

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 2015-16

- President's Search, Equity and Cultural Competency, Student Success, Finance, Capital Projects

Executive Session per ORS 192.660(2)(i), 2:00 P.M., Board Room, VOL. L, No. 11 BOARD OF TRUSTEES MEETING FEBRUARY 10, 2016; 3:00 P.M., Board Room

AGENDA

Table with 3 columns: MEMBERS, ADMINISTRATION, and names with signature lines.

- I. CALL TO ORDER Chair Becker
II. ATTENDANCE Chair Becker
III. PLEDGE OF ALLEGIANCE Chair Becker
IV. CONSENT AGENDA Chair Becker pp 1-7

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.

- V. CHANGES TO THE AGENDA Chair Becker
VI. FOCUS PRESENTATION: UCC Scholars Marjan Coester p 8
VII. ASUCC REPORT Anthony Terra
VIII. ACEUCC REPORT Judy Ode
IX. UCCFA REPORT Marie Gambill
X. PRESIDENT'S REPORT Dr. Nolte pp 9-15
XI. OCCA REP. REPORT Dir. Lathrop
XII. RECOVERY REPORT Chair Becker p 16
XIII. OLD BUSINESS

XIV. NEW BUSINESS

A. Academic Calendar 2016-2017

Dr. Roxanne Kelly

pp 17-18

B. 1st Reading of Proposed Policy

Dr. Beth Hogeland

pp 19-22

C. Budget Calendar for Fiscal Year 2016-2017

Rebecca Redell

p 23

D. Early Retirement Request

Mandie Pritchard

pp 24-25

XV. BOARD COMMENTS

Chair Becker

XVI. ADJOURNMENT

Chair Becker

IMPORTANT DATES:

- Sutherlin First Citizen Banquet, February 20, 5:30 pm, Lang Center
- Winston-Dillard First Citizen Banquet, Feb. 22, 6:00 pm, Winston Community Center
- Myrtle Creek-Tri City Citizen of Year Banquet, March 5, 6:00 pm, Myrtle Creek Elks Lodge

NEXT BOARD MEETING: Wednesday, March 9, 2016, 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: February 10, 2016

Recommendation:

Recommend approval of:

Minutes of College Board Meeting of Jan. 7, 2016 pp 1-2


Minutes of College Board Meeting of Jan. 13, 2016 pp 3-5

Personnel Actions pp 6-7

Recommendation by:



Approved for Consideration:


_____ U.C.C. President



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: February 10, 2016

Board approval is requested on the following personnel actions:

Administrative/Confidential-Exempt Contracts:

None

Faculty Contract:

Clifford Geimer, Nursing Instructor, 2/1/2016

Separation:

Elizabeth Hogeland, Interim VP for Student Services, 2/26/2016

From: Beth Hogeland <Beth.Hogeland@umpqua.edu>
Date: January 8, 2016 at 11:48:53 AM PST
To: Robynne Wilgus <Robynne.Wilgus@umpqua.edu>
Cc: "Lynn M. Johnson" <Lynn.Johnson@umpqua.edu>, "Mandie R. Pritchard" <Mandie.Pritchard@umpqua.edu>, Roxanne Kelly <Roxanne.Kelly@umpqua.edu>, Rebecca Redell <Rebecca.Redell@umpqua.edu>
Subject: VPSS letter

Dr. Nolte,

This email is a follow-up to our conversation yesterday about my tenure at UCC. My last day at UCC will be Friday, February 26, 2016.

My decision to leave is not a new decision. When Dr. Cavin reached out to me, she believed I would be needed for just a couple of months and would probably be finished by the end of fall term. I told her at the time that I had commitments in the spring and she assured me the work was not likely to extend beyond January. I can make staying through February work with my family, but I cannot change the things we have scheduled after that.

I have felt deeply honored to be able to work at UCC at this time. As I told you, The Student Services staff are a terrific group and it has been a pleasure to work with them. This has been a wonderful experience for me.

Beth Hogeland

Dr. Beth Hogeland
Interim Vice President
Student Services
1140 Umpqua College Road
Roseburg, OR 97470
541-440-4631 Office
541-440-7713 Fax
www.umpqua.edu

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 7, 2016**

The Umpqua Community College Board of Trustees met on Thursday, January 7, 2016, in the Board Room of the Welcome Center at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the meeting to order at 11:00 am and the pledge of allegiance was given.

Directors present: Vanessa Becker, Bob Bell, Doris Lathrop, Sharon Rice, Betty Tamm, and Wendy Weikum
Director excused: Joe Pospisil

Others present:

Walter Nolte	Jason Aase	Mandie Pritchard	Natalya Brown
Robynne Wilgus	Jessica Richardson	Leslie Bryant	Ian Campbell
Beth Hogeland	Carol McGeehon	Judy Ode	Adilene Guajardo

Changes to the Agenda – there were none

OLD BUSINESS

Chair Becker opened the meeting and reviewed the establishment of the Recovery Calendar and the associated subcommittees. The Snyder Hall Advisory Subcommittee, which provides Board, community, and campus input, has met several times and are now presenting a recommendation.

