

**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

**VOL. L, No. 10 BOARD OF TRUSTEES MEETING JANUARY 13, 2016; 3:00 P.M., Board Room**

**A G E N D A**

**MEMBERS:**

Vanessa Becker, Chair \_\_\_\_\_  
 Betty Tamm, V. Chair \_\_\_\_\_  
 Bob Bell \_\_\_\_\_  
 Doris Lathrop \_\_\_\_\_

Joe Pospisil \_\_\_\_\_  
 Sharon Rice \_\_\_\_\_  
 Wendy Weikum \_\_\_\_\_

**ADMINISTRATION:**

Dr. Walter Nolte \_\_\_\_\_  
 Roxanne Kelly \_\_\_\_\_  
 Beth Hogeland \_\_\_\_\_  
 Rebecca Redell \_\_\_\_\_

- |             |                             |                     |               |
|-------------|-----------------------------|---------------------|---------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>        | <b>Chair Becker</b> |               |
| <b>II.</b>  | <b>ATTENDANCE</b>           | <b>Chair Becker</b> |               |
| <b>III.</b> | <b>PLEDGE OF ALLEGIANCE</b> | <b>Chair Becker</b> |               |
| <b>IV.</b>  | <b>CONSENT AGENDA</b>       | <b>Chair Becker</b> | <b>pp 1-5</b> |

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.

- |              |   |                        |                |
|--------------|---|------------------------|----------------|
| <b>V.</b>    | <b>CHANGES TO THE AGENDA</b>                            | <b>Chair Becker</b>    |                |
| <b>VI.</b>   | <b>FOCUS PRESENTATION:<br/>Annual Enrollment Report</b> | <b>Xiana Smithhart</b> | <b>p 6</b>     |
| <b>VII.</b>  | <b>ASUCC REPORT</b>                                     | <b>Anthony Terra</b>   |                |
| <b>VIII.</b> | <b>ACEUCC REPORT</b>                                    | <b>Judy Ode</b>        |                |
| <b>IX.</b>   | <b>UCCFA REPORT</b>                                     | <b>Marie Gambill</b>   |                |
| <b>X.</b>    | <b>PRESIDENT’S REPORT</b>                               | <b>Dr. Nolte</b>       | <b>pp 7-10</b> |
| <b>XI.</b>   | <b>OCCA REP. REPORT</b>                                 | <b>Dir. Lathrop</b>    |                |
| <b>XII.</b>  | <b>RECOVERY REPORT</b>                                  | <b>Chair Becker</b>    | <b>p 11</b>    |
| <b>XIII.</b> | <b>OLD BUSINESS</b>                                     |                        |                |

<b>XIV. NEW BUSINESS</b>		
<b>A. Resolution #5, Establishing Clerk of the Board</b>	<b>Rebecca Redell</b>	<b>pp 12-13</b>
<b>B. Instructional Suspended Program</b>	<b>Roxanne Kelly</b>	<b>p 14</b>
<b>C. Sabbatical Leave Request</b>	<b>Roxanne Kelly</b>	<b>pp 15-21</b>
<b>D. Early Retirement Request</b>	<b>Mandie Pritchard</b>	<b>pp 22-25</b>
<b>E. Financial Reports for FY 2015-16</b>	<b>Natalya Brown</b>	<b>p 26</b>
<b>XV. BOARD COMMENTS</b>	<b>Chair Becker</b>	
<b>XVI. ADJOURNMENT</b>	<b>Chair Becker</b>	

**IMPORTANT DATES:**

- Roseburg Chamber First Citizens Banquet, January 21, Fairgrounds, 6:00 p.m.

