

UMPQUA COMMUNITY COLLEGE

Umpqua Community College provides accessible and affordable quality college education; life-long learning opportunities; workforce training, and cultural programs for our communities.

UCC Board of Trustees Goals 2013-14

- **Enhance the relationship between the UCC Foundation and the UCC Board of Trustees**
- **Improve external communication and promotion of the college**
- **Evaluate and adopt Facility Master Plan including advocacy for state match opportunities**
- **Assist staff in creating a useful dashboard for monthly meetings**
- **Continue to monitor political/legislative actions and advocate for UCC**

VOL. XLIX, No. 2 BOARD OF TRUSTEES MEETING 3:00 P.M. Board Room, SEPT. 10, 2014
Work Session: UCC International Program, following the regular Board meeting

A G E N D A

MEMBERS:

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

Elin Miller _____
Sharon Rice _____
Wendy Weikum _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____
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.	INTRODUCTION & PRESENTATION		
	A. Introduction – Fulbright Scholar from Ukraine	Roxanne Kelly	
	B. Presentation – Campaign Update	Dennis O’Neill	p 6
VII.	ASUCC REPORT	Kristapher Yates	
VIII.	ACEUCC REPORT	Judy Ode	
IX.	UCCFA REPORT	Marie Gambill	
X.	PRESIDENT’S REPORT	Dr. Olson	pp 7-24
XI.	OCCA REP. REPORT	Dir. Bell	
XII.	OLD BUSINESS		
XIII.	NEW BUSINESS		
	A. Board of Trustees Goals for 2014-15	Chair Becker	p 25
	B. Student Fee Task Force	Micque Shoemaker	p 26
	C. Recommendation for Exemption from the Competitive Bidding Process	Rebecca Redell	pp 27-38
	D. Resolution #1, Approval to Spend Funds	Rebecca Redell	pp 39-40
	E. Early Retirement Request	Lynn Johnson	pp 41-43
XIV.	BOARD COMMENTS	Chair Becker	
XV.	ADJOURNMENT	Chair Becker	

IMPORTANT DATES:

- Board hosted UCC faculty & staff BBQ, Cafeteria; Tuesday, Sept. 23, Noon
- OSBA Regional Meeting, UCC; Tuesday, October 28

NEXT BOARD MEETING:

- Wednesday, October 8, 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: September 10, 2014

Recommendation:

Recommend approval of:

Minutes of College Board Meeting of July 9, 2014

pp 1-3

Personnel Actions

p 4-5

Recommendation by:



Approved for Consideration:


_____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 9, 2014**

The Umpqua Community College Board of Trustees met Wednesday, July 9, 2014, in the Board Room of the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 12:03 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	Jesse Morrow	Susan Taylor
Robynne Wilgus	Ellis Poole	Lynn Johnson	Megan Campbell
Roxanne Kelly	Kristopher Yates	Lee Paterson	Neil Hummel
Rebecca Redell	Jessica Richardson	Lee Salter	Kierstin Darby
Lisa Fields	Ali Mageehon	Dennis O'Neill	

Consent Agenda:

- A. Board Minutes of June 11, 2014
- B. Personnel Actions

Motion: I move for approval of the consent agenda as mailed out. Motion by Dir. Bell, seconded by Dir. Miller and carried unanimously. Robynne Wilgus later added a contract for Lynn Johnson who has been hired as the Human Resources Director and Lisa Fields who recently accepted additional responsibilities at the college. The Board accepted these inclusions to the consent agenda.

There were no citizen comments.

New Business

Dr. Olson opened the discussion regarding funding options for a Health, Nursing, & Science (HNS) building by stating his confidence in the college's approach. Dir. Tamm stated that in her role of assisting on the fundraising committee and co-chairing the building committee questions of how the local match will be met and also how building operations will be funded continue to be posed. The pursuit of an \$8.5 million match has been divided into basic categorical sources; there is a potential income of \$3-3.6 million from grants and \$2 million from community contributions. The balance will come from the College and/or Foundation. There are two foundations currently considering large requests for this building. They are asking for a plan from the college of how to cover operating costs and the local match funding gap.

College Board Minutes
July 9, 2014

Rebecca Redell, Chief Financial Officer, explained the state's requirement of proving the college has a funding match by having cash on hand in February. This presents a challenge since not all pledges will have been received by that time. She provided a handout which showed a possible structuring of debt with a bridge loan. A large \$3.5 million payment is required in year 4 with the assumption all donations have been received by that time. A good interest rate has been proposed with the assumption the college's AA- rating will be in effect at the time of the loan. A second handout showed the income from an estimated per credit fee which would cover operating costs and the debt service. Ms. Redell said the figures will continue to be refined and an exact amount of what is needed would be determined. A decision would be needed in September so the bonds could be sold in October and ready by February. Today, the Board is being asked to consider this option. If agreed to, then Ms. Redell would bring a supplemental budget and possibly a fee request to the Board in September.

Dr. Olson confirmed the fees collected would be in a restricted account to be used only for the HNS building or remodeling. Any change in the fee amount would be decided by the Board. Ms. Redell indicated a \$6 per credit fee would allow the fund to build a small balance for potential renovations over time.

Dir. Bell shared his considerations of seeing the proposal as unsupportable. The student population has declined amid a reduced community demographic. He also stated his concern of adding debt to the college and a financial burden of roughly \$225-270 per year to full time students taking 15 credits per term. He saw the need to revitalize existing spaces with local funding rather than build a new building.

The overcrowding of TRiO, student government, disability services, the Library, and chemistry lab was explained by Ellis Poole, ASUCC Vice President. He explained the difficulty of hearing and learning in those spaces. Kristopher Yates, ASUCC President, shared his personal opinion in favor of having a fee in the range of \$8-9.

Dir. Tamm would like to hear from Faculty about the need for space. Dr. Olson stated there is pressure for the Nursing faculty to have individual offices to meet accreditation standards. Currently, the dental program meets in the community at night because of no facility on campus; this puts a time and travel burden on students.

Should the project not go forward the college can give donors an option to give the money back or to direct the funds into a maintenance account.

Motion: I move for the approval of a \$5-6 per credit fee for students with the final amount to be determined in September and for the approval of a long term debt in the vicinity of \$3-3.5 million. The fee would cover the bonded debt; any surplus from those fees will be placed in a restricted budget for funding only maintenance and renovation of existing campus buildings. Motion by Dir. Tamm and seconded by Dir. Miller. Chair Becker and Directors Miller, Rice, Tamm, Weikum, Yetter were in favor of the motion; Director Bell was opposed.

College Board Minutes
July 9, 2014

Meeting adjourned at 1:02 p.m.

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:

Debt Structure Handout

Debt Funding Model Handout



Serving Douglas County Since 1964

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

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

Administrative/Confidential-Exempt Contracts:

Kristeen Lammers, Marketing Coordinator, 8/20/2014

Faculty Contract:

Wayne Hoffman, Engineering Instructor, 9/16/2014

Separations:

Joy Jones, Nursing Instructor, 8/31/2014
Mary Mack, Institutional Researcher, 7/31/14
Ronda Stearns, Director of FCEC, 8/31/2014

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June 13, 2014

Ms. Tamra Samson
Allied Health Department Chair
Umpqua Community College

Dear Tamra,

Please accept this letter of retirement from the position of Clinical Coordinator for the Nursing Department effective August 31, 2014. My last official day of work will be Sunday, August 31st, 2014.

I have enjoyed working with and learning from my colleagues for the past 12 years and am now ready to move on to the next phase of my life, whatever they may be and wherever they may take me.

During these next eleven weeks, I am willing to help you in any way to make the transition as smooth as possible. Please let me know if there is anything specific that you would like me to do.

I have learned so much and have matured so much as a well rounded individual due to the mentorship and respect that I have received from each member of our faculty. It has been a pleasure working as part of the nursing faculty at Umpqua Community College.

Best Regards,




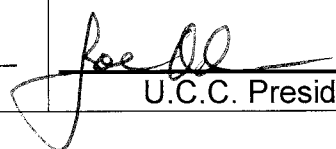
Joy Jones

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

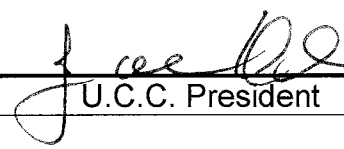
Subject: Campaign Update	Date: September 10, 2014
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UCC Foundation Director Dennis O'Neill will provide an update on the funding campaign for the Health, Nursing, & Science building.

