

# 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. 4 BOARD OF TRUSTEES MEETING 3:00 P.M. Board Room, NOV. 12, 2014  
Work Session: Accreditation, 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.

<b>VI.</b>	<b>INTRODUCTION &amp; FOCUS PRESENTATION</b>		
	A. UCC Men's Basketball Team	Coach Leeworthy	
	B. Fulbright Scholar Experience	Susan Taylor	p 6
<b>VII.</b>	<b>ASUCC REPORT</b>	Kristapher Yates	
<b>VIII.</b>	<b>ACEUCC REPORT</b>	Judy Ode	
<b>IX.</b>	<b>UCCFA REPORT</b>	Marie Gambill	
<b>X.</b>	<b>PRESIDENT'S REPORT</b>	Dr. Olson	pp 7 - 28
<b>XI.</b>	<b>OCCA REP. REPORT</b>	Dir. Bell	
<b>XII.</b>	<b>STUDENT SUCCESS UPDATE</b>	Dr. Olson	p 29
<b>XIII.</b>	<b>OLD BUSINESS</b>		
	A. CM/GC Recommendation for HNS Building	Rebecca Redell	p 30
<b>XIV.</b>	<b>NEW BUSINESS</b>		
	A. First Reading, New Policy 719	Roxanne Kelly	pp 31 - 32
	B. Sabbatical Request	Roxanne Kelly	p 33
	C. Instructional New Program	Roxanne Kelly	p 34
	D. Audit Report for FY 2013-14	Rebecca Redell	pp 35 - 37
<b>XV.</b>	<b>BOARD COMMENTS</b>	Chair Becker	
<b>XVI.</b>	<b>ADJOURNMENT</b>	Chair Becker	

**IMPORTANT DATES:**

- Festival of Trees, Seven Feathers Convention Center; Saturday, December 6
- Board Mini-Retreat, UCC Board Room, Tuesday, December 9, 9:00 am – 2:30 pm

**NEXT BOARD MEETING:**

- Wednesday, December 10, 2014, 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: November 12, 2014

Recommendation:

Recommend approval of:

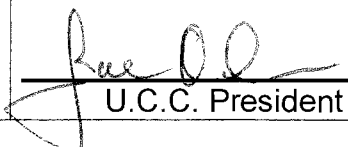
Minutes of College Board Meeting of October 8, 2014 pp 1-4

Personnel Actions p 5

Recommendation by:

  
\_\_\_\_\_

Approved for Consideration:

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

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
October 8, 2014**

The Umpqua Community College Board of Trustees met Wednesday, October 8, 2014, in the Board Room of the UCC Administration Building, Roseburg, Oregon. Board Vice-Chair Yetter called the meeting to order at 3:00 p.m. and the pledge of allegiance was given.

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

**Others present:**

Joe Olson	Micque Shoemaker	Marie Gambill	Tena Lammers
Robynne Wilgus	Kristapher Yates	Marjan Coester	Lee Salter
Roxanne Kelly	Haley Stammen	Jesse Morrow	Dan Yoder
Rebecca Redell	Caroline Hopkins	Judy Ode	Jason Aase
Ellen Brown	Ali Mageehon	Natalya Brown	

**Consent Agenda:**

- A. Board Minutes of September 10, 2014
- B. Personnel Actions

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

There were no changes to the agenda.

**Citizen Comments**

Haley Stammen, ASUCC Activities Director, expressed total support for updating the buildings. However, she said a Legacy Fee of \$8 per credit was too high and it will be a hardship for students. The fee will compete with living expenses of rent, insurance, and transportation. She thought that even though there is a proposal to cap the amount for five years other fees and tuition may increase during that time. Dir. Weikum thanked Ms. Stammen for her input and recognized these issues as ones in which we all struggle. The expressed concerns will be taken into consideration.

**Introduction & Presentation**

Coach Lacey Pinard introduced the 2014 UCC volleyball team and the assistant coach Shane Johnson. Coach Pinard said the ladies work hard on the court and in the classroom. This year the team has great support with Wildlife Safari and Nov. 7 will be Cheetah night. The team is supporting the elephant program at Wildlife Safari.

The Board of Trustees met in a retreat in August and previewed the Campus Climate Survey which had been presented to the campus in the spring; recommendations were also shared at that time. Dan Yoder, Director of Information Technology, reviewed the executive summary and presented the results of the Campus

**College Board Minutes**  
**October 8, 2014**

Climate Survey. In response to Dir. Miller's inquiry, Mr. Yoder added the strength of intensity of answers is shown on the full document. The survey, results, and recommendations will be placed on the college website.

**ASUCC Report**

Kristopher Yates, ASUCC President, reported student government has filled all positions which include five executive officers and 13 senators. He is looking forward to an effective year of collaborative effort. Upcoming activities were reviewed.

**ACEUCC Report** – Judy Ode, ACEUCC President, had nothing to report.

**UCCFA Report**

Marie Gambill, UCCFA President, said the association recently had their fall meeting and it was widely attended by most of the members. Everyone is in good spirits and excited about the year. An executive board meeting will be next week where they will work on annual goals and then a monthly meeting will be held.

**President's Report**

Dr. Olson thanked Kris Yates, Haley Stammen and other student leaders for their work regarding the legacy fee; students have demonstrated a great amount of courage in bringing the idea forward. While there are differences of opinion students understand what is trying to be accomplished. Dr. Olson is grateful for the open dialogue and student engagement.

Recent and upcoming capital campaign meetings were reviewed including a presentation to the Douglas County Commissioners earlier in the day. An outstanding job is being done on the campaign.

**OCCA Report**

Dir. Rice attended the recent OCCA meeting along with Dir. Bell. OCCA has recently installed a video conferencing system but it has limited capability. Dir. Rice was able to speak from a professional viewpoint regarding the suggestion of all nurses having a BSN education; she indicated the expensive costs of bedside employees. Dir. Bell reviewed the current status of state funding for community colleges. HECC has decided to give an additional \$70 million to the Oregon Opportunity Grant which is for high school graduates under the age of 24; the average UCC student's age is 28 and over half are under 25. The community college support fund was raised by \$11 million; this level of funding will not allow colleges to meet the 40/40/20 expectations. The student success proposal for "pay it forward" appears to be dead at this point. There is a proposal for the state to sell investment bonds for the provision of free college tuition in 10-15 years. Oregon's Community College Workforce Development (CCWD) department seems to be in limbo; the latest proposal is to eliminate the department. Dr. Olson will be traveling to Lane Community College on Thursday for a meeting in that regard.

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**NEW BUSINESS**

Dr. Olson introduced Caroline Hopkins, TOP Coordinator, and Ali Mageehon, Dean of Academic Support, as the presenters for the monthly Student Success Update. The pair reviewed UCC's status with each of the "25 Steps to Student Success" as prepared by Dr. Byron McClenney of the University of Texas at Austin. Dir.