**NEXT BOARD MEETING:** Wednesday, February 10, 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  
 X  Action Item

Subject: Consent Agenda	Date: January 13, 2016
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Recommendation:

Recommend approval of:

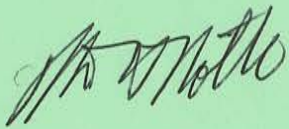
Minutes of College Board Meeting of Dec. 9, 2015 pp 1-4

Personnel Actions p 5

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: January 13, 2016

Board approval is requested on the following personnel actions:

**Administrative/Confidential-Exempt Contracts:**

Debra Caterson, Director of SBDC, 01/04/2016

**Faculty Contract:**

None

**Separations:**

Matthew Douglass, Nursing Instructor, 12/31/2015  
Tamra Samson, Nursing Instructor, 12/31/2015

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
December 9, 2015**

The Umpqua Community College Board of Trustees met on Wednesday, December 9, 2015, 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, Betty Tamm, and Wendy Weikum

**Others present:**

Rita Cavin	Mandie Pritchard	Ali Mageehon	Anthony Terra
Robynne Wilgus	Katie Workman	Carol McGeehon	Vera Westbrook
Roxanne Kelly	Brian Procter	Jesse Morrow	Donna McGeehon
Beth Hogeland	Lynn Johnson	Judy Ode	Natalya Brown
Jason Aase	Michelle Bergmann	Debi Gresham	Rich Read
Jessica Richardson	Leslie Bryant	Ellen Brown	Anne Marie Levis
David Farrington	Beth Jessel	Susan Taylor	Elaine Cheney

The Umpqua Singers, led by Jason Heald, began the meeting with two seasonal songs.

**Changes to the agenda:** Chair Becker said two presentations will be added to the agenda. Realizing the meeting may be Dr. Cavin's last, on behalf of the UCC Board of Trustees Dir. Tamm presented Dr. Cavin a card and picture to help her remember UCC. The painting is by local artist Paul Zeger and depicts his favorite view at UCC of looking down at the North Umpqua River. Dr. Cavin thanked the Board and said it has been an honor to be at the college. UCC Foundation President Elaine Cheney then presented Dr. Cavin a selection of local wines on behalf of the UCC Foundation. Ms. Cheney said Dr. Cavin's leadership has been outstanding. Dr. Cavin thanked her for the gift.

**Consent Agenda**

- A. Minutes of College Board meeting, Nov. 19, 2015
- B. Personnel Actions

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

**Focus Presentations**

Dr. Cavin introduced Ali Mageehon as the Historian for October 1 and expects a Historian will be needed for the next two years. Dr. Mageehon reviewed her efforts and also provided a project plan outline. The History Committee has met a few times already and is compiled of students, staff, and faculty. The Douglas County Museum Director has been very helpful. A storage location will be needed for the artifacts. Initial funding has been provided by the UCC Foundation. Currently, there have been 1,072 items touched and identified. There are still more items around campus to be included in the project. Research is being done on how other institutions have compiled similar history.

An update of fall 2015 community college enrollment was presented by David Farrington, Registrar. UCC's fall enrollment was over 5,800; this includes GED, noncredit, and undergraduate enrollment. There are about 2,500 undergraduates which is equal to last fall. He does not have withdrawal information at this time. Enrollment at other Oregon community colleges was also reviewed. Dir. Tamm indicated interested in

knowing if certain departments were drawing higher enrollment. Mr. Farrington said further research is necessary for that information. Chair Becker appreciated having the state context of enrollment.

Dr. Cavin explained that an extra staff person was needed right away in early October for the Employee Assistance Program and Mandie Pritchard has stepped into that role. Ms. Pritchard provided statistics on group presentations, individual meetings with employees and students, and claims for Dept. of Justice victim's compensation. Counseling resources have been provided by the Veteran's Administration, Reliance Behavioral Health, the Umpqua Wellness Center, and on campus services have been provided through the Community Health Alliance. Common experiences that have been expressed are anxiety, difficulty with sleeping and concentration, fear and difficulty of being alone, nightmares, headaches, digestive difficulties, depression and anger. A QPR training (steps for helping to prevent suicide) was recently held and another opportunity will be held in January.

#### **ASUCC Report**

ASUCC President, Anthony Terra, reviewed recent ASUCC events, assigned taskforces, reaching out to students, and their normal business activities.

