

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.
The Board will focus on ways to remove barriers from recruitment and application to course completion.

VOL. XLIX, No. 6 BOARD OF TRUSTEES MEETING 3:00 P.M. Board Room, JAN. 14, 2014
Work Session: Oregon Community College Association, 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 1-5

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

IV. CHANGES TO THE AGENDA Chair Becker

V. CITIZEN COMMENTS

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

VI.	FOCUS PRESENTATION		
	A. Annual Enrollment Report	Dan Yoder	p 6
VII.	ASUCC REPORT	Kristapher Yates	
VIII.	ACEUCC REPORT	Judy Ode	
IX.	UCCFA REPORT	Marie Gambill	
X.	PRESIDENT'S REPORT	Dr. Olson	pp 7-19
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	STUDENT SUCCESS UPDATE	Dr. Olson	p 20
XIII.	OLD BUSINESS		
XIV.	NEW BUSINESS		
	A. Proposed Budget Calendar for FY 2015-16	Rebecca Redell	p 21
	B. Res. No. 6 – Approval to Spend Funds	Rebecca Redell	pp 22-23
	C. Early Retirement Request	Lynn Johnson	pp 24-25
	D. UCCPTFA Bargaining Agreement	Lynn Johnson	p 26
	E. Financial Reports for FY 2014-15	Natalya Brown	p 27
XV.	BOARD COMMENTS	Chair Becker	
XVI.	ADJOURNMENT	Chair Becker	

IMPORTANT DATES:

- Roseburg First Citizen's Banquet; Thursday, January 22, Fairgrounds
- ABSD/GED Graduation; Friday, January 23, Wolf Creek Job Corps

NEXT BOARD MEETING:

- Wednesday, February 11, 2015, Board Meeting, Board Room, 3:00 p.m.

Robynne Wilgus, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Consent Agenda

Date: January 14, 2015

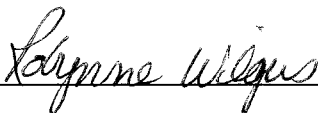
Recommendation:

Recommend approval of:

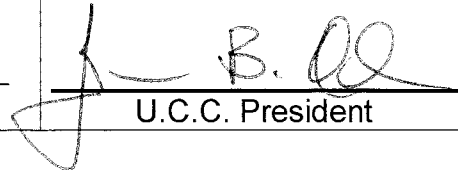
Minutes of College Board Meeting of December 10, 2014 pp 1-4

Personnel Actions pp 5

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 10, 2014**

The Umpqua Community College Board of Trustees met Wednesday, December 10, 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	Jason Aase	Ethan Snyder	Jessica Richardson
Robynne Wilgus	Lisa Fields	Dan Yoder	Jesse Morrow
Roxanne Kelly	Kristapher Yates	Michelle Harding-Olson	
Joyce Coleman	Caroline Hopkins	Lynn Johnson	
Rebecca Redell	Ali Mageehon	Tena Lammers	

Consent Agenda:

- A. Board Minutes of November 12, 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 or changes to the agenda.

Introductions and Presentation

Coach Dave Stricklin introduced the Women’s basketball team and assistant coach Perry Murray. Coach Stricklin said the team started playing a couple of weeks ago and are doing well being currently ranked at #1. Each player introduced themselves stating their hometown and area of study.

ASUCC Report

ASUCC President Kris Yates thanked everyone for their support in raising \$1,600 for Thanksgiving baskets; 52 baskets were distributed. ASUCC has named their office space Riverhawk Central. A study-in was held last Saturday and child care was provided. Attendance was encouraged at the basketball games.

ACEUCC Report – There was no report.

UCCFA Report – There was no report.

President’s Report

An announcement will be placed in the News Review thanking the community for their generosity towards the HNS building and also asking for general contributions. Dr. Olson said he is tremendously grateful for all of the folks that have helped with this project. The campaign has been tremendously successful and it has also been an opportunity to strengthen the relationship with the Foundation. A

breakfast for UCC retirees was recently hosted by the Foundation. This was an opportunity to announce the naming of a chemistry lab after retired UCC Instructor Dale Ritter; the naming was made possible through the generosity of Paul & Lory Utz. Dr. Olson has been talking with Rebecca Redell and Dan Yoder regarding initial steps in developing a dashboard. On Thursday Dr. Olson, Ali Mageehon, April Hamlin, and Ron Breyne from Phoenix School will visit the ECCO program at Lane Community College to view an outreach program for K12 partners.

OCCA Report

Dir. Bell said the OCCA/OPC meeting will be next week. The Governor has suggested \$500 million for community college funding from the state. Dir. Bell says \$519 million would be a squeeze and thinks \$530 million would be a “stay level” funding amount. Dir. Bell and Dr. Olson have been to Salem to discuss funding. HECC has recommended an increase of funding for all first and second year college students. Dir. Bell encouraged contacting one’s legislator for supporting a higher level of funding which is needed to reach the Governor’s 40/40/20 goal. At the federal level, the senate passed a continuum money bill which indicates a slight increase for the Pell Grant; however, the Senate is taking back \$300 million from an unused allotment. The ability to benefit has been reinstated for folks in the CTE pathways and is being reconsidered by the Senate.