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October 8, 2014**

Yetter liked the way the presentation was organized. He also emphasized what was stated at the GISS conference that “mandatory” is essential for some of the steps as students don’t do “optional”. In an overview Dir. Miller noted UCC had four steps that looked pretty good, 11 steps need some work, and 10 steps need a lot of work. Through discussion the Board agreed to have continued updates on the “red” steps with a focus in Developmental Education as suggested by Dean Mageehon. In addition, the Board would like to have the steps brought back in a prioritized list.

Roxanne Kelly, Vice President of Instruction, presented H. NiAodagain’s request for the second half of her sabbatical in Spring 2015; her first half-sabbatical was Spring 2013. The release from half of her teaching duties will allow her to begin the writing of *Pilgrimage*, a set of inter-connected short stories which outlines the historical migration of people from the North African continent onto the Iberian peninsula, and then across W. Europe and over to the Americas. It will also allow the opportunity for continued marketing of her novel, with eventual publication as the goal.

**Motion: I move for approval of sabbatical for H. NiAodagain as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

Rebecca Redell, Chief Financial Officer, presented Resolution No. 2, Adopting Supplemental Budget and Making Appropriations. Board approval is requested to adopt a Supplemental Budget for the Fiscal Year 2014-15. The Supplemental Budget authorizes expenditures for the new Health, Nursing and Science Building. Ms. Redell noted the resolution has been published in *The News-Review* and the current Board meeting was an opportunity for public comments of which there were none.

**Motion: I move for approval of Resolution No. 2 as presented. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.**

Prior to presenting Resolution No. 3, Ms. Redell introduced Micque Shoemaker, Budget Coordinator, to provide information requested at the last Board meeting and also an update on the efforts of the Student Fee Task Force. The PowerPoint presentation has been included with the permanent minutes. Ms. Shoemaker noted the addition of a Legacy Fee doesn’t change the affordability of UCC.

The Student Fee Task Force recommended an \$8 per credit Legacy Fee that not be raised for five years. The other recommendations include adding the fee to the summer 2015 term, having a comprehensive review of all other fees in place, and the publicizing of fees and what they support. The one-time fees were not reviewed by the task force. No obsolete fees were found by the task force.

Input from the Health, Nursing, & Science Steering Committee and the campus indicate there needs to be a way to renovate backfill spaces. Student open forum feedback was wide ranging. They understood what is trying to be accomplished and also had a concern for increased student fees. Students suggested starting with an \$8 per credit fee and then after a few years decreasing it to \$5. Ms. Redell felt the best take-away was to review the possibility of reducing the fee should more than \$5.5 million be raised.

Dir. Miller made a motion to have an \$8 Legacy Fee, not increase it for five years, and a caveat of reviewing the amount should more funds than expected be raised; the motion was seconded by Dir. Tamm. Discussion

**College Board Minutes  
October 8, 2014**

touched on the concern of having funds available for renovations, the bond payment schedule, and consideration of future funding for the Industrial Arts & Technology building. Various amounts were considered for the Legacy Fee and what each level would provide. Consideration was given to student input; they understand the need for space yet are concerned about having another fee.

**Motion:** I move for approval of the amended motion to adjust the Legacy Fee to \$7 per credit for two years, then \$8 per credit for three years with a review of the fee amount after the initial three years if more than \$5.5 million is raised, and the fee will be reviewed after five years. Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

Ms. Redell presented Resolution #4 authorizing the issuance and negotiated sale of Full Faith and Credit Obligations, Series 2014; designating an authorized representative, authorizing the execution and delivery of a financing agreement and escrow agreement; and related matters.

**Motion:** I move for approval of Resolution #4 as presented. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.

**Board Comments**

- Dir. Rice conveyed how her trip to the OCCA meeting with Dir. Bell was very enlightening. The conversation seems complicated and Dir. Bell explains it clearly. She thanked him for the experience.
- Kris Yates and the ASUCC team were thanked for their efforts by Dir. Miller.
- Dir. Yetter wanted everyone to feel their input has been respected.

Meeting adjourned at 5:11 pm.

Joe Olson  
Clerk of the Board

Joe Yetter  
Vice-Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:  
Student Fee Task Force Presentation



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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: November 12, 2014

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

**Administrative/Confidential-Exempt Contracts:**

Joyce Coleman, VP of Student Services, 10/30/14

**Faculty Contract:**

None

**Separations:**

None



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Focus Presentation:  
Fulbright Scholar Experience

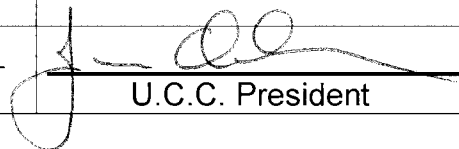
Date: Nov. 12, 2014

Susan Taylor will share information on the trip to Germany as a Fulbright Scholar.

Recommendation by:


Approved for Consideration:

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

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

X  Information Item  
    Action Item

Subject: Reports	Date: November 12, 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:  <hr/>	Approved for Consideration:   <hr/> U.C.C. President

## NOVEMBER 2014 BOARD REPORT

**Joe Olson, President**

### **Significant Meetings:**

<p>Oct. 6 Pre-Meyer Trust Visit Meeting Student Success Discussion</p> <p>Oct. 7 Meyer Memorial Trust Visit</p> <p>Oct. 8 Douglas County Commissioners Meeting Weekly Veteran's Club Meeting</p> <p>Oct. 9 HECC at Lane Community College C &amp; D Lumber Presentation</p> <p>Oct. 10 Winston Area Community Partnership</p> <p>Oct. 13 OCCA – Nancy Golden, Salem</p> <p>Oct. 14 Superintendents Meeting Douglas Timber Operators Banquet</p> <p>Oct. 16 Winston Area Community Partnership</p> <p>Oct. 17 Energy efficiency conference call</p>	<p>Oct. 17 Off campus meeting on campus climate Leadership UCC</p> <p>Oct. 20 Woolley Center Visit Ron Breyne, Phoenix School Roseburg Area Chamber of Commerce</p> <p>Oct. 22 Steve Kelley, South Umpqua SD Superintendent</p> <p>Oct. 23 Steve Perkins, Sutherlin SD Superintendent</p> <p>Oct. 29 Mercy Health Career College</p> <p>Oct. 31 Open Forums (9:00 am and 2:30 pm)</p> <p>Nov. 3 Meeting with ASUCC students</p> <p>Nov. 4 Rotary Clubs, Ford Family Foundation</p> <p>Nov. 5 Michael Lasher, Douglas ESD Superintendent</p>
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### **International Program**

The Board will recall that our International Program presentation generated considerable discussion on our intent to establish an International Program. Jason and others have invested much time and energy into this direction. I will remind the Board during our meeting of the financial implications and questions which have been raised since the October presentation. The final administrative decision will be provided to the Board in December and given the excitement that has been raised I fully anticipate making a very strong and positive recommendation.