Recommendation by: 	Approved for Consideration:  U.C.C. President
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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

 X Information Item
 Action Item

Subject: Reports	Date: September 10, 2014
ASUCC Report	Kristapher Yates
ACEUCC Report	Judy Ode
UCCFA Report	Marie Gambill
President's Report	Dr. Joe Olson
OCCA Board Report	Dir. Bob Bell
Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President

SEPTEMBER 2014 BOARD REPORT

Joe Olson, President

Significant Meetings:

- July 8 Michael Lasher, Douglas ESD Superintendent; monthly meeting
- July 10 Steve Perkins, Sutherlin School District Superintendent; monthly meeting
- July 15 Douglas County Industrial Development Board
- July 17 Winston Area Community Partnership; monthly board meeting
- July 18 Jim Kalvelage, HNS Building Architect
- July 22 Healthy Forests; monthly board meeting
Job Corp Staff
PT Faculty Bargaining Committee
- July 23 Steve Kelley, South Umpqua School District Superintendent; monthly meeting
- July 24 Tom Keel, Former UCC Board Member
- July 28 Lance Colley, Roseburg City Manager
- July 30 Commissioner Doug Robertson's Going Away
ASUCC Leadership; monthly meeting
Marie Gambill, UCCFA President; monthly meeting
- July 31 Jeff Ackerman, News Review Publisher
Presentation at Myrtle Creek-Tri City Area Chamber of Commerce
- August 11 Joan Kerns, OCF/Whipple Foundation; planning for a UCC hosted donor visit
- August 14 Dr. Dannenhoffer; HNS conversation
- August 20 Oregon Coast Economic Summit
- August 21 Winston Area Community Partnership; monthly meeting
- August 26-28 Governance Institute for Student Success

A written report has not been included for the Board Packet. Dr. Olson, Bob Bell, Joe Yetter, and Robynne Wilgus will share their perspectives from the Governance Institute for Student Success; a three day training sponsored by OCCA, ACCT, and the University of Texas at Austin.

**Board Report
Instructional Services
September 2014**

Dr. Roxanne Kelly, Vice President for Instruction:

- Instruction has two new Administrators who started during the summer, Carol McGeehon, Library Director and Anya Petersen-Frey, Director of SBDC
- I attended the UBTech conference in mid-June. This conference featured a variety of tools to enhance student learning as well as data gathering and usage.
- CIA held their summer retreat at Columbia Gorge Community College July 14-15, 2014.
- In-service Planning Committee has put together a great in-service schedule for all staff and faculty. It will be good to have everyone on campus again.

Dr. Ali Mageehon, Dean of Academic Support:

- Dean Mageehon attended the Conference on Accelerated Programs in Denver, CO in July. Information gathered at the conference has the potential to be very useful if the Oregon Consortium is awarded the O-PACT grant (the fourth round of TAACCCT funding).
- Dean Mageehon has worked with Art Lucero this summer to update the accreditation page on our website as well as develop an Achieving the Dream space on the website. Both projects are complete and “live” on the website.
- The Accreditation Committee has met several times this summer to work on further refinement of the Objectives and Indicators for the Core Themes, which will be ready to present to the Board for adoption this fall.

ABS:

- Amanda Welch joined the Adult Basic Skills Development program in June as the new Administrative Secretary for the department; Lisa Lanza joined the part-time faculty at Wolf Creek Job Corps in July. Clare Leeper started in August as the Assessment & Tracking Coordinator. Wendy Porter, Sam Shelley, and Kris Ronk joined the part-time faculty in September. Welcome to all the new staff and faculty!
- Corrie Sommerfeld, Caroline Hopkins, Ali Mageehon, Terrance Bradford and April Hamlin collaborated together on a CCWD Student Assistance Grant, with funding for a part-time GED Transition Specialist and partial funding for a full-time Supported Instruction Coordinator for 2014-2015.
- The ABSD Director, April Hamlin, attended a Technology of Participation training through the Institute of Cultural Affairs in June.
- April Hamlin was invited by CCWD to attend a National Reporting System Conference titled “Matching Data Quality with Action” in Denver Colorado in July.
- April Hamlin represented Umpqua Community College at the Career Pathways Alliance Meeting in Salem and at the Oregon Council for Adult Basic Skills Quarterly meeting in Coos Bay in July.
- Umpqua Community College’s ABSD program was represented at the Moving Pathways Forward grant design team meeting in Newport, Oregon in August.
- Kathy Tiger and Brooke Boening have completed work on a Student Transitions Plan Workbook, which will be implemented for use with GED and ESL students in Fall 2014. We plan to showcase this work at the OCABSD Quarterly Meeting in October 2014.
- Dr. John Druzik is representing Umpqua Community College on the GED State Conference Task Force. The Oregon GED State Conference is scheduled for October 24, 2014.
- The efforts of the Adult Basic Skills Development program garnered national attention from the White House for our efforts in accelerating students through their secondary studies and into post-secondary education.

Success Center:

- 3 student workers from the Success Center attended Oregon Campus Compacts LeaderShape conference
- The Success Center teamed with NADE's SPINonTutoring website to include the Success Center Blog as a resource for tutors all over the world
- The Success Center acquired video production equipment with the use of Title III funds to launch its Video Based Supplemental Instruction program
- The Success Center officially certified its first cohort of tutors for CRLA levels 1 – 3.

Learning Skills:

- Director Terrance Bradford's "Making Every Student Matter" presentation was featured on the SpinOnTutoring.com website
- 3 Learning Skills Programs were recognized by the White House for their commitment to increase college opportunity. These programs included Core Skills Mastery, Work to Success, and Dedicated Learning Communities
- The Learning Skills Department was asked by the Core Skills Mastery Software developers to pilot a new college placement program that utilizes its software
- 92 students registered for Core Skills Mastery. 70% of students who retested increased their scores. 30% remained at the same level

UCCOnline + ETC:

- Joan Campbell, Ali Mageehon, and Kira Oerman, UCC's new Recruiter, met with Principals at Glendale, North Douglas, Yoncalla, Oakland, Roseburg, Phoenix, South Umpqua, and Riddle High Schools to plan for the upcoming dual credit school year. We will meet with all additional Principals as their schedules allow!
- Four new high school teachers have been approved to teach accounting, writing, culinary arts, and math at Riddle, Glide, South Umpqua and Douglas High Schools respectively.
- Chris Van Dyke and the Educational Partnerships Office met with the culinary department and administration at Phoenix High School to create a vision for the future of our partnership and to align our programs. Chris has also been working closely with Deb Hutchens, a UCC graduate and current RiverRush employee, to get her started teaching dual credit culinary courses at South Umpqua High School.
- UCC's drafting program is now articulated with the Geomatics program at Oregon Tech. Three additional articulations with OIT are in process. Articulations with Northwest Christian have been renewed.
- The Educational Partnerships Office hosted the Oregon Coordinators of Postsecondary Educational Partnerships (OCPEP) meeting at the SBDC. Ten University, Community College, and ODE leads for dual credit and articulation agreements were in attendance.
- The Educational Partnerships Office hosted the statewide summer combined conference of Dual Credit Coordinators, CTE Community College Leaders, and CTE Regional Coordinators at the Lang Center. Over 60 representatives from Community Colleges, ESDs, OEIB, CCWD, and ODE were in attendance. In addition to two full days of planning for the coming year, participants enjoyed welcome packets from the Chamber of Commerce and three nights of entertainment in Douglas County.
- Elizabeth Bastian, Educational Partnerships Specialist, has created a new version of the Career Pathways Roadmap to be used by High School CTE teachers and counselors in high school student advisement, tying together Perkins Programs of Study with Career Pathway Certificates students can earn or begin while still in high school.

UCCOnline:

- Kari Moore, Paul Morgan, and Sean Breslin were the first instructors to teach in Canvas, our new Learning Management System this summer. UCC will run both ANGEL and Canvas until the beginning of next school year as faculty participate in training and migrate courses.
- Jeanine Lum, Dan Wright, and Gary Gray attended InstructureCon in Salt Lake City in late June to learn more about Canvas and engage with the strong, pro-sharing user base. They came home not only with fun swag to share with faculty during the migration, but lots of tools, and even a full Canvas orientation course for faculty.
- UCCOnline worked closely with Facilities to open the ETC Tech Hub in ESB 33. The space adjoins the UCCOnline office and features high-tech workstations on wheels for faculty to develop online courses and collaborate in the use of educational technology. Furniture and equipment for the Tech Hub were paid for out of CASE.
- UCCOnline has developed two orientations for faculty and staff in the use of Canvas. The 'All 'Bout Canvas (ABC)' course is an online course designed to train new users in Canvas basics. The 'QM Light+' course is nearing completion. This hybrid course walks faculty through a review of the internationally recognized course design standards of Quality Matters as they reconfigure courses in Canvas. Several faculty and administrators contributed to the development of this course.
- Thirty faculty trained in Canvas by the UCCOnline staff will offer courses in the new LMS this fall.
- Joan Campbell represented UCC at the Oregon Community College Distance Learning Association (OCDDLA) summer meeting. OCCDLA will continue to maximize membership power for consortium pricing on Quality Matters, captioning, Blackboard Collaborate, the NW eLearn Conference and more. A position is being negotiated with CCWD for a statewide research librarian to investigate needs and a potential roll-out plan for the advancement of Open Educational Resources in Oregon. The librarian is expected to start this fall.