#### **ACEUCC Report**

Judy Ode, ACEUCC President, reported on the recent visit from Kiki Leyba, recent association meetings, and the Classified's participation in President Search Open Forums.

**UCCFA Report** – there was no report

#### **President's Report**

Dr. Cavin thanked Roxanne Kelly, Vice President of Instruction, for her support and efforts in establishing a forestry program. On Monday there was a meeting with the College of Forestry from Oregon State University. A memo of understanding was signed to establish a regional program in Oregon that will have three colleges involved with UCC as the hub. UCC will have a robust forestry program that suits this community. Dir. Bell recommended applause.

#### **OCCA Report**

Dir. Lathrop said the OCCA Board has not met since the last UCC Board meeting. She provided an update regarding the authorization of the federal Perkins Loan Program which was mentioned last month. On September 30 that authorization expired and participating institutions will be reporting their cash on hand as of December 15. ACCT has published a report in conjunction with the Wisconsin Hope Lab about the importance of improving food and housing security to help student persistence and degree completion. She said this is important to keep in mind when the Board talks about student housing.

#### **Recovery Report**

A written report was read by Dr. Cavin and is attached to the permanent minutes. A safety training by Margolis Healy is on January 15. Dr. Cavin said UCC should fully participate and she recommended specific attendees. A writing assignment by one of the Umpqua Nine was found in a printer at Snyder Hall. The letter will be a part of the history collection. Dr. Cavin read the last line of the assignment. She also mentioned UCC receiving letters from the students of a sociology professor in Paris. The items will also be a part of the history collection.

Chair Becker thanked the Board for their participation in the subcommittees which will begin at various times. The subcommittees include Snyder Hall led by Dir. Tamm, October 1 led by Dir. Lathrop, Honorary Degrees and Posthumous Degrees led by Dir. Rice, First Day Back led by Dir. Bell, Memorials led by Dir.

Pospisil. Dir. Weikum represents the UCC Board on the UCC Strong committee. Chair Becker will float on the different committees. The Commencement subcommittee needs to begin soon; Dir. Weikum is available to help on that committee.

There are a lot of requests coming in to the college for speaking engagements. Everyone was reminded to send all requests through Anne Marie Levis, the UCC PIO, and Chair Becker. Dr. Cavin will present a preconference workshop at AACCC in April. A team from UCC will probably also be involved. The event is still in the planning stages.

#### **OLD BUSINESS**

Dir. Tamm reviewed the Board's search process for an Interim President. With Dir. Weikum's assistance, a contract has been negotiated with Dr. Walter Nolte and a beginning date of January 4, 2016. The terms are the same as Dr. Cavin's contract. However, he did ask for a few days per month to be away and there was a verbal agreement to pay for one round trip home. He has experience with recovery and other elements that will be beneficial to UCC. Dr. Cavin will be available until his start date should an emergency arise. If needed, Dr. Nolte has indicated he is available after July 1.

**Motion: I move for approval of Dr. Walter Nolte's contract with the two revisions, as presented. Motion by Dir. Lathrop seconded by Dir. Rice and carried unanimously.**

Chair Becker thanked Dr. Preston Pulliams and Lee Salter for their efforts in developing a profile to be used in the search for a president; input was gathered from several open forums. Chair Becker read the profile which is attached to the permanent minutes. Directors Weikum and Bell were pleased with how Dr. Pulliams worked with the committee and said it was an inclusive process. There was a brief discussion about the college vision in statement #8; it was decided to change "a College vision" to "our College vision".

**Motion: I move for approval of the President Profile with the revision, as presented. Motion by Dir. Tamm seconded by Dir. Lathrop and carried unanimously.**

Dr. Cavin presented the second reading of Policy 100.01 Membership of the Board and Policy #710.02 Tuition and Fees Refunds.