Student Success Update

Ali Mageehon, Dean of Academic Support, recognized the statewide redesign efforts of Developmental Education. Each community college identified a team leader; Dr. Mageehon is the lead from UCC. She has worked with Dr. Roxanne Kelly in coming up with a Dev. Ed. team for UCC; the participants are Marie Gambill, Caroline Hopkins, Clay Baumgartner, Kari Moore, April Hamlin, and herself. The team attended a meeting in Salem which aided them in developing priority and actions items to help UCC students be more successful. Focusing on process and policy items, the following priorities were established: No late registration; Immediate/Continuous enrollment in basic skills; Mandatory student success course; and Intervention after failure of DE course. Ms. Hopkins reviewed each of the priorities by linking them to an ATD Priority, stating the end goal, sharing key steps, and recognizing resources that will be needed for goal attainment.

Chair Becker shared about the Board’s recent work session on student success. During the session Dir. Bell presented the steps taken to become a UCC student. In support of student success efforts the Board would like to add another goal for the year: The Board will focus on ways to remove barriers from recruitment and application to course completion.

OLD BUSINESS

Vice President of Instruction Roxanne Kelly presented the second reading of the new policy #719 Institutional Records of Student Complaints and Grievances for Board approval.

Motion: I move for approval of policy 719 as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Dr. Kelly presented the following new programs for Board approval: AS Degree: Emphasis – Computer Science; AAS Degree: Welding, Automotive Technology – T-TEN; Career Pathways Certificate: Basic

Automotive Technology – T-TEN, Advanced Automotive Technology – T-TEN. The programs have all been through the Curriculum Committee and Instructional Council and once approved by the Board they will move forward to the State.

Motion: I move for approval to accept the Instructional new programs as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.

Following up from a previous work session, Dean Jason Aase requested approval to move forward with the implementation of the International Student Program. In discussion Dean Aase shared about UCC being contacted by Green River Community College regarding hosting a group of 30 Denmark high school students for a short term program.

Motion: I move for approval of the International Student Program as presented. Motion by Dir. Yetter, seconded by Dir. Rice and carried unanimously.

Dan Yoder and Michelle Harding-Olson presented the Strategic Plan Progress Report for 2012-13; the report has been included in the permanent minutes. Measures and activities were reviewed giving an in-depth glimpse of what has been going on over the last year. The Plan aligns with accreditation measures. The Board accepted the report.

Resolution No. 5 – Approval to Spend Funds

Chief Financial Officer Rebecca Redell presented Resolution No. 5 to increase appropriations in the Special Revenue Fund – Administratively Restricted. The College received dividends from SAIF totaling \$32,085. She said the funds will be used to help automate the HR payroll system. Dir. Tamm acknowledged the good safety record of the college to receive these funds.

Motion: I move for approval of Resolution No. 5 as presented. Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

Lynn Johnson, Human Resources Director, requested Board approval for early retirement requests from Bettie Wright, Cindy Adams, Sarah Link, Victoria Sawyer, Larry Wirght, and Greg Kuk. Victoria Saywer presented an updated retirement request letter earlier in the day; all early retirement request letters and a listing of each one's employment history is attached to the permanent minutes. Ms. Johnson explained an employee can retire from PERS and, with college permission, stay working for the college.

Motion: I move for approval to accept the early retirement requests as presented. Motion by Dir. Rice, seconded by Dir. Tamm and carried unanimously.

Dir. Rice said it is wonderful that so many people have worked for such a long time at one institution. Responding to Dir. Bell's inquiry of health care budget impact, Ms. Redell said insurance costs for retirees will be less expensive since they will be covered in a tiered plan instead of the college's comprehensive plan.

**College Board Minutes
December 10, 2014**

There were no Board comments.

Meeting adjourned at 4:08 pm.

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:

Strategic Plan Progress Report 2012-13

Res. No. 5

Early Retirement Request Letters and Employment History



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: January 14, 2015

Board approval is requested on the following personnel actions:

Administrative/Confidential-Exempt Contracts:

Andrew Jules DeGiulio, Purchasing Administrator, 01/05/2015
Lisa Lanza, Project Director, STEAM HUB, 01/05/2015
Kelly Rigsby, Chief of Security, Facilities, 01/05/2015

Faculty Contract:

None

Separations:

None

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: 2014 Annual Enrollment Report

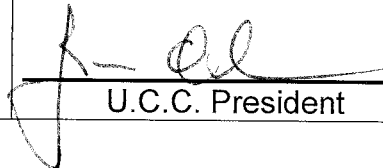
Date: January 14, 2014

Dan Yoder will present the 2014 Annual Enrollment Report.

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

X Information Item
 Action Item

Subject: Reports

Date: January 14, 2015

ASUCC Report

Kristapher Yates

ACEUCC Report

Judy Ode

UCCFA Report

Marie Gambill

President's Report


Dr. Joe Olson

OCCA Board Report

Dir. Bob Bell

Recommendation by:

Approved for Consideration:



U.C.C. President

JANUARY 2015 BOARD REPORT

Joe Olson, President

Significant Meetings:

Dec. 11 Lane Community College, ECCO Program	Dec. 15 The Partnership
Dec. 12 Jeff Ackerman, News Review	Dec. 16 Larry Parsons, Supt. Roseburg Schools
Winston Area Community Partnership	Dec. 18 Oregon Presidents Council & OCCA
Winston Christmas Open House	Dec. 19 Oregon Presidents Council & OCCA
Dec. 15 Lance Colley, City Manager of Roseburg	Jan. 5 Douglas County Commissioners Swearing-In
Monte Mendenhall, Pacific Power	Jan. 13 Oregon Presidents Collaborative

Several UCC staff and I visited Lane's ECCO program on December 11. This program is directed towards attracting high school students in a way that motivates them to complete their high school education in an alternative fashion and, at the same time, it affords the students an opportunity to receive Lane Community College credits. I think we were all very impressed with the potential for this program to be modeled in Douglas County. We know of some potential partners in Douglas County and this program would very much meet the needs of students who are looking for alternatives to a traditional high school diploma approach. Obviously, much work needs to be done with our local partners and in terms of funding. We will continue to explore avenues of expanding our community outreach and update the Board should any real potential partnerships emerge.