### **Vice President for Student Services Process**

As the Board may know we successfully completed a national search for a Vice President for Student Services. Joyce Coleman began her service at UCC on Thursday, October 30. We are very excited about her joining the UCC family and bringing her wealth of experience to us. I look forward to her input on several pressing issues. Before coming to UCC, Joyce was very thorough in doing community and campus research. She already has a good understanding of what needs to be done and how to better position the campus in the community. I look forward to her tenure and have full confidence she will represent the campus in a professional and intuitive manner.

### **Open Forums**

On Friday, Oct. 31, I held two Open Forums on determining if the campus should become smoke and tobacco free and also on the potential to hire armed security officers for campus safety. It did not come as a surprise that there was vocal sentiment on both issues representing

opposite opinions. It became obvious during the discussion on the potential tobacco policy (which would include e-cigarettes and chewing tobacco) that the two smoking locations at the front of the campus present behaviors that are inappropriate and have little to do with smoking. Several female staff expressed their concerns about rude and offensive behavior taking place at these locations. I see this behavior as being quite separate from the campus smoking and tobacco policies. I will be implementing steps to address this type of behavior within the next few days. We will be scheduling additional forums following the OCCA conference. Given the feeling of these two and other forums with students I do not anticipate any clear direction on either topic. With that in mind, we will have more comprehensive discussions on campus and with members of EC. Decisions will be forthcoming and presented to the Board.

**Board Report  
Instructional Services  
November 2014**

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

- Participating in multiple meetings regarding the Allied Health and Science building.
- Saturday, October 18<sup>th</sup> I assisted with the 4<sup>th</sup> Annual Harvest Festival
- CIA held their quarterly meeting at SWOCC. We have several project the group is working on including developmental redesign, accelerated learning, Math 105 redesign, and State Authorized Reciprocity Agreements.

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

- Dean Mageehon attended the team lead meeting for the second phase of developmental education redesign led by Elizabeth Cox Brand. Teams from the community colleges will be attending facilitated meetings in November to develop an action plan for implementing one or more recommendation from the Developmental Education Redesign document from the state.
- Dean Mageehon attended the 21<sup>st</sup> National Conference on Students in Transition in Denver and brought back many ideas for first year experience programs and learning communities.

**ABS:**

- Director April Hamlin and Dean Ali Mageehon attended the quarterly Career Pathways Alliance Meeting on October 15<sup>th</sup>.
- Instructors Nancy Pierce, Wendy Porter, and Lisa Lanza attending the Adult Basic Skills Learning Standards Orientation on October 17<sup>th</sup>.
- April Hamlin attended the Ford Family Foundation “Oregon Prosperity Agenda Stakeholder Forum on October 20<sup>th</sup>.
- Instructors Todd Mican, John Druzik, Sally Honse, Michele Bruni, Coordinator Clare Leeper and April Hamlin attended the First Annual GED Summit on October 24<sup>th</sup>.
- April Hamlin and Clare Leeper attended the Fall Oregon Council of Adult Basic Skills Development meeting on October 22-23.
- Ethan Snyder accepted a part-time, grant-funded Transition Specialist position under the CCWD Student Assistance grant, which was awarded in September. His start date is November 3<sup>rd</sup>.
- The Woolley Center is hosting a “Student Fun Day” on October 30<sup>th</sup>, with pumpkin carving contests, a hayride, and a good time for all.

**Success Center:**

- Success Center staff and students have created a “clan” for the popular mobile gaming app Clash of Clans. The “Success Clan” is 4 wins – 1 loss in the war games where strategic planning and implementation result in success
- The Writing Department has donated 2 instructors to tutor 4 hours a week in the Success Centers Writing Lab
- Instructor Tyler Ramos, was hired as Coordinator of Success Center Initiatives
- The Success Center has partnered once again with the Nursing Department to provide tutoring for Science classes
- The Success Center has partnered with UCC Scholars who will volunteer their time to tutor their peers

- The Core Skills Mastery Program will host its monthly Inspire Meeting for students as a means to connect and build capital in the academic pursuits of CSM students
- The Success Center now offers tutoring on Saturdays at the Woolley Center from 9am – 12 pm.

#### Developmental Education:

- Director Terrance Bradford was named Co-Chair of the LinkedIn Developmental Education Forum
- In addition to the 2 cohorts offered during the week, the Learning Skills Department offered a weekend Dedicated Learning Community to Dev Ed students this term. The cohort is comprised of 9 Dev Ed students and 1 GED student
- Learning Skills Instructors taught Accelerated College Success Courses at 2 local high schools (Douglas and South Umpqua) at the beginning of the Fall term.

#### Educational Partnerships:

- 467 dual credit students are currently enrolled in 23 classes in area high schools, aiming for over 1500 credits upon completion of fall term.
- The Educational Partnerships Specialist position, formerly filled by Elizabeth Bastian, is posted externally, closing on October 24<sup>th</sup>.
- Joan Campbell gave an update on dual credit to all 14 area Superintendents at their monthly meeting. See the Prezi she shared with them here:  
[http://prezi.com/pawcpijt02\\_k/?utm\\_campaign=share&utm\\_medium=copy&rc=ex0share](http://prezi.com/pawcpijt02_k/?utm_campaign=share&utm_medium=copy&rc=ex0share)
- Joan Campbell attended the quarterly meeting of the Oregon Coordinators of Postsecondary Partnerships at Linn-Benton College. The group continues to define and create shared language around partnerships between high schools, community colleges, and universities. OCPEP is considering development of an annual statewide articulation event for all community colleges and universities.
- Two new dual credit teachers have been approved and two more are in process.
- The Educational Partnerships Office was recognized with a plaque by Sutherlin High School as a partner in the school's CTE Revitalization Grant.
- Perkins Career Network Specialist Natasha Bjornsen along with Roseburg City Manager, Lance Colley, Analicia Nicholson from the ESD, and local CTE teachers attended the Hillsboro Youth Invasion day to consider modeling a similar program in Douglas County. The Hillsboro event brings local students into city offices to learn about and make connections to applications of career and technical education in local government.

#### UCCOnline:

- UCCOnline has delivered nine workshops in the Educational Technology Center this month and nearly 40 one-on-one trainings in Canvas so far this fall. Gary Gray has taken leadership in faculty led professional development with Canvas.
- eLearning Specialists Jeanine Lum and Dan Wright are facilitating two rolling courses for faculty on Canvas basics and Quality Matters/Course Design.
- A delegation of six from UCC attended the NWeLearn conference in Boise, partnering with the Oregon Community College Distance Learning Association (OCCDLA) for funding for the trip. Attendees included Toni Clough, Bettie Wright, Karen Carroll, Georgann Willis, Dan Wright, and Joan Campbell.
- Canvas Technical Support, now available 24/7 to students and staff, has fielded contacts (via chat, call, e-mail, or live form) from 80 faculty and students. 50% of the contacts

have been by phone, 30% by live chat, and 20% by webform. Customer satisfaction with Tech Support is at 94.5%.