JOBS:

- Sara Carson, Rose Benson, and Sylvia Metsig met with the HR Director and Employment Specialist with Seven Feathers in an effort to create a partnership for participants in work experience and JOBS Plus activities.
- Lisa Davis and Rose Benson have moved into the South Umpqua School, and their transition to the new location is almost complete.
- The JOB Developer position has been posted externally, and we plan to interview for the position soon after 9/3.
- The Department of Human Services has offered for JOBS to bill \$50 for each client whom meets state participation. JOBS is allowed to bill for up to 90 clients each month.
- Our pilot for the Workforce Readiness Classes last Spring was approved, and allowed to continue for this year.
- Sara Carson and Nanci Pritchard are providing a Friday make-up session. This is to allow clients the opportunity to make up hours missed during the week, in addition to extra assistance on how to look for work.
- Last week Tiffany O'hara worked with the Job Skills Instructor (through CASE), Thomas Nikirk, in providing mock interviews for participants who attended the seminar last Monday. The seminar provided a safe environment for clients to practice interviewing, and proved to be very successful.

Jesse Morrow, Dean of Career Technical Education:

Division News:

- The Dean of CTE had a very productive trip to The NC3 2014 Annual Leadership Summit in Kenosha, WI. He had the opportunity to meet with College Presidents and other Deans from across the country to talk about expansion of the automotive program. In addition, this year's meeting was held in conjunction with NC3's Summer Train-the-Trainer Event where Jesse had the opportunity to interact with leading skills instructors from across the nation being trained as NC3 Certified Skills Instructors.
- A large amount of Progress has been made at South Umpqua High School on renovation the machine shop and the layout of the classrooms. The shop and classrooms will be ready for the first day of classes on September 2nd.

Apprenticeship:

- Apprenticeship Fall Class Offerings: 4 classes offered for Industrial Maintenance students; 3 for Electrical students. Classes are well populated.
- Completed first Millwright Upgrade student. These are students who are experienced millwrights but have not completed an Oregon apprenticeship program. Requirement is to complete 100 hours of classroom training, then pass the millwright exam with 75% or higher.

Criminal Justice Program

- On Sep. 20, 2014 the Police Reserve Academy will begin its 19th consecutive year with approx. 20 students.

Community & Workforce Training:

- The department hosted 5 weeks of Kids Camps for Elementary & Middle School youth on campus this summer. We are attributing our increased registration numbers to good "word of mouth" from past participants and to incorporating swim time into the day now that the pool is reopened.
- Our department is experiencing several staff transitions and hiring for two self-support staff members.
- Several events are forthcoming: Oregon Operator Conference (late August), Conference on Extraordinary Living (September), Non-Profit Board Conference (October) and the Early Childhood Care & Education Conference (November)
- We hired Desiree Damewood as a part-time Account Representative for Contracted Training. There are three employer training scheduled for this fall thus far.

Dental:

- We have 21 students currently enrolled in the Dental Assisting Program and have 5 more scheduled to interview this week. Totals are looking very good this year, we are looking at splitting the labs so that we can work with the students one on one and not have students waiting in line to work on a piece of equipment or practice a procedure. We are all very excited about the new format in Labs. With attrition we should round out to about 20 students again or more.
- The accreditation application finish goal is September 1st, so that we have time to review and process the documents before sending them out.
- The program also received a \$15,000 gift from Dr. Lee Sharp to assist with the expense of accreditation.

EMS:

- 5 EMT students entering Finals Week they will test for State Practical on September 30th.
- 11 Paramedic students entering Finals Week for last term to complete graduation requirements.
- Will be submitting Response to National accreditation findings letter to be presented at board meeting in November to find out whether or not we will be granted National Accreditation Status by CAAHEP for the Paramedic Program.
- Preparing for incoming first and second year students starting fall term.

Engineering and CIS:

- Fifteen UCC students and three engineering faculty participated in a two-day lab training on August 11th and 12th as part of the ongoing STEAM project at UCC. The lab training was on the UCC campus and provided through an OSU traveling lab with OSU staff and OSU students. The labs are typically provided to middle school and high school students. The concept is with training, the UCC students will now be able to provide condensed versions of the labs to middle school and high school students either on the UCC campus or out in the community.

Fire Science:

- Fire science is busy with Fire Blast training and the Dual credit programs for Sutherlin Oakland Douglas and South Umpqua High schools.

Nursing:

- The accreditation/site visit with OSBN is scheduled in November for the Nursing Assistant Program.
- Incoming class of 40 1st year nursing students: Orientation scheduled for September 23, 2014.
- Working on changes to the 2015-2016 nursing application processes for both practical and registered nursing programs to reflect Douglas County needs.
- Scheduling fall meetings with the Curriculum Committee and Instructional Counsel to bridge both course objectives and bridging opportunities for nursing students.
- We have 14 students from the Practical Nursing program graduating in the month of August.
- 3 students completed the LPN to RN bridge program this summer and will be joining the RN 2nd year class this September 2014.

Jason Aase, Dean of Arts and Sciences:

- Participated in several meetings/activities with Gwen Soderberg-Chase over the summer related to the Regional Achievement Collaborative (RAC) and STEM grants.
- In conjunction with Martha Joyce-Test, we are planning and preparing for the arrival of our Fulbright Scholar from Ukraine.
- Facilitating the committee that is planning and preparing for the arrival of the 2014 Open World delegation from Ukraine.

Fine and Performing Arts

- National Theatre Live presents: *Medea*, September 4-7 and *A Streetcar Named Desire*, September 19-21.
- UCC Art Faculty Showcase will open in the Art Gallery on September 15 and run through most of October. Featured faculty includes Renee Couture, Ted Isto, Steph LaFleur, Sandee McGee, Greg Price, and Susan Rochester.

Science

- A&P instructor, Dr. Joanne Richards, has arranged for a group of 20 UCC students to join UofO students in attending the 12th Annual UC Davis Pre-Medical & Pre-Health Professions National Conference in Davis, California. This conference offers speakers, workshops and exhibitors on diverse careers in the medical field. Representatives of over 300 programs from across the United States will attend this conference in October to recruit students. Medical schools, pharmacy schools, physician assistant programs, physical therapy programs, optometry programs and many more will be present at the event.

Human Services

- Transitioned the new Human Services Program Coordinator, Sandra Angeli-Gade, who replaced Stephen Cable when he retired in June.

Anya Petersen-Frey, Director of Small Business Development

- Two lead advisors, Debbie Catterson and Norm Risorto, have joined the advising team.
- The team is reviewing CIC files from the past 12 months to touch base with clients. We have also implemented an outreach whereas an advisor or our program assistant visit new businesses in the area to say “hello” and provide some resources and gifts from other businesses.
- The Small Business Management Program is being revised to include a basic program for business owners in operation less than two years and then an advanced program for business owners in business longer than 2 years.
- We are experimenting with direct mail and print advertising again this Fall to see if it results in larger class sizes. Evidently this has not been done for the last several years but was successful in the past. We will evaluate at the end of the year.
- The Umpqua Business Center is formalizing its incubator process such that all incubator clients must meet with an SBDC advisor as part of their advising team.
- Website is being updated by Kemberly Todd with assistance from Art to more accurately reflect our programs and to be more visually pleasing and simpler to navigate.

Outreach

- Attended the Partnership Industry Tour on June 24
- Serving on team for NW Wealth Works grant – will serve as facilitator (this is the feasibility portion of a larger grant to create a food manufacturing/incubator facility)
- Facilitated the RAIN panel workshop on August 14
- Attended several local economic development meetings including introduction at YES group throughout July and August
- Invited to Myrtle Point for an OEN/Business Oregon project on July 17 – the program funding has since been discontinued.
- Was a guest on AM 1240 to discuss the SBDC and UBC on August 21 – have suggested on ongoing relationship, host will let me know next week we are able to proceed.

Carol McGeehon, Library Director:

- Library is working with Cynthia Horkey and Marjan Coester to make the library group study room more inviting for student use
- Library is providing a short overview of library services for the new student orientations on Tuesdays and Thursdays.
- Library director met with Ebsco to research the Ebsco Discovery Service to see if it will simplify searching across multiple research sources such as the UCC library catalog and Ebscohost databases.
- Library has scheduled a library staff in-service for September 15th.

