service, but will not be counted as time served for this option.
4. A minimum of six (6) months' notice must be given prior to the planned date of retirement. Normally, retirements should be effective at the end of an academic term. This requirement may be waived by the College President.
5. A "Lifetime Pass" will be granted to a retiring employee who has worked at the College for ten (10) or more years. The pass will entitle the member and one guest to free admission to college-sponsored events including athletic events. This pass will also allow the member and their spouse/domestic partner free tuition (but not fees) to classes.

I began working at the college part time in the financial aid office in March 1995 and hired full time September 2002 in the fine and performing arts department. I have served the college prior to July 2007, employed for minimum of fifteen (15) years of full-time equivalent service, am over 58 years of age, and, thereby, qualify for the early retirement benefit with full benefits as stated above.

It has been my pleasure working for UCC all these years.

Sincerely,



Sarah Link  
Program Assistant  
Fine and Performing Arts Department

c: Jason Aase

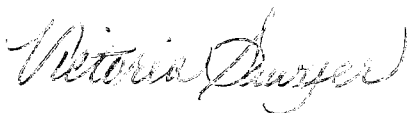
November 12, 2014

To: Jason Aase, Roxanne Kelly, Joe Olson, UCC Board of Directors  
Re: Retirement

It is my intention to resign from PERS as of June 30, 2015. This will be contingent upon being granted approval to continue as a full-time classified employee (under PERS regulations) as per Board Policy 302.10 until June 30, 2016. If approval is granted, I will immediately submit my official retirement notice.

It has been my pleasure to work at Umpqua Community College since September, 1993. I have seen a lot of change during my tenure and feel honored to be part of UCC's history. I have served under seven deans and three directors during my employment and have moved between offices and/or buildings eight times. To quote John F. Kennedy, "There is nothing more certain and unchanging than uncertainty and change." Change is often difficult, but it is what facilitates the greatest growth. I find that true for myself and true for this college. While I will miss being part of this community, I am looking forward to new ventures.

Best Regards,



Victoria Sawyer  
Administrative Assistant  
Arts & Sciences Division

c: Human Resources



78 Westview Drive  
Roseburg, Oregon 97471  
October 10, 2014

Dan Yoder, Director of Information Technology  
Umpqua Community College  
P.O. Box 967  
Roseburg, Oregon 97470

Dear Dan:

At the end of this academic year, I will have had the pleasure of working at Umpqua Community College for 22 years, first in the Maintenance Department and then as a Media Services Technician. Although I have enjoyed my years at the college, it is time for me to retire.

If early retirement is granted as specified in the Umpqua Community College and Umpqua Community College Classified Association's Collective Bargaining Agreement, Article XV, Paragraph F.2.a., I will resign from my PERS-covered position as of June 30, 2015. I also request the privilege of continuing employment as a part-time or contracted employee, as needed by the college and as spelled out in the same section of the Collective Bargaining Agreement.

Sincerely,



Larry Wright  
Senior Media Technician

pc: Lynn Johnson, Director of Human Resources

December 3, 2014

Dr. Joe Olson and UCC Board of Directors,

I am announcing my retirement and submitting my resignation from Umpqua Community College effective June 30, 2015. At the end of June 2015, I will have taught Accounting for 15 years at UCC.

Pursuant to the Collective Bargaining Agreement between Umpqua Community College and the Umpqua Community College Faculty Association, Article XIX-Employee Benefits, Section F, "Early Retirement", I am eligible at the end of this fiscal year for the early retirement benefits.

Teaching at UCC has been the highlight of my career. I have truly enjoyed being a member of the UCC family. I am also humbled and honored that I have had an impact on the lives and careers of my students. I want to thank you for giving me the opportunity to teach at this level and for trusting me with the responsibility to turn out quality accounting graduates to meet the needs of employers in our community and throughout the state. And so I say, "Thank You".

Respectfully submitted,



Greg Kuk, CPA  
Associate Professor of Accounting  
Umpqua Community College