- Nearly 70 courses at UCC are currently running on Canvas (30 are fully online). We are well on our way to full migration by next summer.
- Joan Campbell represented UCC at the quarterly meeting of OCCDLA at Columbia Gorge Community College.

#### JOBS:

- The JOBS Program received 100% from the Department of Human Services state audit on October 20<sup>th</sup>.
- Debra Muck and Tiffany O'hara attended the case management summit in Springfield.
- Sylvia Metsig and Rose Benson met with representatives from the Klamath Falls district to strategize on improving participation.
- Seven Feathers officially agreed to partner with the JOBS Program for Work Experience and JOBS Plus sites.

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

##### Division News:

- Fall term is off to a productive start for the CTE Division. Dean Morrow has been busy meeting with the CTE team members.
- The Welding classes at South Umpqua High School have stand they are we have 14 students.
- The Dean had a productive meeting and learning experience at the CIA meeting at SWOCC.

##### Apprenticeship:

- At October committee meetings: indentured 9 apprentices (including first apprentice to the new Cow Creek Tribe standard), completed 3 from program
- Apprenticeship distance format classes being received by 11 students at Brookings, Coos Bay and Coquille sites
- Three, of ten total, from the inside electrical "Pool of Eligibles" have been hired by training agents

##### Automotive:

- UCC's new T-TEN Regional program structure was approved by Toyota. The T-TEN students entering the program summer of 2015 will work at the dealership in their area for 10 weeks, and then attend T-TEN courses at UCC for 10 weeks. This alternating pattern will be followed for two years. Targeted recruiting to find qualified students to fill positions available at sponsoring dealerships has started. In six high schools over 120 interest cards were completed by students building a database in which to find qualified students to enter the program.

##### Culinary Arts:

- UCC culinary arts coordinated the second annual Iron Chef competition at the Umpqua Watersheds Brew Festival. This year's Chefs were former students: Carrie Fromdahl, Doug Floyd, and Darrin Bradfield. The prep assistants were current students: Kenny Trotter, Hannah Hawkins and former student Pili Kailiowa. The event was a huge success selling 115 tickets and it provided the students the opportunity to prepare and present their food in a fun and exciting way.
- The UCC Culinary arts are working with the theater department, SOWI, and the foundation to provide a dinner and show package for opening night of Noises Off.

- We are happy to introduce the newest member of our team; instructor Jay Ervin. Jay comes to us by way of Black Bird Restaurant and Steamboat Inn. Also, he is a graduate of culinary arts at Lane Community College.

#### Dental:

- The Innovative Grant funds have purchased the supplies needed to follow up on the 20 bleaching trays and OHI instruction for UCC campus students.
- The PPL Grant funds have purchased all the items listed in the grant to help facilitated the learning experience of the students in the lab setting.
- The application for accreditation has been completed and submitted for consideration. Waiting to hear back from the accreditation committee. Thank you to Dr. Lee Sharp and his wife Linda for their donation to cover the accreditation costs.

#### Engineering and CIS:

- The CIS program is developing a transfer degree in Computer Science at UCC to align with the new statewide Associates of Science degree in Computer Science. The proposed program will be submitted for internal review at UCC in November, and if approved the degree may potentially be offered at UCC in the 2015/16 school year.
- The department has started planning for the Explore Engineering, Surveying, and Computer Technology Event. The event is scheduled for January 29, 2015. Last year approximately 200 people attended.

#### Fire Science:

- Continuing to assist volunteer fire departments where needed.
- Fireblast simulations trailer currently is at the Myrtle Creek fire department.

#### Nursing:

- Application for the LPN to RN bridge program is in final revision. Hope to accept at least 8 students. The opportunity to expand this program is huge. Not many programs in the state looking to accept students as “bridge students.”
- Application revisions for the RN program underway for the 2015-2016 academic year. Anticipate increased students that meet the minimal requirements to apply.
- Accreditation for the nursing assistant program is on November 14, 2014. New course work underway with increased awareness of improving “skills portion,” of the curriculum. The nursing department is looking to improve the advertising of this certificate program and connection to the other nursing programs for financial aid.

#### Welding:

- The Welding Department has submitted its application for a 2 year AAS, Associates of Applied Science Degree in Welding. This is a follow up step to the addition of 6 new welding courses and a 2nd year carrier pathway that was approved last year (2013-14). Newly added Advanced Welding coursed for the 2 year degree include; Gas Tungsten Arc Welding I, II, & III, as well as Pipe Welding and Fitting I & II, and Blueprint Reading II. Also, data collection & post graduate surveys will be developed and implemented in order to help support future program growth for the Welding Program.

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

- Participated in ongoing meetings/activities with Gwen Soderberg-Chase related to the Regional Achievement Collaborative (RAC) and STEM grants.
- Continuing to work on internationalizing UCC. NiAodagain has been a huge help!
- Serving on the committee to interview for the Contract Manager/General Contractor for the new Health, Nursing, Sciences building.
- Attended the fall CIA (instructional administrators) meeting at SWOCC.



- Attended the NAFSA Association of International Educators Conference.
- Finalizing the details in preparation for 2014 Open World delegation visitation from Ukraine.
- Jan Woodcock has been instrumental in developing a faculty lecture series slated to kick off **November 19<sup>th</sup>** at noon in Whipple CenterStage with **Sean Breslin** “*If Only I Could Be an Electron*” and **Toni Clough** “*The Four Basics to Starting a Business*” and **November 20<sup>th</sup>** at 4:30pm in Whipple CenterStage with **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?*”

**Umpqua Community College proudly announces *Passport to Learning: the 2014-2015 Faculty Lecture Series.***

The Faculty Lecture Series gives UCC’s faculty members an opportunity outside of the classroom to share their passion and do what they do best: inspire, question, and motivate thought about the subjects they have dedicated their lives to researching and teaching. This event is open to the entire community. Join us for this series of free, twice-monthly lectures showcasing the ideas and possibilities being explored by our top-notch faculty.

Fine and Performing Arts:

- National Theatre Live presented: *Skylight* in October.
- *Noises Off*, UCC theater production, is scheduled for Nov. 7-9, 14-16.
- UCC Art Gallery will feature an exhibit of art in celebration of agricultural workers by Betty Laduke, Nov-Dec.
- Upcoming musical performances will be held Nov. 25 (Umpqua Chamber Orchestra and Chamber Choir) and Dec. 8 (Umpqua Singers and Big Horn Jazz Band).

Math:

- Mariah Beck attended a state math curriculum meeting at Chemeketa.
- Mary Stinnett and Mariah Beck attended the Northwest Math Conference in Portland.
- Dee Winn attended the state math department chairs meeting in Klamath Falls.
- Three new math classes were developed for this year, two of which premiered fall term and one will be added to the winter schedule.