Dir. Tamm, chair of the subcommittee, said she was honored to do what she could with the committee and for the future of Snyder Hall. The committee was commended for their broad array of constituency: student representation, including those who were in Snyder Hall during the event; staff and faculty from across the campus and several that inhabit the building; Foundation Board members, community leaders and the UCC Board. Dir. Tamm also interacted with the District Attorney's office who polled the victim's families for their opinions of what to do with the building. The subcommittee met several times working with a short timeline to submit a proposal to the State.

Mahlum Architecture was thanked for their help and for listening to the group. They were asked to help on an emergency basis because of their previous work on the Master Plan a few years ago; the college buildings and information were already on their CAD system. Mahlum Architects donated all of their time on this effort up through this day. It is not an expectation of future work.

The Master Plan was reviewed. One of the components highlighted opens up the buildings toward the green so students can feel connected with the campus. Dir. Tamm said that is the general concept which was used regarding the repurposing of Snyder Hall.

The thought processes of what to do with the building could be grouped into five general categories which ranged from demolishing the current structure and constructing a new building to just dealing with the affected classrooms. The committee considered what people felt and what they thought their constituencies within the community would want. The discussion included the fact that they didn't want the October 1 event to be one of defeat.

The committee then turned to consideration of a major remodel. There would be a better use of space, consideration for the Master Plan, a more secure building, and a serene meditative use of the area of the event. It was also desired to have the breezeways pulled into the interior of the building for security purposes.

Challenges would present themselves with a remodeling of the building. A major issue is the 50 year old restrooms that are not ADA compliant. Additionally, the plumbing is embedded in the concrete slabs. The unique stone on the building is weathered and will likely crumble when it is reused. Cost effectiveness of taking the building down

to almost the bottom for being rebuilt is beginning to be realized. The committee saw this option as a choice rather than a defeat.

The proposed plan was described and various building angles were reviewed on slides. Elements that would be common to other UCC buildings were also highlighted.

When presenting the proposal to the State, Dir. Tamm indicated there will be communication as to why the option is being recommended: plumbing, roof issues, HVAC problems, etc. When considering all of the elements that would need to be dealt with in rebuilding it is more cost effective with the current proposal. The proposal will be sent to the State this week. The cost estimate for hard construction is \$3.50 per square foot and with soft costs it comes to about \$4.20 per square foot.

Dana Richardson, from HECC, is coming to UCC on January 25 to talk about the proposal and gain further understanding. If needed, Dir. Tamm is happy to go to the legislature and defend the proposal.

During the development process, the architects reinforced the possibility that small details of the building can change. An emergency process was invoked which allowed Mahlum Architects to work on the Snyder Hall concept. However, for the construction of the building there will be a bidding process. The rough timeline includes a couple of months for funding to be secured, another four to six months for drawings to be finalized; construction might possibly begin in late summer. After the motion was made by Dir. Bell to accept the major remodel building concept for Snyder Hall there was a suggestion to amend the motion to include the committee's recommendation; Dir. Bell accepted the suggestion and amended the motion.

Motion: I move for approval to move forward with the Snyder Hall Subcommittee's recommendation as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Chair Becker thanked the committee for their efforts, the architects for their time, and the advocates for the college in helping it move forward.

Board Comments

- Dir. Rice suggested a very nice letter be sent to the architects in recognition of their efforts. Dr. Nolte said his office would provide the letter.
- Chair Becker welcomed Dr. Nolte to UCC and his first Board meeting.

Meeting adjourned 11:36 am.

Walter H. Nolte, Ph.D.
Acting President

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 13, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, January 13, 2016, in the Board Room of the Welcome Center at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:00 pm and the pledge of allegiance was given.

Directors present: Vanessa Becker, Bob Bell, Doris Lathrop, Joe Pospisil, Sharon Rice, and Wendy Weikum

Director excused: Betty Tamm

Others present:

Walter Nolte	Rebecca Redell	Elaine Cheney	Beth Jessel	Paula Usrey	Anne Marie Levis
Robynne Wilgus	Jason Aase	Natalya Brown	Anthony Terra	Xiana Smithhart	Vera Westbrook
Roxanne Kelly	Jessica Richardson	Cathy Chapman	Ciara Byars	Jesse A. Morrow	
Beth Hogeland	Mandie Pritchard	Chris Lake	Dan Yoder	Lee Salter	

Consent Agenda

- A. Minutes of College Board meeting, Dec. 9, 2015
- B. Personnel Actions

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

Changes to the Agenda

A number change was noted for Resolution No. 5; it should be Resolution No. 6. A naming opportunity will be added to the agenda as item "F" under New Business.