In mid-December, I met with two community partners who may be helping us design a grant application for renewable energy. The grant would offset some of the costs for renewable energy with our Health, Nursing, & Science building. There are a few public buildings in Douglas County using solar as alternative source. I see this as an initial step towards UCC taking advantage of renewable energy opportunities. The RFP for this grant will be published in March and will have a due date in June. I am excited about this potential opportunity for many reasons not the least of which is that it could be merged with an existing class as part of an ongoing curriculum.

Ed Ray, president of Oregon State University, will be hosting an Oregon Presidents Collaborative in Portland on Tuesday, January 15. This is an opportunity for the presidents to gather in a more personal atmosphere to discuss common issues among the community colleges, the public four-year institutions, and private institutions within Oregon. Nancy Golden and Ben Cannon, our higher education leaders in Salem, will be joining the group to talk about state policy landscapes. Among the topics to be included will be affordability, potential collaborations and the impact of federal policy in Oregon. I see this as a wonderful opportunity for a free flowing discussion among the entire group of Oregon presidents.

Board Report Instructional Services January 2015

Dr. Roxanne Kelly, Vice President for Instruction:

- Fall term is now finished. Instruction is gearing up for winter term.
- Catalog Committee has begun meeting to prepare the 2015-2016 catalog.

Dr. Ali Mageehon, Dean of Academic Support:

ABS

- We have several open positions that we are hiring for, including part-time ABSD instructors, a part-time Driver's Education instructor, a part-time Woolley Center Learning Garden Coordinator, and a full-time Orientation through Transition Coordinator. We are hoping to have positions filled in January.
- The Graphic Design and Critical Reading classes at the Woolley Center collaborated on a project of student-written, performed, and advertised plays at the Woolley Center. The plays, performed on December 1 and 3, were enjoyable and amusing and the posters advertising the plays were creative and eye-catching!
- The staff of the Welcome Center came to the Woolley Center on December 4th to learn more about the Adult Basic Skills program, so that they can serve students inquiring at the Welcome Center about English as a Second Language, GED, and Adult High School Diploma classes.
- President Joe Olson, Dean Ali Mageehon, Directors April Hamlin, Ethan Snyder, and Joan Campbell, and Phoenix Principal Ron Breyne and Dean Kelly Rush visited ECCO (Early College and Career Options) at Lane Community College on December 11.
- April Hamlin presented to the DHS Managers on December 19th regarding the ABSD program.
- New Student Orientations were conducted by Clare Leeper, Robin VanCleave, and Ethan Snyder. New student assessment procedures were implemented for the first time, using electronic CASAS.
- SAVE THE DATE!!! The ABSD Winter graduation is going to be held at Wolf Creek Job Corps on January 23rd at 3:30 pm. Come hear the Umpqua Singers perform prior to the graduation ceremony!

Success Center

- Collaborating with Douglas High School, Cow Creek Learning Center in Tri-City, and the Woolley Center as we continue to expand our educational support services and resources.
- Enhancing tutoring services by including additional subjects: French, Anatomy and Physiology, and upper division Chemistry and Biology.
- Working with the Nursing Program as part of their Health Needs Initiative project within the Success Center.
- Study sessions by the Men's and Women's Basketball Teams are being held in the Success Center.
- Tyler Ramos organized a student-led Core Skills Mastery Assembly on November 20th for those wishing to retake the compass testing.
- 87% of students who took their Compass Placement test, after progressing through CSM, reached their self-targeted goals.
- Daniel Bates and Ethan Snyder led a CRLA Training for current tutors who have not received their level one certification.

Learning Skills

- Ethan Snyder held an advisory panel to discuss the development of channeling resources to students in a more effective manner with stakeholders from across campus, including:

Administrators, Faculty, Staff, and Student Staff who represented multiple areas of the college and brought a plethora of diverse perspectives. This panel also helped develop a vision for how the department can more actively serve and be responsive to needs on campus.

- Dean Mageehon, Ethan Snyder and Tyler Ramos have developed a pilot program for Supplemental Instruction and are moving forward accordingly.
- Ethan Snyder and Tyler Ramos held the orientation for the AmeriCorps service project, Connect2Complete.
- Ethan Snyder and Tyler Ramos have reached out to Chemeketa, Klamath, Southwestern Oregon, and Portland Community Colleges to visit their tutoring centers and discuss programs that are having success on their campuses

Educational Partnerships

- Director Joan Campbell met with Dan Cohnstaedt, Principal of South Umpqua High School to plan dual credit offerings for the 2015-2016 school year. Visits were also made to Phoenix and Douglas High Schools.
- Klay Taylor, German Teacher at Roseburg High School, has been approved to teach the beginning German series as a dual credit course at RHS.
- All dual credit teachers have received CRNs for winter dual credit courses. 54 UCC courses will be taught at local high schools next term.
- Director Joan Campbell served as an AdvancED accreditation team member along with Dean Ali Mageehon and Phoenix Dean of Students Kelly Rush at Clackamas Middle College.
- The Educational Partnerships Specialist position was not filled following a recent round of interviews. The position is in the process of reconfiguration and should be offered anew in January.