Science:

- Dr. Joanne Richards facilitated a very successful student trip to UC Davis for the 12<sup>th</sup> Annual UC Davis Pre-Medical & Pre-Health Professions National Conference. The conference offered speakers, workshops and exhibitors on diverse careers in the medical field. Representatives of over 300 programs from across the U.S. attended this conference to recruit students for their medical schools, pharmacy schools, physician assistant programs, physical therapy programs, optometry programs and many other medical related programs. We express our appreciation to the UCC Foundation for their significant donation toward reducing individual student cost for the trip.
- Becky Kipperman, Science Department Lab Technician, helped coordinate many of the activities for UCC’s very successful 4<sup>th</sup> Annual Harvest Festival.
- Becky Kipperman, Joseph Villa, and Victoria Sawyer donated their time to share cool science with area youth at the annual Douglas County Museum Spooky Nights event.

Human Services:

- Sandra Angeli-Gade, Human Services Coordinator, developed and presented three new certificates for the Human Services Program.

Education/Early Childhood Education:

- UCC, along with agencies of the South-Central Oregon Early Learning Hub, are sponsoring this year's annual state conference on Early Childhood Care and Education in November. This year's theme is "Parents as Partners." It is 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 will be giving a pre-conference presentation "It's Not About Race: The Importance of Cultural Competency" on Friday night before the conference opens. 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:

- Implemented a "Support Entrepreneurs" donate button on our UCC-SBDC website providing for specific donations to our SBM program, Start-up Weekend, or for general programming/technical assistance
- Our re-modeled SBM 1 class will begin on January 20 and run for ten months on the third Tuesday of each month. We are trying a daytime model, classes will run from 1:00pm-4:00pm. An SBM 2 program will begin in Fall 2015.
- We are hosting a Government Contracting Assistance Program workshop from 9-3 on October 27
- Our new Property Management class has five participants – solid for a first time program
- Actively engaging our SBDC advisors with the UBC incubator clients
- Advisors counseled several RAIN participants to assist in their prep for concept stage pitches
- Bi-weekly staff meetings have allowed for sharing of greater information with staff – we are currently trialing IBIS World research tools as a possible addition per the OSBDCN, Evergreen Community Development Corp shared how their program works (SBA 504 loans) and how they can partner with us, team members invited to sit in on trial RAIN pitches, Growth Wheel online training in progress – Norm Ristorto, Anya, and Debbie Caterson will be certified.
- Kem Todd will be attending a Start-Up weekend in Eugene in November as required by the Start-Up Program for a new facilitator

Outreach

- Participating in Leadership Roseburg with the Chamber
- Senior students from Geneva Academy toured the UBC and learned about the SBDC and opportunities for entrepreneurship
- Invited to join the UCC Business Advisory Committee, the first meeting was Oct. 28
- Attended the Oregon Property Agenda Forum at the Ford Family Foundation on Oct. 20
- Facilitated the business plan discussion for NW Wealth Works funding. The grant was submitted on Oct. 23
- Presented at the Myrtle Point Chamber on Oct. 2, gained one new client and am working with Director to identify a location for a monthly satellite office

- Continue to attend local economic development/business group meetings including YES group – SBDC/UBC will sponsor January YES meeting.
- Met with Employment Office on October 16 and presented at the staff meeting. I reviewed our services and we discussed the Self Employment Program and how we can partner with the office on training
- Facilitated, per invitation, the annual Biochar event on October 18
- Attended investor meeting for RAIN, shared our collaborative projects – SBDC/UBC and assisting several RAIN participants
- Continue to develop relationships with local business leaders and collaborate with organizations
- Continue monthly articles with News Review

**Carol McGeehon, Library Director:**

- Library is averaging 954 students per day since October 1<sup>st</sup>.
- Reference librarian Jennifer Lantrip is now doing classroom sessions on information literacy (How to research using library resources).
- Student lab aides are providing help to fellow students in the library lab.

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

**Student Services- Vice President of Student Services:**

We are excited to let everyone know, Ms. Joyce Coleman accepted the Vice President of Student Services position and started working on Thursday, October 30<sup>th</sup>. We look forward to a full board report next month.

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

**Mandie Pritchard, Director**

OCTOBER is Domestic Violence Awareness and DisABILITY Awareness Month

Academic Advising Services-Marty Garrison

- Stacey Derrig with Souther Oregon University skyped with academic advisors and counselors. She provide updates to the admission process, answered transfer quesitons and introduced a new program called Innovation and Leadershp.

Disability Services-Danielle Haskett

- This term Disability Services had 13 echo pens that they were able to loan to students. The echo pens record and play back instructor lectures. Then, using a USB cable, students can transfer their notes and audio to their computer. This is an assistive technology piece of equipment that helps students towards being successful in their classes.
- As a part of **DisABILITY Awareness Month**, two students, Christina Anderson and Dana-May Slader, created three posters that have now be hung across campus in hopes to create more awareness that a student's ABILITY is STRONGER than their disability.

Counseling Services-Sue Windsor

- October is **Domestic Violence Awareness month**. Sue Windsor, UCC Counselor, has organized a forum to be held on Friday, October 24, 2014 in Jacoby Auditorium. Guest panelist members include: Sami Gloria, Battered Persons Advocacy, Lisa Thompson, District Attorney's Office-Victim's Assistance, Joe Kaney, Detective Sergeant with Roseburg Police Department and Tania Welikala, S.A.F.E. Project

Early Alert Network – Chris Grant

- Academic Advisors/Counselors have been contacting and meeting with students who were identifed on the the Early Alert Network. Faculty submitted 107 requests. The Early Alert Network (EAN) is designed for faculty to identify students during week 2-3 and week 5-6 of Fall, Winter and Spring term who may be in need of support due to poor academic performance, participation and/or other difficulties they may be experiencing outside the classroom.