ADMINISTRATIVE SERVICES
June 2014 Board Report

Rebecca Redell, Chief Financial Officer

- In July, the finance department attended two-day training in Bend, Oregon. The training was for Finance, Purchasing, and Budget staff. This training covered a variety of topics including Ethics/internal controls, purchasing rules, account receivable, collections, 1098Ts, and HR topics. Staff was able to network with peers on issues that are related to community colleges.
- The Student Fee Taskforce began meeting on August 11th, the group has done their due diligence to review all student fees that are currently on record.

Cathy Vaughn, Bookstore Manager

- August has been very busy in the Bookstore with freight deliveries. Our Fall Textbooks have been coming in daily along with new clothing, back packs and school supplies.
- We have been short of personnel with Jasmine Allen out this month. She will be back on Monday Aug. 25 on limited hours for a couple of weeks but we are glad she will be back.
- We hope to fill a part time position before fall term begins. We have two student workers helping this summer and hope to have some work study students for fall.
- Our summer Textbook buy back has been going on all month inside the Bookstore. The last day to sell textbooks will be Aug. 28 and the next one will be December 10 & 11 in the Campus Lobby.
- We have been cooking our Hot Dogs all summer and will continue till Sept. 11
- Fall textbooks will be on line Sept. 12 we will begin selling in store on Sept. 17. There will be some titles for rent inside the Bookstore also.
- Students can still go to our on line rental site to rent textbooks that won't be available in store.

Linda Spaccarotelli, Purchasing Manager

- Purchasing published a "Notice of Public Hearing" for comments on the "Findings", from the public, for the exemption to use an alternative contracting method, (CM/GC). This will be for the construction of the Health, Nursing & Science Building.
- Attended the group workshops in Bend at COCC with the Finance and Human Resource departments.
- Served on the hiring committee for the Marketing Director position.
- Worked with the CFO, IT and Ricoh, our copier vendor, to renegotiate our contract for certain copiers on and off campus.
- Worked on the Harvest Festival coming up in October.
- Collaborated with the college attorney to revise the "Findings" and the RFP for the CM/GC for the Health, Nursing & Science Building. This was needed to comply with the just recently adopted Senate Bill 254, relating to the requirement for alternative contacting methods.

Natalya Brown, Director of Accounting and Finance

- Summer months are the busiest for the Finance Office. Besides the normal operational functions that our office performs, staff has been working hard on year-end processing and preparation for the financial audit for fiscal year 2013-14.
- Pauly, Rogers and Co PC, our independent audit firm, is scheduled to be on campus during the week of September 2nd to finish their field trip and finalize the audit.
- I would like to commend staff for all their hard work and extra hours they put in during the fiscal year end. We are experiencing some challenges this year due to staff turnover on campus.
- Shannon McFarland, our Accountant –Student Accounts, will be leaving campus on August 28th, 2014 as she is moving out of state. She will be greatly missed by our office and campus community. We wish her well in her new endeavors!
- There have been a lot of projects developing on campus that Finance is involved in. Transitioning from Sallie Mae to Higher one, testing Banner system, implementing electronic consent for 1098Ts, etc. are to name a few.

Micque Shoemaker, Budget Administrator

- The Board of Trustees adopted the FY15 budget on June 11th and the data was loaded into the management system, made available on the web and posted.
- The Notice of Budget Hearing” was submitted to the News Review and published on Sunday, May 25th.
- 2014-2015 budget books have been updated with information from the Budget Committee meeting.
- I attended three trainings over the Summer. The group workshops in Bend, OR at COCC, budgeting basics relative to higher education in Seattle, WA and Advanced Excel in Seattle, WA. There were take aways from each that I feel will be very beneficial in the coming year.
- The budget for FY14 was reviewed for overages as the fiscal year came to an end and worked with Rebecca and Natalya to determine how to address them.
- Attended the Administrative Retreat in Florence, OR.

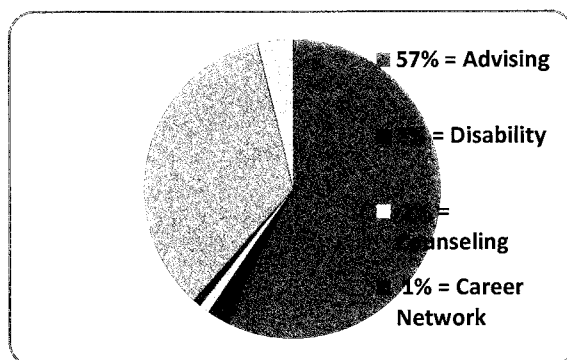
**Umpqua Community College
Vice President for Student Development
Board Report –September 2014**

Student Services- Vice President of Student Services:

Vacant

Academic Advising, Counseling, Testing, Disability and Career Services

Mandie Pritchard, Director



New Student Orientation

Mary Morris, Lead Academic Advising Specialist has conducted with UCC advisors, counselors, student ambassadors and mentors 20 new student orientation sessions during June, July and August. Sessions hold between 20-35 students. September has an additional 8 sessions. Additional session will be added as needed.

Recruitment

Over the summer, Kira Oerman, Recruitment Specialist has met with a number of high school representative and campus programs:

Glendale High School - Brenyl Swanson

Oakland High School - Jeff Clark

North Douglas High School - Scott Yakovich

Yoncalla High School - Brian Berry and Debbie Arts

Roseburg High School - Karen Goirigolzarri and Jim Early

Douglas High School – Rob Boye and Dr. Dan Bullara

South Umpqua High School – Dan Cohnstaedt and Shannon Fye

High School Expanded Options and Dual Credit on-site admission and registration was held on August, 19, 20, 21 and 22nd at Roseburg and Douglas High School.

On campus recruitment planning has begun with TRiO, Vitaculture and Enology, Academic Partnership Office, Community Relations, Adult Basic Skills Development, Dental Assisting, and Culinary.

Student Life Office - Marjan Coester. Director

No Report Submitted

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

- Close to 30 intakes have been completed for prospective First Year Experience cohort students, and the cohort will meet and have their orientation Sept. 24
- Interim Director Caroline Hopkins flew to San Diego Aug. 6-10 with the TRiO grant for a conference put on by the Council of Opportunity in Education to learn about the upcoming 2015-2020 SSS competition.
- Several students have come in and/or called to share the news that they have earned OSAC scholarships! Several of our students have earned over \$4,000 on top of their foundation scholarships for the upcoming academic year
- Interviews for the full time Director of TRiO-SSS/TOP have begun
- TOP has exchanged office space with ASUCC giving ASUCC more autonomy as a group, and allowing the TOP students to have the space so desperately needed for service delivery. TOP students have been pushing for this move for several years and it has been an exciting and learning experience for the student leaders involved.

Ford Childhood Enrichment Center – Ronda Stearns, Director

Fall is a time of transitions for us here at the Ford Childhood Enrichment Center. New families join us as they embark on their educational goals. New practicum students enrolled in the Early Childhood Education program become part of our routine as they complete their hours. New work study students become part of the team in completing their hours towards their financial aid award. We also have the occasion to have faces transition out on occasion.

This fall will see the transition out of several of our students. As teachers to UCC's youngest students, we focus so much on their development and growth that sometimes we miss that fact the children are outgrowing us. Case in point, every year I become quite melancholy at the realization many of our preschoolers are going to kindergarten and won't be returning. This year's kindergartners have been a wonderful group of young men and we will miss Gavin, Mason, Eli, Michael and Caleb terribly.

Another transition for the center will be in its director. As I write this report I am in the final six days as director of the Ford Childhood Enrichment Center. I am very proud of the center and the exemplary environment in which its staff educates and cares for UCC's "fresh-est-man" class. I have every confidence the staff will continue to provide the exceptional education and care you have come to know in my absence. They are a remarkable group of educators that welcomed me in 2009 and I am sure they will facilitate the transition of my successor with the same grace and ease they afforded me. I wish my successor all the joy and humor I have experienced these past five and a half years.



Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

3314 – Total application to date for 2014-15

3766 - Total applications to date for 2013-14

Financial Aid Awards

1014 – Total awards packaged to date for 2014-15

860- Total awards packaged to date for 2013-14

Disbursements for the 2014-15 award year through 08/25/2014 total over \$603 million in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.