UCCOnline

- UCCOnline continues to work with faculty to migrate courses from Angel to Canvas. Approximately 150 more fully-online courses will be migrated by September 2015, along with all of the online supported courses.
- eLearning Specialists Dan Wright and Jeanine Lum continue to meet daily with faculty for one-on-one support in migration to Canvas and offer bi-weekly workshops on design and management of Canvas courses.
- The UCCOnline team met with representatives from Respondus to conceptualize a pilot for use of a lockdown browser and proctoring tools for winter term.
- eLearning Specialist Jeanine Lum is working with Disability Services Coordinator Danielle Haskett and Faculty Matt Goff to develop a course for UCC faculty on accessibility for online instruction.

JOBS

- Jon Jackson and Sara Carson met with managers from ServePro in Sutherlin, and they have agreed to partner with our program for work experience placements.
- Sylvia Metsig will be part of the P2 task force for ATD.
- Sara Carson attended the SSP and Workforce Partner meeting in Salem on December 10th

Jesse Morrow, Dean of Career Technical Education:

Division News:

- All areas of CTE are working on enrollment for winter term. New equipment for the Apprenticeship programs has been delivered to the SUHS and is being set up for the next generation of Training.

Community & Workforce Training

- Our annual in-service meeting and training for Community & Workforce instructors was held December 11 at the Lang Center. Forty-five instructors attended. Topics covered included Instructional Design for Non-formal Learning, Signs of and Response to cardiac arrest and Motivational Styles related to learning.

- The Oregon Non-credit Training Certificate initiative team was awarded the Innovative Practice in Business honor at the LERN National Conference in November. Robin VanWinkle is one of eleven Oregon Community College educators who authored a legislative concept and proposed statute change being forwarded to the Oregon Legislature for consideration.

Dental Assisting Program:

- The Accreditation Application was sent in on October the 3, 2014 and accepted with some very minor additions and corrections. Notification has been sent to UCC that the application is moving forward in the process; once the application has been reviewed we will be notified. If accepted a site visit will then be scheduled, possibly in the spring of 2015.
- The Dental Assisting Program still has 21 students attending course work and labs to complete their fall term. It is anticipated that all 21 students will be returning for the winter term.

Engineering and CIS:

- The CIS visited Phoenix and Sutherlin HS this week to speak to teachers and students about articulation, computing, and attending the UCC.

Jason Aase, Dean of Arts and Sciences:

The Faculty Lecture Series: Passport to Learning has been a wonderful success! The next lectures will be held in Whipple Centerstage on:

Jan 21, 2015 12 Noon Karen Carroll, MS, Associate Professor of Geology

Will Mt. St. Helens Erupt Again Soon? Lessons from the History of this Amazing Volcano

Emery Smith, PhD, Associate Professor of Sociology

The Nature and Use of Corporal Punishment

Jan 22, 2015 4:30pm Dee Winn, Chair, Mathematics Department

Transfinite Numbers: How We Count Leads to Measuring Infinities

Susan Rochester, Chair, Fine and Performing Arts

“You Call That Art?” How to Look at Modern Paintings

Fine and Performing Arts

UCC Art Gallery held their annual student art sale – thank you for the support shown to our art students!

Science

Dr. Ken Carloni is nearing completion of the Natural Resources program. We look forward to the completion of this exciting new program!

Carol McGeehon, Library Director:

- The library group study room project is progressing. We now have 2 new tables for the group study room and a 6 foot double-sided whiteboard. We have a group of nursing students who are using the group study room several times each week. We are waiting for the second 48 inch monitor to be mounted on the wall.

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

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

- Attending the athletic games
- Attended Roseburg School District Board Meeting
- Attend K-12 Superintendent's Meeting
- Attended Federal Financial Aid Conference with two staff members
- Attended Douglas County Partnership for Student Success monthly meeting
- Chairing Civil Rights Audit Meeting
- Collaborating with ATD chairs to revamp the ATD process
- Served on the Institutional Researcher Hiring Committee
- Attended the Oregon Students of Color Conference in Eugene with ASUCC representatives

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

Mandie Pritchard, Director

Academic Advising Services-Mary Morris

Academic Advisors and support staff are gearing up for the quick turn around between the fall and winter term start date. Taking a proactive and intrusive approach, they will be contact students placed on academic suspension before the winter break. As well, recently admitted students for winter term who have yet to enroll are being contact to complete placement testing and student orientation prior to the winter break.

Two additional lists of on-line applicants are also being targeted for a calling campaign on December 29th with the group of Student Service staff who have graciously offered to come in from Admission, Advising and Financial Aid to help ease some the challenges our new students may encounter with the winter term start date. For those being admitted over the winter break, 2 last chance student orientation and placement dates have been identified on Monday and Tuesday of the first week of classes.