Recruitment Services – Kira Oerman

- October - Douglas High School – UCC Expanded Options Program Registration: 17 students in PSY101 class; 19 students in WR121
- October 13<sup>th</sup> - Pacific Northwest Association for College Admission (PNACAC) Counseling at Roseburg High School; spoke with many prospective students and 30 students requested more information
- October 13<sup>th</sup>- Bandon High School Campus Visit-33 students
- October 15<sup>th</sup>- Sutherlin High School Campus Visit-75 students
- October 20<sup>th</sup>- Powers School District Campus Visit-8 students

- October 30<sup>th</sup>- North Douglas visiting; there will be approximately 35 students
- 15 information requests from website for the month of October so far
- High School Connections Day planning- will take place Tuesday, December 9<sup>th</sup> from 8am noon

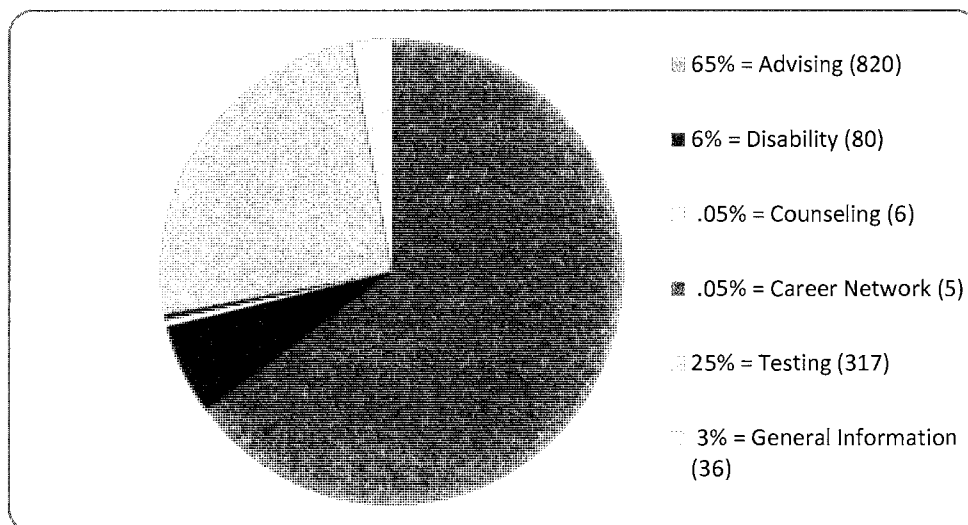
#### Registration Calling Campaign-Natasha Bjornsen

The Calling Campaign consisted of 256 who attended UCC spring term 2014, but had not persisted to summer/fall term 2014. Students were sent a post card regarding fall registration, contacted by phone and offered to meet individually. The results were as follows:

- 84 Students Registered for Fall 2014
- 8 Students were within 1 class or had completed all required credits to graduate – informed of Graduation Application
- 42 Students were provided assistance with financial aid issues/concerns to complete award
- 37 Students were met with one-on-one for individualized assistances

#### September 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.



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

### **Events and Activities**

It was a pleasure to once again participate in the annual Harvest Festival, held on October 18. As always, it is a wonderful community building event.

Three workshop sessions were held during the week of October 20 to help students with the All-USA Academic Team scholarship, the Jack Kent Cooke Foundation Undergraduate Scholarship and the Udall Scholarship.

### **Leadership**

The first full day session of Leadership UCC took place on October 17 at Umpqua Business Center. The class had the opportunity to hear from community leaders and campus leaders. The class began discussing The Leadership Challenge and learned about the Blue Hat and Green Hat from April Hamlin. The class also developed their group values and began discussing their group project. A new addition to the program features a student autobiography; Freddy Gompf joined the class and shared his story.

The director led the first meeting of the Oregon Student Leadership Advisors and Professionals, held November 7 at Rogue Community College; in addition she presented a workshop at the Southern Oregon College Student Leadership Summit held November 8 at Rogue Community College.

The Website and Social Media Team reconvened from the summer break and has met twice. The team is working on drafting social media guidelines and best practices. The group is also in the process of creating a web presence for student success stories.

### **Peer Mentors**

Jennifer Abel, Jasen Lynch and KC Perley welcomed Tammy Rucker to the Peer Mentoring team. Brandy Robertson transitioned as a peer mentor and is now working with TOP. Additional interviews for open positions will be taking place in the near future. Peer Mentors have engaged in over 400 contacts with students since September; this does not include the number of presentations made to classes during the first few weeks of the term.

### **Student Ambassadors**

Joel Wylam coordinated a successful Blood Drive, which was held October 28-29. He is also working on the Dental Van visit, which will be November 10. Dalton Lee has been working on organizing the Veterans Resources Fair, which is scheduled for November 19. Gaoying Vigoa is working with Jessica Richardson on the winter term Exploring Engineering dinner. The Ambassadors also working on updating the list of housing resources.

### **UCC Scholars**

A group of UCC Scholars participated in a service project at Saving Grace Pet Adoption Center on October 11. In addition to helping with building and grounds maintenance, the scholars assisted with the building of a dog-walking trail. It might have been a wet day, but it certainly did not dampen the enthusiasm of the scholars!



### Veterans Center

Vet Net met for the first time in the Veterans Center on October 1; this group of veteran's organizations throughout Douglas County is very excited to be able to be on campus once a month and to work with our veterans.

ASUCC is sponsoring a luncheon for veteran students on November 7.

The Quilters Guild will be displaying patriotic quilts for the month of November in the Student Center Display case. As a part of this event, on November 13, from 10am-2pm, there will be an activity where participants can create a block for the Quilts of Valor.

### **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:**

- 30 students have signed up to go on the Campus Visit to OSU Nov. 11 when UCC is closed for Veterans day and OSU is open for business.
- As of the third week of the term TOP has put together 25 standing tutor matches in Math, Science, Writing and Second Language.
- TOP loaned 81 books to 61 students for fall term.
- The director, part time advisor, and student ambassadors gave presentations in 20 classrooms over the first two weeks of the term letting students know about the program. This included a Sunday class at the Woolley Center and a Wednesday Night class at the Woolley Center
- Foundation scholarships re-opened fall term and 13 TOP students earned \$44,174 of the \$108,791 given out. Combining spring 2014 and fall 2014, TOP students earned \$141, 174 of the \$364, 791 given out.

- Caroline took her HD100 class to the UCC home Volleyball game Wednesday Oct. 22 where the Volleyball team was raising money for local cancer patients
- Caroline Hopkins was hired as the Director of TRiO/SSS the Wednesday before the term began
- The lead Advising position closed Sunday October 19<sup>th</sup> and the hiring committee will begin interviews the week of October 27-31

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

- The Data team presented at In-service discussing the progress we have made, the need for an IR to continue, and the plan of action while we are unable to move forward.
- The Leadership team will begin putting together some case studies of decisions that have been made on campus with data to share the process with the campus at large. The first case study should be released to campus at the end of fall term.
- Caroline Hopkins and Ali Mageehon created a survey to measure campus wide engagement in ATD. 42 UCC employees responded. The team will analyze the survey results fall term.

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

Nora Bing took over as Director of the Center on September 29, 2014. The last month has been both busy and rewarding. We are building relationships and working well together as a team. Welcoming back children and families that have been part of the FCEC as well as getting to know newcomers. At this time the Center has 41 children in care serving 36 families. Eleven practicum students are currently working in our classrooms as well.

Along with our Fall themes we have begun implementing the ABC Music & Me program. An early education curriculum made possible through a *Kindermusik* grant. Each week children in our Treehouse room (ages 3-5) sing, learn and say rhymes, play instruments, and move to the beat of lively songs. At the same, they learn new words, build listening skills, and gain confidence in speaking. All important skills that will help them succeed both in and out of school. We are excited to be involved in a control group with our infants and toddlers that will result in bringing the program to those age groups as well.