- The Financial Aid Office continues to work with EdFinancial & \$ALT and are making progress toward lowering the Cohort Default Rate. Final CDR's should be available by the end of September.
- We held the first meeting of the Default Management Task Force in an effort to get the college campus on board as a whole toward meeting our previously set goals on the Default Management Plan.
- Director hosted our first quarterly Financial Aid Directors meeting at UCC in the Lang Center.
- Audrey Brown and Linda Vellines attended the annual Summer Drive Inn training session at Portland CC.
- Ann Abel attended the yearly veterans WAVES conference in Texas.
- Linda Vellines provided 6 on campus FALS seminars during the months of July and August and there are 6 additional on campus seminars scheduled for September before the start of Fall term. There continues to be online seminars available to students.
- Our office is current in our awarding with 43 students pending review. Over this past year our change in processing has served our office well.
- The Financial Aid webpage now has four video tutorials available to assist students in the financial aid process.
- Preparing to begin work on the annual FISAP report due the end of September.

Registration and Enrollment Services – David Farrington, Registrar

- Enrollment Services has been busy this summer with filling vacancies due to employees moving out of the area. We have two employees joining UCC at the end of August and a third joining us in October. The October hire is in conjunction with Title III and the purchase of Degree Works.
- The Degree Audit and Evaluation Specialist will spend the next year learning and setting up the new degree audit software that we will use in providing students with a tool to assist with their academic planning toward their degree or certificate.

Educational Talent Search / Upward Bound – Missy Olson, Director

Upward Bound

The 2014 Summer Academy concluded on July 29 with a banquet attended by over 120 students and their family members to celebrate their participation and accomplishments over the past year. The program had 60 participants this year, with 12 graduating seniors. The students participate in monthly team meetings, study groups, check-ins and Saturday Seminars and then attend a 6-week summer academy. This year's Upward Bound program featured the following activities:

Academic Year

Color Blast Run for Recovery and Prevention

UCC Harvest Festival

Western Oregon University tour and football game

Up2UsNow Video Production to prevent child abuse

Winter Retreat (presentation by Ford Family Foundation director, owner of computer business, Mamma Mia at the Hult Center, UO Tour)

Resiliency assessment

SAT Preparation

Scholarship Preparation

Myers Briggs

Day of Caring

Earth Day Activities

Emotional Intelligence

Monthly Individual Check-ins

Tutoring

Study Skills Development

Learning Assistance Plans

Scholarship Development

Class Advising

Preparation for finals and assignments

Summer Academy

Senior Research Writing

The World of Fantasy in Language Arts

Spanish 1 and 2

Math Lab

History and Science of Spying in America

Personal Empowerment

Senior Preparation

College Success

Summer Camp

Seattle End-of-Year Trip

Five Service Projects, including Relay for Life, Winston Fireworks, Umpqua Valley Arts Festival, and Graffiti

Educational Talent Search

Although the full time advisors are off during the summer, we organized files for next year, prepared all workshop materials, and updated the senior handbook and scholarship flash drive. In addition, Jayne Smith recruited at Oakland and Glide during registration.

Title III Project Manager– Dr. Cynthia Horkey

- The second quarter funding report has been completed and submitted to the Department of Education.
- The Title III Project Manager visited COCC Bend to learn more about GoPrint and to observe their learning spaces.
- The external evaluator has been procured and a site visit is scheduled for late September.
- The Degree Works project is on schedule and the first site visit will be August 26th to discuss installation.
- The Degree Audit and Evaluation Specialist position has been approved by EC and will be posted. The anticipated start date will be October 1, 2014.
- The Title III Project Manager is working with the Librarian and the Director of Student Engagement to create a group study room. The target date for completion will be the start of the term.

Athletic Director, Cheryl Yoder

- The Volleyball ladies are up and going – practicing and start their season this Friday, Sept. 29th at a pre-season tourney at Chemeketa. They have 11 ladies this year, with 5-6 returning sophomores. They should be strong and experienced and we're hoping for a great season.
- The men and women's Basketball players are either coming back to town or coming on campus about 2 weeks before school starts. Daniel Leeworthy has had a busy summer, recruiting 16 players, with 2 sophomores returning, plus Daniel kept busy running the summer rec program at the pool. Dave Stricklin has also been recruiting hard with 4 returners. Both teams should be very strong and competitive this year.

BOARD OF DIRECTORSNeil Hummel
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Dave Sabala

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

Connie Williamson

**Foundation Director's Report
September, 2014****UCC Foundation Golf Tournament**

Twenty-one teams participated in this year's annual golf tournament on July 18th at Myrtle Creek Golf Course. The weather was beautiful and the golfers enjoyed the day. Over 20 staff and volunteers worked hard to make the event a great success, raising over \$8,000 for scholarship and program support. Silver sponsors for this year's event included Umpqua Bank, Umpqua Insurance, Umpqua Dairy, Wicks Emmett, Roseburg Forest Products, Ferguson Wellman Capital Management, KPIC and Mercy Foundation.

Opening Night Dinner & Musical

UCC Alumni hosted the opening night dinner and musical *Oliver*. Guests enjoyed a wonderful dinner prepared by the UCC Culinary Arts Department while dining on UCC's gorgeous campus grounds. The event celebrated UCC's 50th anniversary with centerpieces displaying photos from years past and 50th anniversary mugs for all guests.

Health, Nursing & Science Center Capital Campaign

Fundraising efforts are well underway for the Health, Nursing & Science Center Capital Campaign. With the deadline to raise 8.5 million dollars quickly approaching, Foundation board members, staff and UCC Board of Trustees have been meeting with potential major donors to help reach our goal. To date \$3,006,306 has been raised.

We are thrilled that The Ford Family Foundation awarded a **Challenge Grant** in the amount of \$1,500,000, the largest grant ever awarded for education by the Foundation. The Ford Family Foundation will match 100% of local dollars raised after August 1st, 2014, up to \$1,500,000. If you have not had a chance to make your pledge, now is a great time!

Several grant applications have been submitted and are pending notification, while additional grant applications are awaiting submission. Overall, we expect to submit 19 grant proposals totaling \$3,554,000, and hope to raise \$2,400,000 in grants.

Work Study

Our new work study Teresita Guzman Nader will begin work in our office September 29th. Teresita is a second-year student at UCC and wants to be a Veterinarian.

EXECUTIVE DIRECTOR

Dennis O'Neill

Fulbright International Education Administrators Seminar

Susan Taylor is also excited about her upcoming trip to Germany in October with the Fulbright IEA Seminar. She is traveling with 19 other college administrators from around the USA to learn about the German higher education system. They will be in Berlin for one week, then split up into small groups. Susan's group will be in Mannheim for four days studying college and university fundraising. After that, they meet in Mainz, Germany for four days with the whole group and the Fulbright IEA Seminar attendees participating in France. Participants come from all over the nation; three from community colleges and 17 are from universities and private colleges.

Ewing Marion Kauffman Foundation Update

In July, we hosted Dr. Charles Terrell, President of Eastern West Virginia Community and Technical College as a part of the Kauffman Foundation Slingshot Network. Dr. Terrell visited UCC for two days to learn more about our innovative approaches to entrepreneurship, specifically with the Southern Oregon Wine Institute, and how we can partner and work together in the future.

As part of the Slingshot Network, the Kauffman Foundation has paired us with a mentor from Kent State University to assist us in developing our plan for building upon the entrepreneurial assets in our community with a goal of improving the economic situation in Douglas County.

Scholarships

The scholarship office is preparing to launch a second scholarship process for the 2014-15 academic year. The application period will open September 8th and close September 23rd. We will need volunteers to score applications again, so please contact Krista if you are interested in reviewing online applications. We expect to fund around \$250,000 during this process bringing our award amount over \$670,000 for the 2014-15 academic year.

Umpqua Scholars Program

Ninety UCC Scholars have accepted and confirmed their award and will be attending UCC starting this fall. The Scholars will have an orientation September 17th to prepare them for fall term, and there are several other events scheduled for the Scholars throughout the year.

New Endowments

The Foundation has added two new annual scholarships and two new endowments since April of 2014. We will be offering two scholarships from the ServPro of Douglas County Scholarship fund and one scholarship from the Douglas County Scottish Society Endowment during our September scholarship process.

ACEUCC
Board Report
September 10, 2014

I'd like to introduce our new president, Judy Ode. She is being transitioned in. Thankfully, she agreed to take on this position amongst all her duties as coordinator for various Community Education classes and workshops. Also, we have a new secretary, Becky Chappel. She will be taking over for Valerie Miltko, who's done a great job for us and will still be very active with us. We are furiously finishing up preparations for our annual retreat, which will be at Winston Community Center September 4. We have a workshop on Building Trust from Pauline Martel, a workshop on Gender Thinking from Ken Carloni, a Martial Arts presentation by Scott Leonard, and a discussion on employee rights and concerns from employees with a rep from OEA. We also are trying out Let's Make a Deal with some door prizes.