Focus Presentation

The Annual Enrollment Report for academic year 2014-15 was presented by Xiana Smithhart, Institutional Researcher, and is attached to the permanent Board minutes. Discussion included why a program was suspended, the assurance of keeping up with current needs, and meeting industry standards. Dr. Nolte noticed what appears to be an anomaly regarding gender data from the last two academic years, 2013-14 and 2014-15; typically the statistics show about 40% male students and about 60% female. The 2014-15 looks like the data was reversed. Dan Yoder, Director of Information Technology, indicated there could be a data issue or it could be due to the focus of workforce development trainings.

ASUCC Report

Anthony Terra, ASUCC President, reviewed ASUCC leadership changes including a new Executive Member, Ciara Byers, as the Activities Director. Leadership training is being done with all clubs on campus. There will be a blood drive at the end of January.

ACEUCC Report

Judy Ode, ACEUCC President, said it was nice having two full weeks off during winter break. She recently was on campus in the evening and the lighting seemed dark; she asked if it's possible to have higher wattage lighting.

President's Report

Dr. Nolte thanked everyone for a warm welcome and indicated he is in the middle of his second week. He has spent time visiting folks on campus and has had a few off campus meetings with groups. Last Friday Sen. Merkley came to UCC for a meeting. This coming Friday is a meeting with all community colleges regarding security. He and Elaine Cheney, UCC Foundation President, have done interviews with candidates for the Executive Director of the Foundation; an announcement will be made soon. Dr. Nolte invited Lee Salter to share news from a recent meeting with Pacific Power. Ms. Salter presented Pacific Power's plan for a memorial that will be erected at their

College Board Minutes

January 13, 2016

Page 2 of 3

facility in the Green District. Many local businesses have made donations toward the effort. The memorial will include a large American flag that will be seen from I-5.

OCCA Report

Dir. Lathrop will be participating in the OCCA meeting on January 28 at Linn Benton Community College. There will be weekly conference calls during the legislative session and she will disseminate pertinent information to the Board. At the end of 2015, Congress passed as \$1.1 trillion omnibus spending bill which includes \$1.2 billion for the Department of Education. The distribution of educational programs funding that applies to UCC was explained.

Recovery Report

Dir. Weikum reported on the UCC Strong funds. At this point \$1.3 million has been received and about \$400,000 has been distributed to families of the deceased and those who were in Snyder Hall. All of the financial needs have been met for the injured families. One-third of the reserve will be put aside for future use. Preparations for Phase 3 funding are nearing completion. The Salvation Army was given \$25,000 and have spent \$13,000. Responding to concerns within the community, UCC Strong voted to give \$10,000 to each family of the deceased. Rehabilitation expenses for one of the injured students have been met through other sources. The UCC Strong committee will soon begin meeting every other week.

Chair Becker reviewed the Recovery Calendar and Committees. At a special meeting last week, the Board voted on a recommendation from the Snyder Hall Subcommittee; talks have begun with the legislature on this. The college has been asked to wait until the one-year mark before beginning a discussion on a memorial. The Commencement Subcommittee needs to begin meeting right away; Chair Becker will lead the committee.

The meeting with Sen. Merkley was productive. Speaking requests continue to come in. Chair Becker has had various meetings with the FBI regarding UCC's response within the first few days of October 1. Also, it has just been confirmed that she will be at the ACCT Legislative Summit in February.

A couple of items that were sent to UCC were highlighted. Chemeketa Community College compiled a book commemorating their vigils for UCC. A comfort quilt, originating from the 9/11 tragedy and has traveled to almost every major tragedy in the United States, was passed along to UCC along with a newspaper clipping and a plaque describing its history.

OLD BUSINESS – there was none

NEW BUSINESS

Resolution No. 6 was presented by Rebecca Redell, Vice President – CFO, requesting Board approval to designate Dr. Walter Nolte as the Clerk of the Board for 2015-2016.

Motion: **I move for approval of Resolution No. 6, as presented. Motion by Dir. Bell seconded by Dir. Rice and carried unanimously.**

Dr. Roxanne Kelly, Vice President of Instruction, presented a request to suspend the Accounting AAS program for the 2016-17 academic year. The Business Department will revise or create a new program for the 2017-18 academic year that will better serve the students and industry. All second year students were identified and are currently receiving the courses needed to complete the degree requirements. No first year students were accepted for the 2015-16 academic year.

Motion: **I move for approval to suspend the Accounting AAS program for the 2016-17 academic year, as presented. Motion by Dir. Weikum seconded by Dir. Rice and carried unanimously.**

Dr. Kelly requested sabbatical leave for Paula Usrey for the fall of 2016. Ms. Usrey proposes to conduct a literature review and an ethnographic and thematic analysis of female participation in selected Arts and Science classrooms. She intends to complete both a research report and oral reports on the findings.