We continue the tradition of taking advantage of our beautiful campus with walks all over. October had many beautiful days that allowed us to get our wiggles out and experience all that nature has to offer. For our youngest students the learning opportunities are endless.







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

#### Financial Aid Applications

3754 - Total applications for 2014-15

4128 - Total applications for 2013-14

#### Financial Aid Awards

1492- 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 10/24/2014 total over \$2.8 million to 1,492 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- As of October 01, 2014, UCC officially began a Loan Servicer Appeal process electronically with the assistance of Edfinancial. We are now working through the process and being very mindful of deadlines associated with the appeal.
- Brian Proctor has 12 high school financial aid presentation nights currently scheduled for the months of November and December.
- Our office has begun our search to replace the Financial Aid Specialist – Default Management position, left vacant by Linda Vellines who accepted a position in the Finance office at UCC.
- Ann Abel, Veterans Coordinator attended a quarterly training event at Willamette University.
- Our office continues to actively award students currently there are only approximately 30 students waiting to be processed.
- Financial Aid Literacy Seminars continue to be offered online, while we search to fill our vacant position. Over 344 students having attended either on campus or online for the 14/15 academic year.

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

No Report Submitted

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

**Educational Talent Search**

- We hired Nora Staum as the new PT ETS Advisor at Oakland High School, Glide High School, and five middle schools.
- On October 23, ETS staff took 37 high school students to Ashland for a Southern Oregon University tour and a play at the Oregon Shakespeare Festival.
- We currently have 475 out of 592 spots filled.

**Upward Bound**

- 38 Upward Bound students attended Saturday Seminar on October 18. Along with helping in a number of booths for the Harvest Festival, they learned essay writing tips and worked on homework.
- We currently have 57 out of 63 spots filled. We are hoping to fill the remainder with South Umpqua High School students.
- Our team meeting content for October was financial literacy, incorporating potential cost of loans with future earnings based on the student's top career choice.

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

- The consultant from Degree Works/Ellucian was on campus the week of October 6<sup>th</sup> and will return to campus the week of October 27<sup>th</sup>. The software installation has been completed and the week of the 27<sup>th</sup> will be focused on training personnel on how to enter degree plans in the system. The grant funded Degree Audit and Evaluation Specialist started on October 1, 2014.
- The Title III Manager participated on the VPSS Search Committee.
- External evaluators visited campus and will be working on the first annual report.
- The Instructional Laboratory Specialist position has been re-designed and submitted to Human Resources.
- A Steering Committee meeting for the grant is scheduled on October 24<sup>th</sup>.

**Athletic Director, Cheryl Yoder**

No Report Submitted

**ADMINISTRATIVE SERVICES**  
**November 2014 Board Report**

**Rebecca Redell, Chief Financial Officer**

- Attended the Chamber luncheon with Roxanne Kelly and Robynne Wilgus where we were able to hear the positions of the candidates running for office in our district.
- Kick off meeting for the CM/GC took place on October 22<sup>nd</sup>. We received five proposals and we will be interviewing all five. The committee will have a recommendation for Board approval at the November meeting.
- Umpqua hosted the Business Officers quarterly meeting on October 23<sup>rd</sup> and 24<sup>th</sup> at the Lang Teaching, Learning, and Event Center.
- Currently working on the bond issuance with our underwriter, DA Davidson.

**Cathy Vaughn, Bookstore Manager**

- October was busy with students getting their fall supplies and textbooks.
- The bookstore crew did a fantastic job with Halloween decorating, this was the first time we opened the store for the Harvest Festival. It was a great success with our coffee cart and hot dog cooker going nonstop. Our staff dressed up in costumes and had a great time welcoming the community to our store and campus.
- We have sent out winter term book adoptions to faculty and they are due back to us by Nov. 1<sup>st</sup>.

**Linda Spaccarotelli, Purchasing Manager**

- Managed the RFP process for the CM/GC for the Health, Nursing & Science Building, (HNSB). Working with many general contractors to answer their questions concerning the RFP.
- Processed all the proposals from contractors for the HNSB RFP at the closing date and time.
- Acted as consultant for the RFP committee and the contractors' interviews.
- Training of Administrators and Staff on Banner processes and procedures.
- Daily purchase order and vendor management.
- Worked with the Harvest Festival committee and at the festival.

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

- Finance office has had a busy month of processing vendor payments, financial aid checks, scholarships and third party billings for fall 2014. Linda Vellines started working as an Accountant –Student Accounts in the Welcome Center on October 1, 2014 and has been transitioning and training in her new role. We are very happy that she joined Finance office team.
- Grants and Contracts have been finalizing and closing out grants that ended in September 2014. Accounts Payable has finalized an Unclaimed property report for the state.
- We are starting preparation work for the IRS 1098-T and 1099 reporting.
- The college hosted Business /Human Resources officer's meeting on campus on October 23-24, 2014.

**Micque Shoemaker, Budget Administrator**

- The Board of Trustees adopted the FY15 Supplemental Budget on October 8th authorizing expenditures for the new Health, Nursing & Science Building.
- I worked with the Student Fee Task Force to gather information regarding our student fees and how they compare to similar community colleges in Oregon. I also attended the student forums that were held so that students could voice their opinions and ask questions regarding the proposed Legacy Fee.
- Attended several of the in-service presentations and trainings. I found them to be very helpful, especially the training on Thinking Lean.
- I have had several meetings with Department Heads to discuss their budgets and review the process for monitoring them through SS Banner.
- The Internal Budget Committee had their first meeting on October 21<sup>st</sup> to prepare for the budget process for FY16.
- Attended the Business Officer's Meeting on October 22 & 23<sup>rd</sup> here at UCC.
- I am looking further into the automated piece of Budget Development through Banner to see if there are any ways we can use it to streamline our budget process.

## Executive Director's Report November 12, 2014

### **Capital Campaign on Health, Nursing & Science Building**

Progress continues on the Capital Campaign. The progress as of October 30, 2014 is \$4,581,981 with approximately \$800,000 in asks awaiting decisions. The Foundation expects to conclude its portion of the campaign before our last meeting of the year on December 2, 2014. There will be several small grants that will be submitted before June 1, 2015.

The balance of fundraising activities in the lead up to construction startup will be bricks, pavers, trees and benches. These solicitations will be made by the college as will all staff and union solicitations.

### **Employee Giving Campaign**

UCC Foundation kicked off its annual Employee Giving Campaign, "*Be Part of the Solution*", on October 20<sup>th</sup>. Staff had the opportunity to play science-related games, spin for prizes and interact with creatures from Wildlife Safari. The campaign will run through November 18<sup>th</sup> with weekly fundraisers and events. The committee's goal is to raise \$30,000 for scholarships, student and program support.

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

UCC Foundation will host 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. Guests will have the opportunity to learn more about programs and celebrate accomplishments at UCC.