Counseling Services-Sue Windsor

The following reminder with campus and community resources was sent out to students last week. 'Tis the season for money stresses, crowds of people, loneliness, relatives we pretend to like, unhealthy eating and little exercise. Sometimes our celebrations become painful because of those who will not be a part of our holidays this year.

Recruitment Services & High School Connections – Kira Oerman

High School Connections Day was held on Tuesday, December 9th. We had great representation from our local high schools – 14 high school representatives attended and an addition 19 UCC staff/faculty. 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.

High School Visits:

- Woolley Center Financial Aid Night-12/1 (19 students)
- Riddle High School Financial Aid Night- 12/3 (7 students)

- Roseburg High School Financial Aid Night- 12/4 (63 students)
- Phoenix Charter School visit-12/8 (30 students)
- Sutherlin High School Financial Aid Night- 12/8 (33 students)
- South Umpqua High School Financial Aid Night-12/9 (113 students)
- Oakland Financial Aid Night-12/10 (11 students)
- Umpqua Valley Christian School Financial Aid Night-12/15
- Visited Douglas High School on 12/15- helped 36 EOP students register for winter term

Upcoming December High School Visits:

- Douglas High School Financial Aid Night-12/17
- Roseburg High School Visit-12/17
- Camas Valley Financial Aid Night-12/18

Roseburg High School:

12/3 -Met with 8 students total

- 4-Dual Credit Registration
- 1-AAOT (choices for winter term courses)
- 1-Police Reserve Academy/Criminal Justice
- 1-AAOT (wants to transfer to Oregon Tech)
- 1-Fitness Technician program

High School Connections Day on 12/9

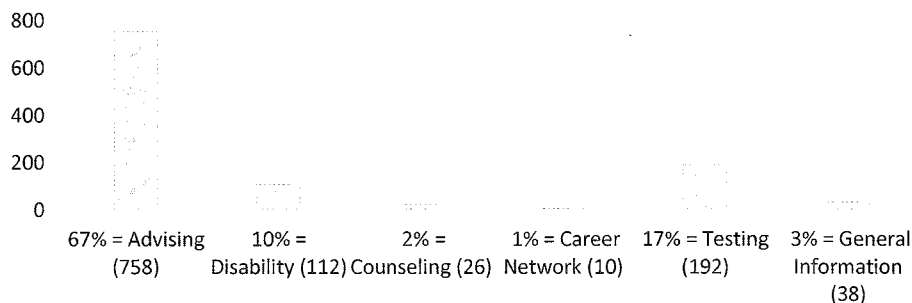
- 14 counselors attended (19 attendees from UCC)

November 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

November 2014



Student Life Office - Marjan Coester, Director

No report submitted for this month

SSS / Transfer Opportunity Program – Caroline Hopkins, Director

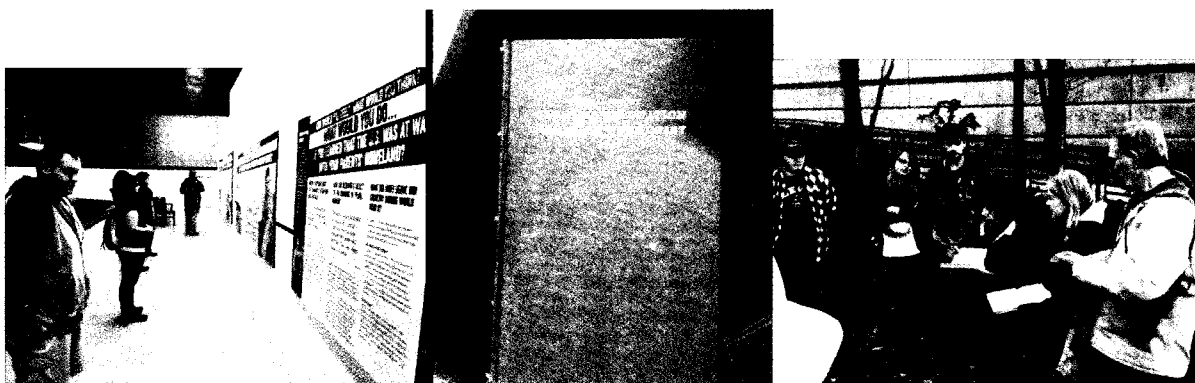
The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual

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:**

- Cultural Trip: We took 12 students to Eugene to visit the Lane County Museum. Lane County has recently added a Japanese Internment Camp exhibit. We followed up learning about the Internment of American Japanese citizens during WWII with a visit to the memorial to the victims of Internment next to the Hult Center. There, a Japanese-American woman who lived through the period spoke to our students about her life. We followed this up with an Art Walk downtown Springfield, OR.



- 13 Children of TOP students participated in the Krista Project. Each year, a former TOP student raises money to take children of TOP students Christmas shopping. Each child gets to spend \$100.

Ford Childhood Enrichment Center – Nora Bing, Director

With the fall term complete teachers at the Center are busy preparing their curriculum and rooms for the winter term to begin. Enrollment for the winter term is strong with 43 children registered. Funds from our CCAMPIS grant support partial payments for 12 of our student parents, with 7 eligible students on a waiting list if funds become available. The Federal Grant annual performance report is due in early January. The Center also looks forward to a visit from our Department of Education Child Care License specialist just after our return from winter break.

In January we will begin a partnership with the Douglas Education District allowing them to use some of our space for early intervention special education classes for children age 3 – 5. The children and teachers at the Center will still have plenty of time to use the joint space and our connection with community is invaluable. Some of our early education students will also have the opportunity to observe these classes and work with ESD specialist.