**Motion: I move for approval of Policies 100.01 and 710.02, as presented. Motion by Dir. Bell seconded by Dir. Weikum and carried unanimously.**

#### **NEW BUSINESS**

Natalya Brown, Director of Finance and Accounting, introduced Matt Graves from Pauly, Rogers and Co., P.C.; Mr. Graves oversees the audit of the college. Chair Becker explained there was a Board work session with Mr. Graves just prior to the current meeting. Mr. Graves indicated the college's letter from the auditor shows a clean opinion with no reservation and there were no findings on state law or federal compliance. There are new items in the letter which relate to GASBY 68 for the reporting of pensions for unfunded liability. The highlights of the letter were reviewed. There was a recommendation to include the CFO at UCC Foundation meetings. Training may be needed for reimbursed grants with federal grants. Mr. Graves thanked the UCC staff for their help in gathering information. Dir. Tamm appreciated the comment towards the staff and glad they were helpful.

**Motion: I move for approval to accept the 2014-2015 Annual Audit Report, as presented. Motion by Dir. Weikum seconded by Dir. Pospisil and carried unanimously.**

**Board Comments**

- Dir. Tamm has been working with the Snyder Hall Advisory Subcommittee and reached out to the architects who helped with UCC's Master Plan for assistance. Mahlum Architects have agreed to donate all of their time during the planning period until a report is submitted to the legislature.
- Chair Becker thanked Dr. Cavin, Board member, faculty, staff, and students for all of their efforts this fall. As winter break is approaching she recommended the following focuses: rest; recognition of work, donations, victims and survivors; recovery; and, rejuvenation. Dir. Rice thanked Chair Becker for all of her work.
- Dr. Cavin gave each member of the Board a bag of chocolate as a Christmas gift. Her gift to the college was nine red maple trees to be planted on the campus.
- Dr. Kelly gave each of the Board members a wood ornament cutout of Oregon with a heart in the location of Roseburg.

The meeting adjourned at 4:29 pm.

Respectfully submitted,

Approved,

Rita Cavin  
Clerk of the Board

Vanessa Becker  
Chair of the Board

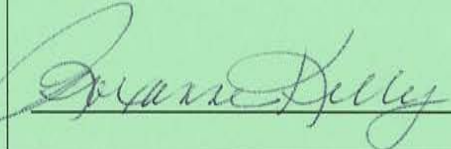

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:  
President's Recovery Report  
President Profile  
Policies 100.01, 710.02  
Audit Report



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Focus Presentation: 2015 Annual Enrollment Report	Date: January 13, 2016
Xiana Smithhart, Institutional Researcher, will present the 2015 Annual Enrollment Report.	
Recommendation by:  _____	Approved for Consideration:  _____ U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Reports

Date: January 13, 2016

ASUCC Report

Anthony Terra

ACEUCC Report

Judy Ode

UCCFA Report

Marie Gambill

President's Report

Dr. Rita Cavin

OCCA Board Report

Dir. Doris Lathrop

Recommendation by:

\_\_\_\_\_

Approved for Consideration:

  
U.C.C. President

## Instructional Services Board Report

January 13, 2016

Dr. Roxanne Kelly, Vice President for Instructional Services

As fall term comes to a close the Instructional Leadership Team would like to recognize the dedication and perseverance of the faculty during this unbelievably trying time. Students successfully completed the term and classes are prepared for next term - the faculty deserve to be commended for all their hard work!

Additionally, our classified staff have been fabulous. They have done the superb job they always do supporting all of us as well as the students. They serve such a critical role for UCC and we thank them for their unwavering support!

We also have received the new dates for the Northwest Commission on Colleges and University visit. The visiting team will be on campus March 30, 31 and April 1<sup>st</sup>. You will be hearing more about this in the coming weeks.

We look forward to a successful and productive winter term as the college continues to move forward.

Umpqua Community College  
Vice President for Student Services  
Board Report, January, 2016

I stepped into the position of Interim Vice President of Student Services the last week of October, three and a half weeks after the horrible event on October 1<sup>st</sup>. It had been less than two weeks since Student Services lost their vice president. It was a hard time for everyone. As I shared in the December Board Report, the term ended with the majority of staff continuing to struggle and to feel like they were just holding on until the break at the end of the term.