### **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. She 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. They 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 she hopes to translate the experience into valuable partnerships for our college, students, and community.



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

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.

In May, we hosted a site visit from Jonathan Robinson, Manager of Entrepreneurship Programs at the Kauffman Foundation and Craig Zmary, 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. In December, we will be hosting a two-day site visit from AACC and seven college leaders from other Slingshot Network community colleges around the nation.

### **Scholarship Office**

The second UCC Foundation Scholarship process in 2014 closed September 8<sup>th</sup>, 2014. To date, the UCC Foundation has awarded 270 scholarships totaling \$598,793.85 for the 2014-15 academic year.

The UCC Foundation added a new endowment this past month. We are happy to announce the establishment of the **Neuner Family Endowment**.

When students are awarded a UCC Foundation scholarship, they are required to write a thank you letter to the donor(s) of their opportunity. Below are three excerpts from scholarship recipients' thank you letters. It is a small reminder of the impact scholarships have on a student's future.

It is very notable for you to give to students in need in such a selfless way. It shows to me that hard work and determination will be noticed. As a student and employee to the healthcare field receiving this award shows me that paying it forward to future students will be important in the future. Again, thank you so much for this award.

– Second Year Nursing Student

I am writing to express my sincere appreciation of being awarded [a scholarship]. This is an honor that I couldn't allow to pass without acknowledgement of my thanks. This scholarship is helping me to pursue my goal of getting a college education so that I can help become an agronomist and aid in finding new and better methods for growing crops... I cannot begin to truly express my appreciation. Through this scholarship you are helping me to focus on my goals and aiding me in achieving them and I cannot thank you enough.

–Second Year AAOT Student, Agronomy

It was a great joy to share this incredible honor with my dad and brother who have been huge supporters of me and my accomplishments. For you to recognize what I have been through and honor the outcome was an indescribable blessing to me and my family... Your support is greatly appreciated by all of us... I hope that you are encouraged to learn that your investment is not stopping with me but instead, you are investing in the lives of the future generation who I wish to teach. I cannot adequately express how thankful I am for this opportunity and honor.

–First Year AAOT Student, Business Marketing

### **Licensing**

Ellen Brown secured her Oregon *Real Estate Property License* in September to provide property management services for residential and commercial properties owned by the Foundation.

**ASUCC Board Report**  
**November 12, 2014**

ASUCC continues to be very busy with activities, clubs and organizations. Breast Cancer Awareness Week involved a successful turn-out for “Best Breast Forward” activities and games. The team was also very busy with Halloween fun that frightened students and staff. The cut-off for new senator applications is Wednesday, November 5<sup>th</sup> @ 3pm. The final three positions will be filled after an interview process by the team. ASUCC will be sponsoring the Student Flea Market on November 6<sup>th</sup> and 7<sup>th</sup> from 8am-5pm. Proceeds from this event will help send 2<sup>nd</sup> Year French students to France over spring break. If anyone has some items that you would like to get rid of, donate them to a great cause. Talk to a member of ASUCC or Caroline Hopkins for the storage place. Hope you are all having a wonderful term!!

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Student Success Update

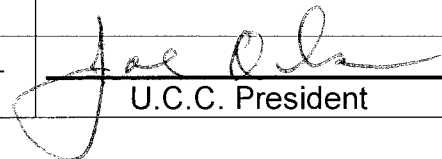
Date: Nov. 12, 2014

Ali Mageehon and Caroline Hopkins will present a diagram of prioritized steps for student success.

Recommendation by:

Approved for Consideration:

\_\_\_\_\_

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



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Recommendation for the CM/GC for the  
HNS Building

Date: November 12, 2014

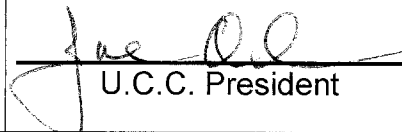
Recommendation to award the contract for the CM/GC for the Health, Nursing and Science Building.

Recommendation by:



Rebecca Redell, Chief Financial Officer

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

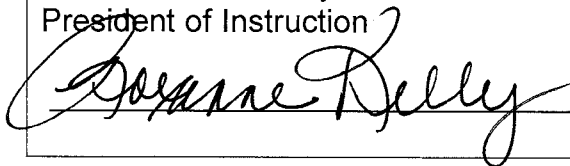
Subject: 1<sup>st</sup> Reading Proposed Policy Revision

Date: November 12, 2014

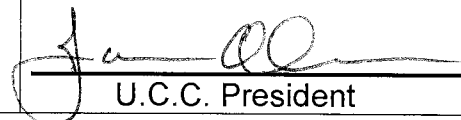
The following policy revision has been reviewed by College Council and is coming to the Board for approval.

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

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



Approved for Consideration:



U.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: Sabbatical Request

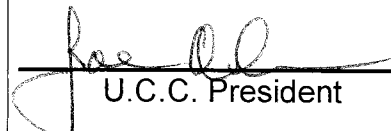
Date: November 12, 2014

Amy Fair is requesting a one term sabbatical leave for Spring 2015. 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.

Recommendation by:

  
 U.C.C. Vice President/Instructional Services

Approved for Consideration:

  
 U.C.C. President

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Instructional New Program

Date: November 12, 2014

Instructional Council approved the following new programs.

**One Year Certificate**

Computer Information Systems

**One Year Certificate**

Addiction Studies

**Career Pathways Certificate**

Junior Web Developer

**Career Pathways Certificate**

Junior DBA

**Career Pathways Certificate**

Junior Programmer

**Career Pathways Certificate**

Server Administrator

**Career Pathways Certificate**

Emergency Medical Technician

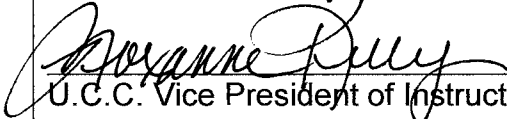
**Career Pathways Certificate**

Case Aide


**Career Pathways Certificate**

Addiction Treatment (CADC 1)

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

Informational Item

Action Item

Subject: Audit Report for FY 2013-14

Date: November 12, 2014

The Board is requested to accept the 2013-2014 Annual Audit Report. The summary of auditors' results is attached.

Recommended by: Rebecca Redell, CFO

  
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Approved for Consideration:

  
 \_\_\_\_\_  
 Joe Olson, U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section I – Summary of Auditors' Results**

***Financial Statements***

Type of Auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

Any GAGAS audit findings disclosed that are required to be reported in accordance with section 505(d)(2) of OMB Circular A-133?  Yes  No

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses  Yes  None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?  Yes  No

Identification of major programs

CFDA Number(s):

84.063 and 84.268  
84.042

Name of Federal Program:

Student Financial Assistance Cluster  
TRIO – Student Support Services

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee?  Yes  No

**NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section II – Financial Statement Findings**

None Reported

**Section III – Federal Award Findings and Question Costs**

None Reported