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

3921 - Total applications to date for 2014-15

4137 - Total applications to date for 2013-14

Financial Aid Awards

1601 – Total award packaged to date for 2014-15

1571 - Total awards packaged to date for 2013-14

Disbursements for the 2014-15 award year through 12/16/2014 total are just under \$3.2 million to 1,601 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- Joyce Coleman, Michelle Bergmann and Kelli Macha attended the annual Federal Student Aid Conference in Atlanta, Georgia for 5 days. Each day consisted of 4-5 sessions on information in the following areas: FAFSA & Application Processing Update, Program Review Essentials & Top 10 Compliance Findings, Title IV Reconciliation, Basics of Satisfactory Academic Progress, Creating a Successful Student Loan Experience, Overview of 150% Direct Subsidized Loan Limits, Pell Grant duration and eligibility limitation updates, Gainful Employment Disclosures & Reporting to NSLDS, NSLDS & COD program updates, R2T4 training, FSA Assessment Tools, Loan Counseling Tools, Understanding & Managing the CDR Challenge and Appeal Process, Verification and Unusual Enrollment History Complying with the Cleary Act Practical Advice and School Tools for Aversion & Default Management to name a few, but not all offerings. We came back with a wealth of information to incorporate into our next year planning.
- Had Lunch with representatives from Edfinancial while in Atlanta and also met with Jee Hang Lee, VP for Public Policy and External Relations, Association of Community College Trustees. Both meetings were very positive with regards to their endeavors to support and assist UCC with our default rate.
- Had a very productive conference call with The Department of Educations, David Hammond, of the Default department regarding UCC's Revised Default Prevention Plan due on December 30, 2014. Michelle is working on the submittal of this plan with the input of the Default Management Task Force.
- Conferenced with \$ALT regarding strategies of reaching out to our students throughout the duration of their education at UCC and after they leave UCC and are in their loan grace period.
- Brian Proctor's outreach efforts continue by providing Financial Aid High School Nights. He reached a record attendance at South Umpqua High School of 110 students and parents who were very interactive. He is booked through December and into January for additional presentations and is very much so enjoying these visits. Both the Scholarship and Advising/Counseling Offices have partnered up and are attended these sessions in an effort to best serve our community.
- Will be participating in webinars this upcoming week on preparing for the upcoming Financial Aid New Year Start Up and Gainful Employment requirements.
- Packaging continues in an effort to assist our students with preparing for the upcoming term.

Registration and Enrollment Services – David Farrington, Registrar

Enrollment Services "followers" on Twitter are up to 130+. We send out text messages reminding students of important dates (e.g. last day to add/drop, registration begins, etc.).

Applications for admission to UCC are up by 16% for the winter term. We had 2,124 applicants for the fall term where about 70% enrolled. While our typical yield rate on applicants is 70%, for the

term applied, we find that an additional 15-20% enroll sometime during the next year bringing the rate up to over 85%.

Our department continues to work with the National Student Clearinghouse on the requirements from the federal government on reporting financial aid data. The latest updates from the feds have proved quite challenging for the country and UCC has been no exception. We hope that updates from Banner will improve the process.

Educational Talent Search / Upward Bound – Missy Olson, Director

Educational Talent Search and Upward Bound Annual Performance Reports

The annual performance reports for 2013-2014 have been submitted for both Educational Talent Search and Upward Bound. Educational Talent Search successfully met all of its objectives, and Upward Bound met all but one of those it was eligible to earn.

<u>Educational Talent Search</u>		
<u>Objective/Prior Experience Point Criteria</u>	<u>Objective</u>	<u>Attained Rate</u>
Secondary School Persistence	96%	96%
Secondary School Graduation (regular diploma in 4 years)	93%	95%
Graduated with Rigorous Program of Study	38%	52%
Postsecondary Education Enrollment by Fall term after graduation	65%	76%
Met Funded Number (562 for 13-14)		100%
<u>Upward Bound</u>		
<u>Objective/Prior Experience Point Criteria</u>	<u>Objective</u>	<u>Attained Rate</u>
Academic Performance (Students above a 2.5 GPA)	77%	82%
Academic performance (Graduating seniors achieve proficient on state assessments)	70%	100%
Retained in School or Graduated with Regular Diploma in 4 years	95%	98%
Graduated with Rigorous Program of Study	60%	50%
Postsecondary Education Enrollment by Fall term after graduation	70%	86%
Met Funded Number (60 for 13-14)		101%

Other Upward Bound/Talent Search News:

- Educational Talent Search now has 529 out of 592 spots filled for 2014-2015.
- Upward Bound has a new Facebook page and is promoting it to current and past participants.
- Upward Bound held a Saturday Seminar on December 13 that covered homework, senior college prep work, a presentation by UP2USNOW, a financial literacy lesson, and reading test preparation.
- Upward Bound has filled 58 out of 63 spots and has three additional interviews scheduled.

Title III Project Manager– Dr. Cynthia Horkey

- The Project Director attended a one day seminar at the Ford Family Foundation on Demystifying Federal Grants Management.

- A meeting was held to discuss the budget for the Learning Commons.
- The Project Director continues work on the Annual Performance Report due February 1, 2015.
- Budget revisions are being examined for Year 2 of the Grant.
- A Title III Steering Committee meeting will be held December 16, 2015.