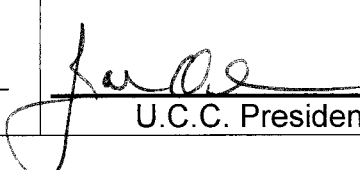
BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

Subject: UCC Board of Trustees Goals for 2014-15	Date: September 10, 2014
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Board of Trustees goals for 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 workforce development.
- Continue efforts to initiate construction for the Health, Nursing, and Science building and implement pieces on the Master Plan.
- Assist staff in creating a useful dash board for monthly meetings.
- Continue to Monitor Political/Legislative Actions and Advocate for UCC.


Recommendation by: <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>	Approved for Consideration: <div style="text-align: center;">  <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> U.C.C. President </div>
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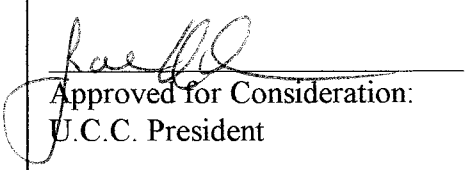
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Student Fees Task Force Review	Date: September 10, 2014
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Micque Shoemaker will present to the Board the findings of the Student Fees Task Force.


Recommended 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: Recommendation for Exemption
 from the Competitive Bidding Process

Date: September 10, 2014

It is recommended by staff that the College use an alternative contracting method for construction of the Health, Nursing & Science Building. The Request for Proposal (RFP), utilizing a Construction Manager/General Contractor (CM/GC) method with a Guaranteed Maximum Price (GMP) is the recommended method to be utilized. The use of this method requires the Board, acting as the Local Contract Review Board, must hold a public hearing for the purpose of receiving public comment before adopting findings and approving the College's use of the CM/GC method as an exemption from the standard competitive bidding process.

Additional time for public comment is being made available at 7:00 pm. Any Board decision will be pending any public comments received at that time.

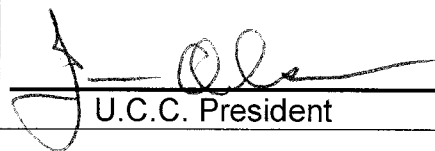
Findings for the exemption are included.

Recommendation by:



Rebecca Redell, Chief Financial Officer

Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Umpqua Campus — Health, Nursing & Science Building
August 18, 2014
Findings in Support of an Exemption from Competitive Bidding
For a Public Improvement

BACKGROUND

The findings herein support a resolution authorizing the Umpqua Community College (“College”) Board of Education (board), acting as the Local Contract Review Board, to exempt the Campus Health, Nursing & Science Building from the competitive bid process and instead use an alternative contracting method consisting of a Request for Proposals (“RFP”) for the selection of a Construction Manager/General Contractor (“CM/GC”).

The selection process will include an evaluation of potential general contractors through the issuance of an RFP. The proposals received in response to that RFP will be evaluated based upon the criteria stated in the RFP. The criteria to be evaluated may include, but not be limited to: proposer’s pricing proposal; labor rates; equipment rates and charges; overhead; profit, fee and mark-ups; proposer’s experience with the construction of academic buildings and experience in multi-phase construction projects; experience in constructing multi-story buildings; proposer’s experience in sustainable construction; previous experience of the firm, as well as key personnel (e.g., superintendent and project engineer), for projects of similar complexity; references; success with value engineering; the performance history of the contractor and key personnel demonstrating an ability to deliver projects on time and within budget; demonstrated ability of the contractor and key personnel to work in a harmonious and non-adversarial manner with the College and stakeholders, including neighbors, utilities, local governments and regulators; ability to maintain a drug-free workplace; compliance with environmental regulations; and ability to maintain a safe, healthful and accident-free workplace.

The Health, Nursing & Science Building (the Project) is planned to be a two-story building with a basement and a total area of about 36,000 square feet. It will be located on the north side of Jacoby Auditorium. The building will be a technologically advanced, complex project housing a variety of classrooms, laboratories, skill centers and offices that will provide space for nursing, dental assisting, biology, anatomy, physiology, chemistry, geology, medical legal resolutions, physics and general science. The design and construction of the building will be the second College building to meet or exceed the Silver level certification requirements of the Leadership in Energy & Environmental Design (LEED) using the Green Building Rating System. The construction documents preparation phase will begin in November of 2014 followed by the site preparation phase with the final completion expected by June of 2017.

STATUTORY REQUIREMENTS

Oregon statutes require all public improvement projects to be procured by competitive low bid, unless an exemption is granted by the state or the public contract review board of a public agency. (ORS 279C.330 and 279C.335) These statutes provide that an exemption allowing other contracting methods may be used based on findings that:

- A. The exemption is unlikely to encourage favoritism in awarding the public improvement contracts or substantially diminish competition for public improvement contracts; and
- B. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency.

Pursuant to ORS 279C.335(2)(b), for public improvement projects, agency findings to support substantial cost savings and other benefits to the agency must consider the type, cost and amount of the contract, and, to the extent applicable, the following additional factors:

- (1) How many persons are available to bid;
- (2) The construction budget and the projected operating costs for the completed public improvement;
- (3) Public benefits that may result from granting the exemption;
- (4) Whether value engineering techniques may decrease the cost of the public improvement;
- (5) The cost and availability of specialized expertise that is necessary for the public improvement;
- (6) Any likely increases in public safety;
- (7) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
- (8) Whether granting the exemption will affect the sources of funding for the public improvement;
- (9) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
- (10) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
- (11) Whether the public improvement involves new construction or renovates or remodels an existing structure;
- (12) Whether the public improvement will be occupied or unoccupied during construction;

- (13) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
- (14) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In reviewing and approving this exemption from competitive bidding, the board has considered the following factors:

- A. The exemption is unlikely to encourage favoritism or substantially diminish competition. (ORS 279C.335(2)(a)).

The process anticipated by this exemption is a competitive RFP process resulting in the selection of a CM/GC. Competition will be based not merely on price but on a variety of factors designed to deliver a quality project on time, for the least overall cost to the College. Evaluation factors used for selection are intended to result in a source selection process that is objectively neutral, transparent, and reviewable. Such a process is unlikely to substantially diminish competition or result in favoritism. Moreover, the process chosen places no restriction on the proposer and does not prohibit partnership arrangements. This expands the opportunity for small and medium-sized contractors to participate. The introduction of evaluation elements that permit evaluation of the quality of the contractor's team/partnership and the ability of the team/partnership to deliver the work for the price promised increases the pool of potential proposers. All contractors, including Oregon businesses, are able to compete either as named proposers or as members of a construction management team/partnership. To foster competition among prospective proposers, the project will be advertised electronically on the College's website, and in at least one trade newspaper of general statewide circulation (e.g., the *Daily Journal of Commerce*).

The proposal evaluation committee will include a representative from the College's procurement office, as well as several staff and independent consultant(s) involved in the execution of the project. This composition and cross-section of evaluators further assures integrity in the selection process. The evaluation committee will develop scored criteria and procedures that will be published in the RFP and the College will provide a protest procedure for aggrieved parties.

Finding: Based upon the foregoing, the board finds that it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

- B. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency. (ORS 297C.335(2)(b)).

1. How many persons are available to bid?

The Request for Proposals will be posted on the College's website and published in the Daily Journal of Commerce. Based on prior experience, the College anticipates receiving up to 20 responses.

2. The construction budget and the projected operating costs for the completed public improvement.

The Health, Nursing and Science Building is budgeted to cost \$17 million. The ability to begin holding classes in the Health, Nursing & Science Building during the Summer term of 2017 not only affects the enrollment for that term, but for the entire academic year. There will be a higher likelihood of avoiding delays in occupancy by allowing earlier student enrollment and earlier re-assignment of staff engaged in the project, due to the ability to engage in early constructability discussions with the contractor that will build the building, and increased ability to issue multiple, early-bid packages. Budgets will be more accurate due to contractor participation in their establishment.

The selection of a CM/GC, partially based on the quality of their prior projects, will increase the possibility of completing a higher quality-built building than if a traditional low-bid process were used, resulting in lower operational and long-term fiscal impacts. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials.

3. Public benefits that may result from granting the exemption.

The CM/GC project delivery method with source selection based on a competitive RFP offers the best opportunity to deliver the project on time and within budget. To meet its fiscal responsibilities and academic objectives, the College requires occupancy by Summer term 2017. The project must be bid in phases to meet this occupancy date. The participation by the CM/GC will allow: value engineering to occur, working with the concept designs and continuing throughout the project; assistance in evaluating the best and most cost-effective approach to construct the building; and more opportunities for the early release of bid packages. The early involvement of the contractor and the "give and take" of the CM/GC process provide the best opportunity for "on-time and on-budget" delivery of the Project. The College's experience with the traditional design-bid-build method has resulted in contracting with firms for the construction of major projects that have passed the statutory requirement of bidder responsibility and who have been able to secure bonding, but who have been lacking in experience, quality, and/or the ability to manage a complex project effectively. The traditional delivery method has resulted in disputed claims, late deliveries, multiple change orders and compromised quality that may not be apparent immediately, or that in one case has led to expensive and time consuming claims-settlement procedures. This is of particular concern on phased projects, where disputes can arise due to a contractor on a subsequent phase alleging adverse impacts caused by work completed in previous phases of the project.