Motion: **I move for the approval of sabbatical leave for Paula Usrey, as presented. Motion by Dir. Lathrop seconded by Dir. Rice and carried unanimously.**

Mandie Pritchard, Interim Director of Human Resources, presented two early retirement requests. Mariah Beck, Associate Professor of Mathematics, is requesting to resign from PERS at the end of Spring Term 2016, and continue employment as a full-time faculty member, under PERS regulations, until the end of Spring Term 2017. Ms. Beck is requesting early retirement as of June 30, 2016. This is in accordance with the Faculty Collective Bargaining Agreement, Article XIX, Section F. Ms. Beck has been an educator for 34 years; in 2017 she will depart UCC with 25 years of dedicated service. Nancy Nowak, Associate Professor for Developmental Education, is requesting approval for early retirement to begin July 1, 2016. Ms. Nowak has worked full-time for UCC since September 1994 and meets all requirements of Article XIX, Section F, Early Retirement of the Faculty Collective Bargaining Agreement. Dir. Bell stated both individuals have been key people within their departments and will be missed.

Motion: **I move for approval of the early retirement requests for Mariah Beck and Nancy Nowak, as presented. Motion by Dir. Rice seconded by Dir. Weikum and carried unanimously.**

Natalya Brown, Director of Accounting and Finance, presented the financial report for fiscal year 2015-16, ending December 31, 2015. Attached to the permanent minutes are the Financial Highlights and the financial statements. Dir. Lathrop noticed Bookstore and food sales were down 25%. Ms. Brown indicated the major cause of the difference is contracting out food service and a secondary cause is because of changes in the Bookstore by providing rental services. Responding to Dir. Bell's inquiry, Ms. Brown explained how the Legacy Fee and Foundation pledges are being placed in secure investments until the time is needed to repay the debt. Ms. Redell added that the Legacy Fee was approved for only five years and the Board will decide whether or not to continue the fee.

Chair Becker presented a request to approve the naming of the Foundation Conference Room to *The Dennis O'Neill Conference Room*. The room is in the UCC Foundation's office which is located in the Technology Center.

Motion: **I move for approval of the naming of *The Dennis O'Neill Conference Room*, as presented. Motion by Dir. Weikum seconded by Dir. Rice and carried unanimously.**

Board Comments

- Dir. Weikum thanked Dr. Nolte for being at UCC.

The meeting adjourned at 4:01 p.m.

Respectfully submitted,

Approved,

Walter H. Nolte, Ph.D.
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Annual Enrollment Report 2014-15, Financial Highlights, and finance statements

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item


Focus Presentation: UCC Scholars Program

Date: February 10, 2016

Marjan Coester, Director of Student Life, will present a review of the UCC Scholars Program.

Recommendation by:

Approved for Consideration:



U.C.C. President

Instructional Board Report February 10, 2016

Vice President for Instruction – Dr. Roxanne Kelly

The term is off to a good start. We have been working to revitalize the student success efforts through ATD. A team of three will be attending the annual Dream conference in late February. The college also hosted a team of evaluators/coaches through ATD and the Walmart Foundation that were reviewing the Retail Management Certificate pathways grant. The feedback was very positive and the program faculty were recognized for their innovative approach to stackable credentials. Preparation for the upcoming NWCCU visit is underway. The visit is scheduled for March 30, 31 and April 1.

Arts and Sciences – Dean Jason Aase

The college has received confirmation of the 2016 Open World Delegation. The visit is scheduled for the week of September 30th.

A variety of events are planned in the Fine and Performing Arts –

- *Patterns of Change* by Kathleen Caprario will exhibit in the Art Gallery beginning Feb. 8
- *NTL As You Like It* (William Shakespeare) will be broadcast March 3 and 5
- Student performances of *Lysistrata* will begin Feb. 25
- Winter Concert of the Umpqua Chamber Orchestra and UCC Chamber Choir will be held March

The *Art-o-Mat* is a new addition to the FPA department, it is one of only four in Oregon. Stop by the lobby of Whipple to take a look.

Construction of the new UCC Observatory is nearing completion. Watch for an announcement within the month.

Career and Technical Education – Dean Jesse Morrow

The T-TEN and Chrysler programs have been working closely with the corporate partners. After a recent visit, Toyota has offered additional support for the program's recruitment efforts and is excited by the direction the program is taking. The T-TEN Field manager also provided positive feedback about the automotive team and facilities. In addition, the first Career Automotive Program (CAP) local advisory board meeting was held. A number of local and regional dealerships were represented.