Athletic Director, Cheryl Yoder

- The Men and Women's Basketball Teams are off to a great start.
- The Men are 6-2 overall, and plan to play in one more tournament before the Christmas break up in Everett, WA.
- The Women are 6-1, and leave today for a tournament up in Skagit Valley, WA. They came home last weekend with a 1st Place trophy from the Bellevue Tournament.
- Both teams are predicated to have a great season. We would love to see all the Board Members and Administrators at the games.
- Our first league opener in Jan. 14, which is also High School Team night (get in free with your team and a coach), so we are hoping to have a big crowd playing our rivals – Lane Community College.

Achieving the Dream:

Ali Mageehon and Caroline Hopkins have been presenting UCC progress on 25 Best Practices for Student Services. The ATD team has included many of these Best Practices within the ATD priorities.

The ATD team is now led by is now led by Joyce Coleman, Ali Mageehon, and Caroline Hopkins. Campus volunteers have signed up to participate in ATD priorities. Meetings begin in January.

- PRIORITIES:

Priority 1: Onboarding Process

- April Hamlin, Adult Basic Skill Development
- Art Lucero, Community Relations
- Michael Lewis, ASUCC
- Cathy Adkins, TRiO UB/ETS
- Hanna Culbertson, Advising and Counseling
- Joan Campbell, UCC Online
- Joyce Coleman, VPSS
- Kasey Hovik, Financial Aid
- Leanna Chapman, Registration
- Mandie Pritchard, Advising, Counseling, Career Services
- Melinda Benton, Writing Faculty
- Mike Matteo, Math Faculty
- Missy Olson, TRiO UB/ETS

Priority 2: Enhancing Student Retention

- Caroline Hopkins, TRiO/SSS
- Chris Grant, Advising and Counseling
- Dan Wright, IT
- Danielle Haskett, Disability Services
- Jan Woodcock, SS Faculty

- Joyce Coleman, VPSS
- Kelli Macha, Financial Aid
- Kevin Mathweg, Auto Faculty
- Les Rogers, TRiO/SSS
- Mary Stinnett, Math Faculty
- Sylvia Metsig WE/PL Coordinator
- Clay Baumgartner, ENGR Faculty

Priority 3: Increase completion and progression in Developmental Education and “Gateway” classes

- Ali Mageehon, ABSD
- Ethan Snyder, Success Center
- Jeanine Lum, UCC Online
- Kari Moore, Reading Faculty
- Marie Gambill, Math Faculty
- Nancy Nowak, Writing Faculty
- Tyler Ramos, Success Center

Priority 4: Identify Structures, Processes, Programs, Services and Procedures that may be roadblocks to student success

- Emery Smith, SS Faculty
- Ethan Snyder, Success Center
- Gary Gray, Business Faculty
- Jennifer Lantrip, Library
- Joyce Coleman, VPSS
- Katie Workman, Finance
- Lynn Johnson, HR
- Melinda Benton, Writing Faculty
- Micque Shoemaker, Finance
- Sue Windsor, Advising and Counseling

ADMINISTRATIVE SERVICES
January 2015 Board Report

Rebecca Redell, Chief Financial Officer

- Began meeting with the Owner's Construction Team which consists of the following members: Lee Paterson, Roxanne Kelly, Jess Miller Dominic Puccinelli from Andersen Construction, Jesse Morrow, Linda Spaccarotelli and Steve Nelsen from Opsi
- We are excited to have Jules DeGiulio on board as the new Purchasing Administrator. He is replacing Linda Spaccarotelli. Her last day is January 30th. She will be truly missed.

Cathy Vaughn, Bookstore Manager

- The Bookstore is busy getting everything done ending fall term and starting winter term.
- We had our Textbook Buy Back on December 10th & 11th.
- Our last day for rental returns was Dec 12th.
- We started selling textbooks and supplies on December 15th.
- We will spend the last days taking down our holiday décor and making our window display for winter term.
- The Bookstore wishes everyone a great Holiday and a happy and healthy New Year.

Linda Spaccarotelli, Purchasing Manager

- Participated on the hiring committee for the purchasing administrator position
- Banner testing for the new upgrade
- Daily purchase order and vendor management
- Assisted staff and administrators with purchasing supplies and services
- Helped plan the holiday event with the Fun Flock
- Worked with the Opsi and Andersen Construction on the HNSB project
- Started training the purchasing administrator

Natalya Brown, Director of Accounting and Finance

- It is a very short report for the month as the campus is preparing for holiday closure this week. Nevertheless there are a number of projects that the office is working on to make sure that we meet the deadlines as January 2015 comes around:
- Posting contracts and third party authorizations on student accounts for winter term;
- 1098T form reviews and scrubbing;
- 1099 preparation and due diligence;
- Indirect cost proposal preparation;
- Banner testing for the 64-bit platform is in full progress;
- Hiring for the Accounting Specialist – Student Account position replacement in progress.