While the "hard bid" model provides an adequate prediction of final project cost for "simple" projects or for equipment purchases, it is not a good predictor of final cost on more complex, phased projects. An RFP process that includes a detailed evaluation of the

proposer's cost and pricing data affords the public owner an opportunity to determine if the proposer's numbers are realistic and reflect the cost of the work. The hard bid model provides no opportunity to see how the proposed amounts were actually generated. The CM/GC process, as used by the College, provides a structured comparison and reconciliation of detailed project estimates provided by the contractor and a professional estimating firm retained by the College's contract with the architect, prior to finalization of the bidding documents and the release of sub-bids, further assuring cost control and realistic cost expectations.

The CM/GC method takes into account market realities and modern practices consistent with the public policy of encouraging competition. This alternate method is better able to address the shortcomings of the "hard bid" or "low bid" (i.e., traditional design/bid/build), delivery method.

The use of this process will allow a more collaborative method for the project to remain on schedule, reducing the anticipated period until occupancy. This process will increase the chances of staying within budget, due to providing the ability to score proposals in part on the prior history of the contractor, the participation of the contractor in constructability review, value engineering, and in establishing a Guaranteed Maximum Price. The public will benefit from adherence to a completion date that allows students to enroll in classes, leading to high-paying job opportunities earlier than would otherwise occur with a bid/build method. In addition, the project will very likely be built to a higher level of quality using this process, again, maximizing the public benefit.

Setting a Guaranteed Maximum Price earlier in the design will allow the College to ensure that the project will fit within budget and maximize the efficiency and return of the bond sales. Additionally, within the CM/GC process, the funding source (Full Faith & Credit Obligation bonds) can be flexible to enable acquiring funding at the most beneficial time in the project schedule. Under the CM/GC method, the College will benefit from savings if actual costs are below the GMP.

Finding: Based upon the foregoing, this proposed exemption and contract process will benefit the public by providing a contract method that results in the most likely opportunity to achieve completion of a high-quality project within schedule and within budget.

4. **Whether value engineering techniques may decrease the cost of the public improvement.**

Value engineering experiences and successes will be scored criteria in the selection process. This practice will initially begin with the involvement of the selected firm during the construction document design phase of the project and will continue through project completion. The CM/GC process provides a much more favorable opportunity for effective value engineering in comparison to the traditional design-bid-build method due to the ability to select a firm based on their skills in this area, and in their much earlier participation on the project.

An essential part of each construction project is the value engineering analysis. Value engineering is the means used to determine the best project design that meets the needs and priorities of the College, within the College's budget. Value engineering is done most

effectively by a team consisting of the College, architect, consultants, and the contractor. When the contractor participates, the team can render the most comprehensive analysis of all factors that affect the cost, quality, and schedule of the project.

If the College were to utilize the design-bid-build method, the contractor would not participate in this analysis; hence, value engineering would be conducted without the benefit of: 1) the ability to set the schedule; 2) the ability to sequence work; and 3) commitment from the contractor to implement the design within the schedule and budget. The CM/GC method allows the contractor to identify value opportunities during the design phase to maximize available space for programmatic usage as well as minimizing support space size to what is necessary.

Finding: Based on the foregoing, the board finds that value engineering techniques have been considered, or will be adequately considered, and may decrease construction costs for this project.

5. The cost and availability of specialized expertise that is necessary for the public improvement.

It is important for the College to work with a contractor that has: specialized expertise in multi-phased, wood and stone, sustainable construction and experience working safely on an occupied, constrained site with minimal impact on operations. The project will require experience in building state-of-the-art medical and science structures in an educational environment. Through integrated participation, project scope and design evolve with greater value for the College. The CM/GC method allows the contractor's specialized expertise to be utilized during the design phase.

The CM/GC contractor will have experience with sound attenuation, heating, plumbing, lighting, and electrical systems installation specific to the unique requirements of projects with similar requirements to the Health, Nursing & Science Building project. These "lessons learned" will add to the knowledge of the architect in the implementation of the most appropriate systems and materials.

The construction project is highly complex. The building will house the following laboratories: Model Trim Lab; Sterilization Lab; Pano X-ray; Skills Lab; Isolation Bed; Simulation Lab; Chemistry Lab; and General Science Lab. Use of a CM/GC in conjunction with the College's staff and the project architect will result in a better coordinated project.

The CM/GC method allows the vast majority of costs to be competitively bid under the umbrella of a pre-selected General Contractor. The CM/GC method allows the contractor to competitively bid out the vast majority of the cost of the project, providing the best value for the scopes of work in the bidding packages.

Finding: Based on the foregoing, the board has considered and finds that any specialized expertise required for this project will be best achieved through issuing a RFP to select a CM/GC firm, which is authorized by an exemption from competitive bidding.

6. Any likely increases in public safety.

The construction for the project will take place on an occupied site. There will be opportunities for conflict between construction activities and personnel, including students, neighbors and patrons of Jacoby Auditorium attending public events. It is particularly important to select a contractor that has adequately trained safety personnel and solid safety programs and practices to provide for public safety throughout the construction process. The CM/GC selection process will provide the best opportunity to select a contractor that is better qualified to provide public safety.

Finding: Based on the foregoing, the board finds that a RFP process to select a CM/GC is the best method for the College to assure selection of a firm that will provide maximum safety for the public.

7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement.

The construction of the new Health, Nursing & Science Building will require particularly close coordination between the contractor, design team, and the College. The RFP process and the CM/GC delivery method will provide the maximum opportunity for the College to obtain a contractor that is experienced in multi-phased, multi-story, construction on an occupied site. This selection process, which will include demonstrated successful, similar previous experience, will result in less impact on College operations and significant benefits to the College.

Criteria used to evaluate proposals will help ensure the College will be working with a contractor that will take a team, rather than adversarial, approach to the project; will have the necessary technical and managerial skills to optimally organize, and ultimately complete this complex project; has past experience and knowledge to meet the construction schedule; and provides a quality-built building at a reasonable price, both in terms of actual dollars, and staff resources.

This team approach reduces the risk of errors, missteps and complaints arising out of the construction process that would cause delay.

When the CM/GC participates in the design process, fewer change orders occur during project execution and CM/GC change orders that do not occur are processed at a lower cost under the GMP. This is due to the CM/GC's better understanding of the College's needs and the architect's design intent. In addition, fewer change orders reduce the administrative costs of project management for both the College and the CM/GC. The GMP method applies a lower predetermined General Contractor markup.

Finding: Based on the foregoing, the board finds that the operational, budget, and financial needs of the College would be best satisfied through this proposed alternative contracting method and that any impact on the College budget and financial situation would be positive.

8. Whether granting the exemption will affect the sources of funding for the public improvement.

The Health, Nursing and Science Building is funded through a combination of state and local funds, taxes, grants, and tuition revenue. This project is also financed by the proceeds of community donations, Full Faith and Credit Obligation Bonds and a state contribution. This creates a particular obligation for the College to provide the best value not only to the College's district but to the state. It is important for the board to be able to confidently expend these funds with a qualified contractor for the least amount of cost. This goal can be best achieved by using the CM/GC delivery method for the reasons that have been described in prior sections.

Finding: Based on the foregoing, the board has considered the funding source and has determined that the best use of those funds is to issue an RFP to select a CM/GC.

9. **Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.**

In determining the overall cost of the project to the College, on-time delivery and minimum disruption to ongoing academic activities, so that the flow of revenue from existing programs is not curtailed, must be taken into consideration. It is also critical that the project be delivered within budget. Unless these needs can be met by the delivery system chosen, the College faces increased costs in the form of lost tuition revenue that must be replaced from existing resources. This, in turn, further reduces the ability of the institution to provide classes. The cost of the project as a whole, and not simply the amount of money paid to the building contractor, must be considered in the life-cycle cost of the project. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials and potential conflicts that could arise if the various phases were independently awarded to general contractors.

Finding: Based on the foregoing, the board finds that the market conditions are more conducive to a qualifications-based, enhanced selection process rather than the traditional design-bid-build method.