At the same time, staff found themselves taking on an additional layer of work related to October 1<sup>st</sup>. I would like to focus this report on this extra work because it speaks to the amazing spirit of the staff and their commitment to students and to UCC.

Student behavior changed. Some students simply could not return to school and dropped their classes. Others tried to persist but found it hard to focus. These students got behind and many dropped as the term progressed. Because it was hard for them to recognize when they were in trouble, Enrollment Services extended the drop deadline to the end of the term. This group also tried to identify students who stopped attending classes and do “institutional drops” for them. This process took regular monitoring and assessing student progress and behavior.

Paralleling these decisions, Financial Aid made changes. The College decided to allow students to drop classes (or be dropped from classes) without penalizing them financially or in terms of the “Satisfactory Academic Progress” standards. UCC could not make these decisions without permission from the U.S. Department of Education and support from the State. Michelle Bergman, the Financial Aid Director, has spent countless hours in conversations with state and federal officials. Documenting decisions is done student by student.

For other staff, conversations with students have changed. Appointments take longer. For example, advising appointments are extended by students needing to talk about how they feel they are doing in classes. Accessibility Services added students to their case load by assisting students who had been injured return to classes.

Other additional work has been uplifting. Student Life increased the number of Thanksgiving Food boxes from 50 to 74, which meant extra fund raising and time spent grocery shopping and putting boxes together. Students delivered thank-you messages to campus neighbors. The men’s basketball team raised funds for the family of a team member who lost his life. Faculty and staff have helped with all of these projects.

Every staff member I have talked with has worked extra hours to help students. While I have heard many say they are exhausted, I have not heard one person express regret over the decision to go the extra mile. Working with this group has been very humbling for me and I continue to feel very honored to be here at this time.

**ADMINISTRATIVE SERVICES**  
**January 2016 Board Report**

**Rebecca Redell, VP/Chief Financial Officer**

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

As the College gets ready to close for winter break, I would like to thank students, faculty and staff for their resilience, patience and support of each other. It has been challenging and exhausting. As we approach the long break, staff are preparing for winter term.

Modular Units were delivered and set up by local supplier, ServPro of Douglas County. The three modular buildings are designed to provide space to staff and students displaced from Snyder Hall. Utility hookups are in process, and IT is currently setting up network connectivity and instructional equipment to the modular buildings. These spaces will open for Winter Term.

IT staff has been assisting Human Resources in the support of recovery services and activities for staff. Institutional Research (IR) provided data and analysis for the legislative ask, federal grant applications, and with the volunteer recovery team assisting college senior staff, etc.

Finance staff came together to review safety concerns for the Lockwood Building/Finance office location. We drafted some recommendations that will be forwarded to Facilities and Security for further review.

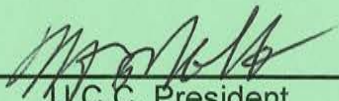
The Finance office is tracking costs associated with October 1 and working closely with the Grants office to search for funding sources.

Student accounts have been finding that students have different needs this term and are working on helping students address them. Staff have been working on preparation of 1098T and 1099-Misc forms due in January 31<sup>st</sup>.

The Budget office welcomed Beth Jessel who recently started in the position of Budget Manager. Beth is gearing for the start of the budgeting season, reviewing processes and learning the Banner system.

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Recovery Report	Date: January 13, 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

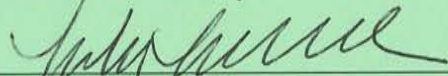
Action Item

Subject: Resolution #5, Establishing Clerk of the Board

Date: January 13, 2016

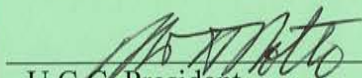
Board approval is requested to designate Dr. Walter Nolte as the Clerk of the Board for the 2015-2016 fiscal year.

Recommendation by:



U.C.C. Vice President/Chief Financial Officer

Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 5 - FY 15-16  
Establishing Clerk of the Board

WHEREAS, it is in the interest of the Umpqua Community College District that a Clerk of the Board be established, and;

WHEREAS, state law provides that the administrative head of the District shall be Clerk, therefore,

BE IT RESOLVED, that Dr. Walter Nolte be and is hereby designated as Clerk of the Board for the budget year 2015-2016.