Micque Shoemaker, Budget Administrator

- Moving forward in the budget process for FY16, preparing worksheets for staff responsible for submitting budgets.
- Preparation for budget training in January.
- Working with the Accreditation Committee in preparation for next year.
- I continue to meet with staff, helping them to use SS Banner for their budget overview.
- Participating in the Banner testing on the updated platform.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item


Subject: Student Success Update

Date: January 14, 2015

Ali Mageehon, Caroline Hopkins, and Ethan Snyder will present UCC's pilot program for supplemental Instruction.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject:
 Proposed Budget Calendar for Fiscal Year
 2015-2016

Date: 01/14/2015

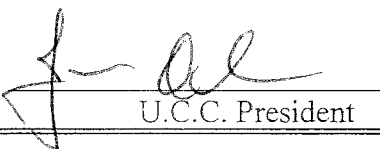
Board Approval is requested for the Budget Calendar as follows:

- | | |
|----------------|---|
| Sun., March 29 | Publish 1 st "Notice of Budget Committee Meeting"
(ORS 294.426 – not earlier than 30 days prior to the meeting) |
| Sun., April 12 | Publish 2 nd "Notice of Budget Committee Meeting"
(ORS 294.426 – at least 5 days after the 1 st publication and not later than 5 days prior to the meeting) Published on UCC Website |
| Wed., April 22 | First Budget Committee Meeting, 6:00 pm |
| Wed., May 13 | Second Budget Committee Meeting, (if needed), 6:00 pm |
| Sun., May 24 | Publish "Notice of Budget Hearing"
(ORS 294.438 – 5 to 30 days prior to the hearing) |
| Wed., June 10 | Regular College Board Meeting: Budget Hearing, adopt Resolutions, adopt budget and make appropriations |

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



Approved for Consideration:



U.C.C. President


BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action item


<p>Subject: Resolution #6, Approval to Spend Funds</p>	<p>Date: 01/14/15</p>
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Gwen Soderberg-Chase was awarded \$17,683 from the Southern Oregon Early Learning Professional Development Consortium (SOELPDC) to support the professional development of current and emerging early childhood care providers and educators.

Recommended by: Rebecca Redell,
Chief Financial Officer



Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 6 - FY 14-15
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$17,683 from the Southern Oregon Early Learning Professional Development Consortium (SOELPDC) and;

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

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$17,683 for the implementation of this project.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	14-15 Budget Through Resolution 5	Adjustment	14-15 Budget Through Resolution 6
REVENUES:	\$ 5,150,136	\$ 17,683	\$ 5,167,819
EXPENDITURES:			
Instruction	\$ 2,000,670	\$ 17,683	\$ 2,018,353
Instruction Support	823,943	-	823,943
Student Services	2,185,526	-	2,185,526
Community Services	139,997	-	139,997
TOTAL	<u>\$ 5,150,136</u>	<u>\$ 17,683</u>	<u>\$ 5,167,819</u>


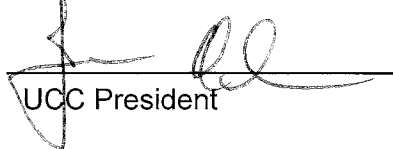
ADOPTED this 14th day of January, 2015

Clerk of the Board

Chairman of the Board

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

X	<input type="checkbox"/> Informational Item <input type="checkbox"/> Action Item
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Subject: Early Retirement Request	Date: January 14, 2015
<p>Recommendation:</p> <p>Board approval is requested for the following staff for early retirement:</p> <p>Lee Salter, Director for Community Relations, is retiring effective June 30, 2015, and is requesting early retirement benefits as per UCC Board Policy 326, effective July 1, 2015. In April 2015, Lee will have worked 23 years for UCC. She has enjoyed working with seven of the nine Presidents, worked with College Board members who have taken their oath of office. Lee would like to request the option to continue employment for a period of time as might be determined later.</p>	
Recommended by:  Director of Human Resources	Approved for Consideration:  UCC President



Serving Douglas County Since 1964

January 6, 2015

TO: Dr. Joe Olson
UCC President

UCC Board of Directors

FROM: Lee Salter *Lee*
Director for Community Relations

I request approval for early retirement benefits as per UCC Board Policy 326, effective July 1, 2015. In April 2015, I will have 23 years as an employee of Umpqua Community College. I have enjoyed working for seven of our nine presidents, and even did work with the first two as well. I worked with many of the College Board members who have taken their oath of office and worked to serve the best interests of this institution and our students through the years. There are many memories I will cherish.

My retirement as a member of PERS is June 30, 2015, but I request the option of continuing employment for a period of time as might be determined later.

Thank you! I look forward to new opportunities ahead and to returning home occasionally as a retiree!


Lee Salter

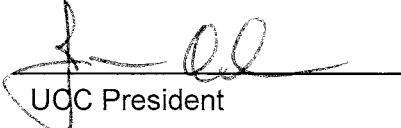
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X	<input type="checkbox"/>	Informational Item
	<input checked="" type="checkbox"/>	Action Item

Subject: UCCPTFA Contract Renewal	Date: January 14, 2015
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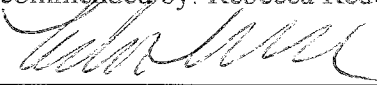
Board approval is requested to ratify the UCCPTFA Collective Bargaining Agreement which is effective from September 29, 2014, to the last day of Summer Term, 2016.

Recommended by:

Director of Human Resources

Approved for Consideration:

UCC President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

<p>Subject: Financial Reports for FY 2014-15</p>	<p>Date: 1/14/15</p>
<p>Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2014-15, ending December 31, 2014.</p>	
<p>Recommended by: Rebecca Redell, CFO  _____</p>	<p>Approved for Consideration: _____ Joe Olson, U.C.C. President</p>