Instructor André Jacob has been coordinating the Students of Color Alliance, in order to help UCC meet the Strategic Plan goal to "Promote student success through a comprehensive institutional approach to student retention and completion" while also addressing UCC's Accreditation Core Theme #1 of "Promoting Student Success" in objectives 1.A, 1.B, and 1.C. Mr. Jacob also has been working with a group of colleagues at UCC who are invested in the Inclusion and Diversity Consortium (IDC) of Oregon Community Colleges. This group has interest in the evolving dynamics of diversity, equity, and multi-cultural affairs. Mr. Jacob has also been nominated to the position of OEA/NEA Ethnic Minority Director.

The Welding program faculty are increasing outreach efforts to Douglas County high schools. Instructors have visited a number of high schools which has resulted in an increase in students taking advantage of dual credit opportunities.

Library – Director Carol McGeehon

On January 22nd the official name of the library changed. It is now the Sue Shaffer Learning Commons and Library. The naming event was well attended as was the reception following. Work continues on the transformation of the east side of the library from traditional book stacks to open learning space. The tutoring center, currently located in ESB, will be moved to that space. It is anticipated that the centralization of both tutoring and library services will enhance students' experience.

**Umpqua Community College
February 2016 Report to the Board
Student Services**

Student Services staff participated in a half day retreat on January 19th. We outlined a student's "path" from first contact with UCC to graduation, to align the services we are offering students with each step of the path. We can articulate most clearly the recruitment, enrollment and first term activities we offer students. After the first term, contacts between Student Services and students are less focused and intentional. We will be working with Instruction to clarify the gaps in services and to develop a more solid plan to track student progress through their programs to graduation. Dr. Roxanne Kelly participated in the retreat. We had the first joint meeting of Student Services and Instruction on Jan. 22nd.

Student head count is up this term, but FTE is down. The average credit load is 8.656. 38% of students are attending full time. There are 121 new students this term. The October 1st incident does not appear to be a deterrent to enrollment.

Students are busy. The ASUCC student leaders are presenting twice weekly club leadership training workshops around eight leadership topics. All but one of the peer mentors completed twelve hours of Peer Educator training (around health and wellness) in fall term 2015. They will be facilitating a week of heart health and sexual wellness activities during the month of February. Student Ambassadors worked with UCAN to put on a Volunteer Fair in the Student Center on January 13th and they facilitated the winter term Blood Drive. The Student Veterans Center did a presentation on career and academic planning tailored for veterans on January 20th. Marjan Coester, the Director of Student Life and Leadership, presented four different workshops at the annual Southern Oregon College Student Leadership Summit which was held at Klamath Falls Community College in January. The Summit will return to UCC (its place of inception) next year.

Of the 59 UCC Scholars in Cohort 1, 27 were on the President's Honor Roll and 7 were on the Dean's List for fall term 2015. Of the 62 students in Cohort 2, 34 were on the President's Honor Roll and 10 were on the Dean's List. Given the challenges of fall term, latitude was extended for those who did not meet the credit and/or GPA requirement. Only two did not return for winter – one is transferring (as planned) and the second is not enrolled (and may be appealing to return to the program in the spring). The UCC Scholars application process for 2016-2017 opened on January 25th and closes February 12th.

The grant funded Transfer Opportunity Program – Student Support Services/TRiO - operates on an annual cycle and serves 160 participants. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates. This term, TOP is offering two sections of HD101, Planning College Finances. Topics include strategies for paying for college, financial literacy, scholarship searches, FAFSA, grants, loan information, loan forgiveness, and budgeting skills.

The Financial Aid Office has helped 1,575 students receive \$4.8 million dollars this year. The staff have processed 3,431 FAFSA applications and given presentations to 11 high schools so far this year. Staff are gearing up for the 16/17 by updating forms and rolling the system over for the new year. Two staff members attended the Federal Student Aid Conference in December and three others will attend the Oregon Association of Student Financial Aid Administrators (OASF AA) in February. Kelli Macha was elected Vice President representing community colleges for the OASF AA Executive Counsel.

Accessibility Services and UCCOnline have launched an accessibility training course for all staff and faculty at UCC that meets the Oregon Civil Rights Audit requirements. Participants learn the basics of communicating with people with disabilities as well as how to prepare accessible class materials.

The Ford Childhood Enrichment Center has 52 children enrolled this term. PELL eligible students receive money from a CCAMPIS grant to help pay the FCEC fee. Students in the Early Childhood Education program take practicum classes at the FCEC and seven students are enrolled this term. The Center was recently awarded \$2,500 by the Bessie Minor Swift Foundation.

UCC works with local high schools to encourage students to attend college and with four year schools to help UCC graduates transfer into four-year degree programs. The annual Oregon Transfer Days event took place on January 19th, with representatives from 14 different four-year schools. The High School Connections Committee will meet with area high school counselors/principals on February 9th. Other recruitment activities throughout the month of January have consisted of campus tours, presentations, and visits to high schools.