10. **Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement.**

This project has several aspects that add to its technical complexity. First, there is very limited space in which the contractor can mobilize and stage for construction. This can create conflicts with College operations, residential areas and general safety. Secondly, the project consists of several technically sophisticated spaces such as dental, nursing and science laboratories. Third, this project will incorporate many sustainable-design aspects. There is a possibility of challenges of discovery of unforeseen construction situations and the resulting scheduling challenges necessary to perform the work while minimally disrupting College activities.

The CM/GC method allows the contractor to provide information and insights regarding the technical complexity of the project and to make recommendations to be incorporated into the design to reduce the amount and scope of change orders.

Finding: Based on the foregoing technical complexity, the College finds it is in the board's and public's interest to proceed with an exemption from competitive bidding for the selection of a CM/GC, utilizing a RFP, which will allow the College to select a qualified contractor with the necessary technical experience and demonstrated history of success.

11. **Whether the public improvement involves new construction or renovates or remodels an existing structure.**
12. **Whether the public improvement will be occupied or unoccupied during construction.**

This public improvement involves new construction. The public improvement will not be occupied during construction.

13. **Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions.**

The ability to bid the project in phases, where all phases are bid at the outset of the project, is the best way to achieve occupancy by Summer of 2017. The four phases are: 1) Contracts and Proposals; 2) Design Development; 3) Construction Documents; and 4) Construction. This phase approach best assures bidding that incorporates all long-range construction costs of the project. The public improvement will require multiple phases to meet the Summer 2017 occupancy goal.

14. **Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.**

The College will use consultants and legal counsel with expertise and experience in alternative contracting methods to assist in developing the alternative methods and to help negotiate and enforce the terms of the public improvement contract.

Based on the above Findings, the Board approves the use of the CM/GC method of procurement using the following process:

The CMGC will be selected through a competitive process in accordance with the qualifications-based selection process authorized by the Board of Directors. Competition will not be inhibited nor will favoritism be encouraged.

- A. Pursuant to ORS 279C.360, the CM/GC solicitation will be advertised at least once in a state-wide paper of general circulation as well as the UCC Purchasing Web Page.

B. To ensure full disclosure of all information, the Request for Proposals solicitation package will adhere to all requirements in 279C.365 "Requirements for Solicitation Documents and Bids and Proposals" and will include:

1. Detailed Description of the Project
2. Contractual Terms & Conditions
3. Selection Process
4. Evaluation Criteria
5. Role of Evaluation Committee
6. Provisions for Comments
7. Complaint Process and Remedies Available

C. Selection Process: Other highlights of the selection process will include:

1. A pre-proposal vendor conference will be announced and held. This conference will be open to all interested parties. During this pre-proposal conference, as well as any time prior to ten (10) days before the close of the solicitation, interested parties will be able to ask questions, request clarifications and suggest changes in the solicitation documents if such parties believe that the terms and conditions of the solicitation are unclear, inconsistent with industry standards, or unfair and unnecessarily restrictive of competition.
2. The evaluation process will determine whether a proposal meets the screening requirements of the RFP, and to what extent. The following process will be used:
 - (a) Evaluation criteria will be clearly stated in the RFP.
 - (b) Proposals will be evaluated for responsiveness with the screening requirements of the RFP. Those proposals that are non-responsive will be rejected.
 - (c) Proposals will independently be evaluated and scored by the voting members of the Selection Committee. Scores will then be combined and assigned to the proposals.
 - (d) The Selection Committee will convene to select from the highest-scoring proposers, a group of at least three finalists (if three are available) for formal interviews and after interviews are concluded the committee will provide an award recommendation to the Chief Financial Officer who will seek acceptance from the Board of Directors

of the College to proceed with the contract negotiation with the highest-ranked proposer.

DETERMINATION OF FINDINGS

Based on the foregoing, it is determined that use of the CM/GC process for the Health, Nursing & Science Building project complies with the criteria set forth in ORS 279C.335(2) in that:

(a) It is unlikely the exemption will encourage favoritism or substantially diminish competition. The selection process will be fair and open to all interested proposers as established within the above findings.

(b) The exemption will result in cost savings to the College and that value will be added to the project that could not otherwise be obtained.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

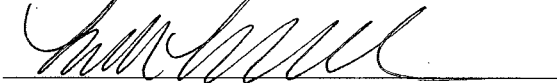
Action Item

Subject:
 Resolution #1, Approval to Spend Funds

Date: September 10, 2014

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Tamra Samson was awarded \$8,600 from the Oregon Community Foundation to provide enhanced and realistic learning situations using manikins that produce heart, lung, bowel and voice sounds via a handheld (sim-pad) device for approximately 150 nursing students and April Hamlin was awarded a one year \$36,000 grant for the Community College Student Assistant Grant from the State of Oregon CCWD.

Recommended by: Rebecca Redell,
 Chief Financial Officer



Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 1 - FY 14-15
Approval to Spend Funds

- WHEREAS, Umpqua Community College has been awarded \$8,600 from the Douglas Community Fund of The Oregon Community Foundation, and \$36,000 from the State of Oregon CCWD, 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 \$44,600 for the implementation of these projects.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	14-15 Budget Through Resolution 0	Adjustment	14-15 Budget Through Resolution 1
REVENUES:	\$ 5,105,536	\$ 44,600	\$ 5,150,136
EXPENDITURES:			
instruction	\$ 1,992,070	\$ 8,600	\$ 2,000,670
Instruction Support	787,943	\$ 36,000	823,943
Student Services	2,185,526		2,185,526
Community Services	139,997		139,997
TOTAL	<u>\$ 5,105,536</u>	<u>\$ 44,600</u>	<u>\$ 5,150,136</u>

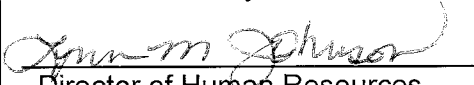
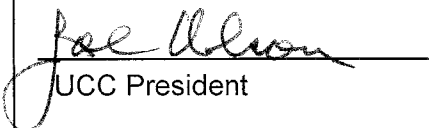
ADOPTED this 10th day of September, 2014

Clerk of the Board

Chairman of the Board

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON
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X	<input type="checkbox"/> Informational Item <input type="checkbox"/> Action Item
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Subject: Early Retirement Request	Date: September 10, 2014
<p>Recommendation:</p> <p>Board approval is requested for the following staff for early retirement:</p> <p>Linda Spaccarotelli, Purchasing Manager, is retiring effective January 2, 2015, and is requesting early retirement benefits according to the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. In Linda's 18 years working for UCC, she has worked in the Business Office, Human Resources department, and the Bookstore. Linda has worked as Purchasing Manager for the past eight years.</p> <p>Susan Windsor, Counselor, is retiring effective December 31, 2014, and will continue working full time through the Winter 2015 term. Sue is requesting early retirement benefits according to the UCCFA collective bargaining agreement, Article XIX, Employee Benefits, Section F, Early Retirement. Her benefits as a retiree will be effective April 1, 2015. Sue began full-time employment on March 16, 1988, serving over 27 years in her position.</p>	
Recommended by:  Director of Human Resources	Approved for Consideration:  UCC President

June 30, 2014

Dear UCC Board of Directors:

This letter is my official notification of my request for early retirement. Pursuant to the Classified Association bargaining agreement Article XV, section F, "Early Retirement", I am eligible for the early retirement benefits. My last day of work at Umpqua Community College will be January 2, 2015.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced working for UCC. I have genuinely enjoyed my employment as the Purchasing Manager here at UCC these past 8 years. I have been with the College for 18 years, hired in 1996 and have had a lot of history working in the Business office, Personnel department and many years at the Bookstore. I have made many wonderful friends here and will miss my coworkers when my retirement day comes.

Again, I have truly enjoyed working at UCC and want to thank you all for the opportunities that were given to me here to advance in my career as well as my education.

Sincerely,

A handwritten signature in cursive script that reads "Linda Spaccarotelli".

Linda Spaccarotelli

rec'd
JUN 19 2014
sac

June 6, 2014

To: Rick Aman and the UCC Board of Directors

From: Sue Windsor

Subject: Early Retirement Request

Susan Windsor 6/6/14

Under the faculty contract Article XIX, F I would like to request early retirement December 31, 2014. In accordance with the article I would ask for the continuation of insurance coverage as stated in F(2) of the same article.

My intentions would be, with college approval, to work on contract as a full-time faculty member for the winter term 2015. I would also be willing to work full or part-time in spring term 2015 on contract if needed to help in the transition/hiring process of a new counselor.

My gratitude is deep to UCC as it has provided me with an education as well as a career. I have been blessed to love my work with students. My appreciation is extended also to fellow staff members that I have had the opportunity to form "family" bonds with in working to support and care for our students.

CC: UPSS
HR
PRESIDENT
FICE