The Educational Talent Search director (Missy Olsen) has been incredibly busy completing the application for a grant that will fund the program from 2016-2021. ETS consists of activities designed to help high school students enter college (not just UCC). It serves 592 students, at their high school, each year.

The Title III Project Manager (Dr. Cynthia Horkey) has spent the last few weeks preparing the annual performance report for this past year. Continued funding for Title III is based upon the project reaching identified goals.

We are in the midst of basketball season. The men's basketball team is currently in 4th place with a league record of 3-4 and an overall record of 10-9. The women's team is currently in a tie for 2nd place with a league record of 5-2 and overall 17-4. We have 5 home games left. See Website for times and days, <http://sched.umpqua.edu/athletics>

Administrative Services
February 2016 Board Report

Rebecca Redell, Vice President/CFO

Administrative services has been very busy this month. The end of the year brings many reporting requirements and work continues on the Bonnie J Ford Health Nursing and Science center. In addition we are starting our budget process for fiscal year 16-17 while working on the implementation of a document management system.

Natalya Brown, Director of Fiscal Operations

The Finance Office has been working on end of year procedures. The 1098T and 1099 MISC forms have been issued to students and vendors. Another completed task was the Municipal filing. For Grant billings, they are being finalized through the period of December 31st, 2015. The office is in the process of compiling and completing the single audit report requirements with the Federal Audit Clearing House. EMMA (Electronic Municipal Market Access System) and SAM (System for Award Management) were updated to reflect audited financial information.

Dan Yoder, Director of Information Technology

The IT department has contracted with Unitrends for disaster recovery/business continuity software and support. Other software support improvement includes the setting up and testing of an automated reminder system for reoccurring maintenance activities.

All of the campus network computers have been updated with anti-virus software. Kiosks have been set up in the open labs for students to check in/out older computers owned by the college.

Greg Smith, Director of Food Services

Food Services/Catering has been busy on attracting viable customers for Wedding events and catering for the college. From this hard work, three weddings have already been confirmed for this spring and summer, with another three possibilities. The latter three referrals came from the Bridal show recently held at the fairgrounds. Greg and his staff had a booth at the event, where samples of the fine catering were given. The booth also featured the rental possibilities of the UCC Campus.

Food Services/Catering has been working closely with SOWI to create higher end wine and food pairing for the upcoming "Sweethearts Dinner". They will also be using previous culinary student's expertise.

Beth Jessel, Budget Manager

New Budget Manger, Beth Jessel, held the first meeting with the Budget Committee. The initial meeting was to introduce herself to the committee, as well as discuss the budget timeline and process. Although behind in the process for the year, the supplemental budget for 2015-16 is almost complete.

Micque Shoemaker, Bookstore Manager

The bookstore is working towards improving the Bookstore online store experience for students and staff. It will allow students to compare prices for textbooks and update our inventory automatically, streamlining these time consuming processes. The projected timeline for completion is several weeks before Fall Term 2016 begins.

An OER Grant application has been completed for a project that will allow the support of Faculty who are writing or adopting OER's for their classes. There would also be the capability to print them on site (per request for students for a nominal fee).

Jules DeGiulio, Purchasing Manager

The modular classrooms and office space have been completed, with units being fully operational. The Copier Taskforce wrapped up the Equitrac software project in December. This includes the training, the process for re-ordering supplies, a new invoice process, and the transition to new units.

Jules has completed training for developing and managing RFP's in the public sector.

UCC Foundation Board Report
February 10, 2016

The UCC Foundation is transitioning with a new executive director, Susan Taylor, and new part-time administrative assistant, Laurie Jones.

UCC Foundation scholarships opened on February 1st for students.

The grants department is leading efforts currently on the request to the state legislature for \$6 million for recovery and Snyder Hall renovation, another recovery request to the U.S. Department of Education Project SERV (School Emergency Response to Violence), and assisting in submitting the Talent Search grant to the U.S. Department of Education.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: Recovery Report

Date: February 10, 2016

Information will be provided regarding UCC's recovery efforts.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject:

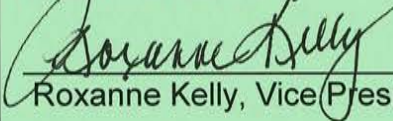
Academic Calendar 2016-2017

Date:

February 10, 2016

Roxanne Kelly will present the 2016-2017 Academic Calendar for acceptance.

Recommendation by:



Roxanne Kelly, Vice President for Instruction

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
ACADEMIC CALENDAR 2016-2017**

SUMMER TERM 2016

Summer Term Registration Begins	Monday, May 9
College closed on Fridays.....	June 17 –September 9
Classes Begin (First 5 weeks and 10 weeks).....	Monday, June 20
Last Day to Register or Add Classes – (First 5-Week and 10 Week Session).....	Thursday, June 23
Independence Day Holiday (Observed) College Closed	Friday, July 1- Monday, July 4
Last Day to Withdraw - First 5-Week Session	Thursday, July 14
End of First 5-Week Session	Thursday, July 21
Beginning of Second 5-Week Session.....	Monday, July 25
Last Day to Register or Add Classes - Second 5-Week Session	Thursday, July 28
Last Day to Withdraw - (Second 5 weeks and 10 weeks)	Thursday, August 18
End of Second Session (Second 5 weeks and 10 weeks).....	Thursday, August 25
Labor Day Holiday -Campus Closed.....	Friday, September 2–Monday, September 5

FALL TERM 2016

Fall Term Priority Registration Begins.....	Monday, May 9
Faculty Retreats	Thursday-Friday September 15-16
All Staff In-Service (Campus Closed).....	Friday, September 16
All Staff In-Service (Campus Closed).....	Monday, September 19
All Staff In-Service (Campus Open)	Tuesday-Friday, September 20-23
Faculty Prep Day	Thursday, September 22
Classes Begin	Monday, September 26
*Last Day to Register or Add Classes	Friday, October 7
Last Day to Drop (via web only on weekends)	Sunday, October 2
Veteran's Day	Friday, November 11
Last Day to Withdraw	Tuesday, November 22
Thanksgiving Holiday	Thursday-Sunday, November 24-27
Final Exam Week	Monday-Saturday, December 5-10
End of Fall Term Classes.....	Saturday, December 10
Winter Break	Sunday, December 11-Sunday, January 8
Winter Holiday (Campus Closed)	Saturday, December 24-Monday, January 2

WINTER TERM 2017

Winter Term Registration Begins	Monday, November 7
Campus Open	Tuesday, January 3
Faculty In-Service (Campus Open)	Wednesday, January 4
Faculty Prep Day (Campus Open).....	Thursday, January 5
Classes Begin	Monday, January 9
Last Day to Drop (via web only on weekends)	Sunday, January 15
Martin Luther King Holiday.....	Monday, January 16
*Last Day to Register or Add Classes	Friday, January 20
Presidents' Day Holiday	Monday, February 20
Last Day to Withdraw	Friday, March 10
Final Exam Week	Monday-Saturday, March 20-25
End of Winter Term Classes.....	Saturday, March 25
Spring Break.....	Sunday, March 26-Sunday, April 2

SPRING TERM 2017

Spring Term Registration Begins	Monday, February 27
Classes Begin	Monday, April 3
*Last Day to Register or Add Classes	Friday, April 14
Last Day to Drop (via web only on weekends)	Sunday, April 9
Memorial Day Holiday	Monday, May 29
Last Day to Withdraw	Friday, June 2
Final Exam Week	Saturday, June 10-Friday, June 16
End of Spring Term Classes	Friday, June 16
ABSD Graduation	Thursday, June 15
Commencement.....	Friday, June 16

***Instructor approval required during the second week of class.**

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: 1st Reading Proposed Policy
Date: February 10, 2016

The following policy is coming to the Board for a first reading:

Pol. #	Title
TBD	Student Voter Policy

<p>Recommendation by:</p> <p><i>Beth Hogeland</i></p> <p>Dr. Beth Hogeland, Interim Vice President of Student Services</p>	<p>Approved for Consideration:</p> <p><i>[Signature]</i></p> <p>U.C.C. President</p>
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BOARD POLICY

BOARD POLICY SERIES NUMBER: TBD

TITLE: STUDENT VOTER POLICY

The Associated Students of Umpqua Community College (ASUCC), combined with the Administrative Staff of Umpqua Community College (UCC) will ensure that all students have access to the information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots, in compliance with Oregon State Senate Bill 951 (2007).

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: TBD

RELATED TO POLICY NO. TBD

TITLE: STUDENT VOTER PROCEDURE

The following is the Umpqua Community College Student Voter Procedure, approved under the authority of Oregon State Senate Bill 951 (2007). The procedure shall be reviewed and appropriately revised, as necessary, in consultation with representatives of the non-partisan Associated Students of Umpqua Community College (ASUCC) and college faculty, staff, and administrators. The procedure shall support UCC Policy #TBD and be adhered to as such during academic terms in which federal, statewide, or local elections take place.

Section I. Accessibility

ASUCC shall be granted to access to all college-sponsored programs and events for the purposes of non-partisan voter registration and education. Class access will be by permission of the faculty member teaching the class, and shall be limited to five (5) minutes of a class period.

ASUCC shall be granted access to reasonable space and resources in order to coordinate voter registration and education, including, but not limited to, phone-banking, meetings, trainings and educations forums if the student government space is unavailable or inaccessible.

During any academic term which ASUCC runs a voter registration and/or education event; ASUCC shall have access to information pertaining to that academic term's classes for scheduling and outreach purposes for class presentations. This information shall be provided in one (1) document—in digital format—and shall include the following information for each course:

- Course size (actual enrollment)
- Course location
- Course meeting days
- Course meeting times
- Course instructor(s)
- Course instructor(s) contact information

During any academic term which ASUCC runs a voter registration and/or education event; ASUCC shall have access to place and replenish stacks of voter registration and education materials in relevant locations across campus; including, but not limited to, the Financial Aid Office, Student Adviser Offices, the Bookstore, Admissions, and the Learning Commons.

TITLE: STUDENT VOTER PROCEDURE

ASUCC shall be allowed to engage in peer-to-peer voter registration and education at UCC. This access shall only be restricted on the basis of disruption of vital college services and shall be granted at high-traffic areas including, but not limited to, covered areas outside of the Bookstore, Registration Office, and Financial Aid Office.

ASUCC shall be granted freedom to install locked drop-boxes at all exits from the Learning Commons and the Student Center for the purpose for collecting Voter Registration cards. The drop-boxes are to be emptied every Friday, and the enclosed Voter Registration cards will be taken to the County Elections Office by either an ASUCC Officer or by an employee of the Student Life Department by the end of the day upon which they were removed. The key to these locked drop-boxes will be held by the Director of Student Life.

ASUCC shall be given access to thirty (30) minutes of In-Service training on an annual basis before the fall general election. This access must take place no less than one (1) month before the Voter Registration Deadline for the subsequent election.

ASUCC, in coordination with the appropriate college administrator, shall be provided a method of contacting all currently registered students by email, for the purpose of voter education.

Section II. Revision

This procedure shall take effect upon official passage as a College policy by the UCC Board of Trustees, and it shall represent a binding agreement between the ASUCC and all affected college units of UCC.

The language of this procedure shall be reviewed by the ASUCC annually, by April 1 of any year during which a federal general election shall take place in the fall. During its review, the ASUCC shall present any recommended changes to affected college units and shall come to agreement on a final version of the proposed changes. By May 30 of that year, any such changes shall be incorporated into the official policy and shall be immediately binding upon passage by the UCC Board of Trustees.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

Subject:
 Budget Calendar for Fiscal Year
 2016-2017

Date: 02/10/2016

Following are important dates for the Budget Calendar:

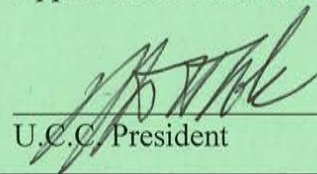
- Sun., April 10 Publish 1st "Notice of Budget Committee Meeting"
 (ORS 294.426 – not earlier than 30 days prior to the meeting)
- Sun., April 21 Publish 2nd "Notice of Budget Committee Meeting"
 (ORS 294.426 – at least 5 days after the 1st publication and not later than 5 days
 prior to the meeting) Published on UCC Website.
- Wed., May 4 Budget Committee Meeting, 6:00 pm
- Sun., May 22 Publish "Notice of Budget Hearing"
 (ORS 294.438 – 5 to 30 days prior to the hearing)
- Wed., June 8 Regular College Board Meeting: Budget Hearing, adopt
 Resolutions, adopt budget and make appropriations

Recommended by:



Rebecca Redell, V.P./C.F.O.

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Early Retirement Request

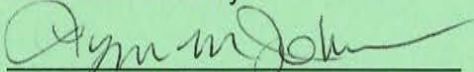
Date: February 10, 2016

Recommendation:

Board approval is requested for early retirement:

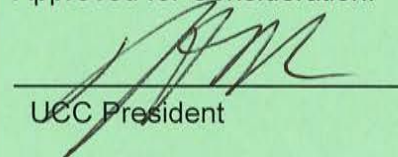
Dale Champion, Associate Professor of Science, is requesting to retire from UCC at the end of Spring Term 2016. His PERS retirement date will be July 1, 2016. Dale is requesting Board approval for early retirement benefits in accordance with the Faculty Collective Bargaining Agreement, Article XIX, Section F. Dale has been a full-time educator at UCC for 18 years.

Recommended by:



Director of Human Resources

Approved for Consideration:



UCC President

To: Umpqua Community College Board of Trustees

From: Dale Champion

Subject: Retirement

Date: January 7, 2016

RECEIVED

JAN 08 2016

Umpqua Community College
Human Resources

Dear U.C.C. Board of Trustees,

This letter is to inform the U.C.C Board of Trustees that I intend to retire at the end of Spring Term 2016 with an effective PERS retirement date of July 1, 2016. I request your approval to participate in the early retirement benefits program according to the collective bargaining agreement (Article XIX). I believe that I meet all of the qualifications for those benefits.

Thank you. Sincerely,



Dale Champion

Science Instructor

Umpqua Community College