ADOPTED this 13th day of January, 2016

UMPQUA COMMUNITY COLLEGE BOARD OF DIRECTORS  
DOUGLAS COUNTY, OREGON

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Clerk of the Board

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Chairman of the Board



BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

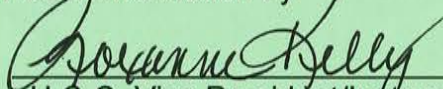
Subject: Instructional Suspended Program  
 Accounting AAS Program

Date:  
 January 13, 2016

The Dean of CTE with advisement from the Business Department is requesting to suspend the Accounting AAS program for the Academic 2016-17 so the department can revised or create a new program for the academic year 2017-18 that will better serve the students and industry.

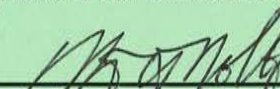
All second year students were identified and are currently receiving the course needed to complete the Degree requirements. No first year students were accepted for the 2015-16 Academic year.

Recommendation by:



U.C.C. Vice President/Instructional Services

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

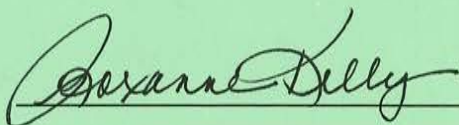
Information Item  
 Action Item

Subject: Sabbatical Leave for Paula Usrey  
 Fall 2016

Date: January 13, 2016

Paula Usrey is requesting a sabbatical leave 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.

Recommendation by:



Approved for Consideration:

  
 U.C.C. President


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**INTEROFFICE MEMORANDUM**

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**TO:** ROXANNE KELLY, VPI  
**FROM:** PAULA MARIE USREY   
**SUBJECT:** SABBATICAL LEAVE APPLICATION  
**DATE:** NOVEMBER 12, 2015

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I have attached a completed sabbatical leave application for your approval. I am requesting a one-term leave to do relevant research for fall 2016.

I am assuming the cover on the application packet also serves as the letter of intent. Assuming you approve my application, I also understand you will be presenting it to the Board for final approval.

The project I have proposed is one that not only can benefit our students, but it is one that I find quite interesting and relevant to my own work in communication education.

Thank you in advance for your consideration.

**Umpqua Community College  
Faculty Sabbatical Leave Application**

Name of Applicant: Paula Marie Usrey

I hereby apply for a sabbatical leave as provided in Board Policy 318.09 and Article XXII, Section C of the UCCFA Contract, *Sabbatical Leave*.

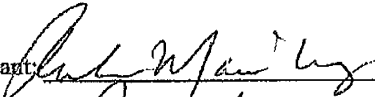
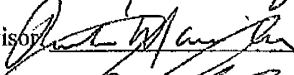
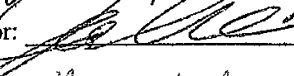
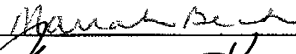
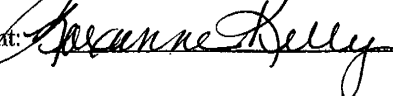
*"Sabbatical leave has been developed to broaden the educational background of the faculty member and above all, increase his/her usefulness to the College."*

I request a sabbatical for the following terms and year(s): Fall 2016

I have served, continuously, the equivalent of six or more full time academic years at UCC without being granted a sabbatical leave.  Yes  No Date of full time hire: Sept 2004

I have taken previous sabbaticals as follows (list term and year):

\_\_\_\_\_

Signature of Applicant:   
 Signature of Chair/Supervisor:   
 Signature of Dean/Director:   
 Signature of FPD Chair:   
 Signature of Vice President: 

Date: 10/26/2015  
 Date: 10/26/2015  
 Date: 10/27/15  
 Date: 11/10/15  
 Date: 11/12/15

### Sabbatical Leave Plan

1. **What do you plan to accomplish with your sabbatical?** (Criteria to be considered in the selection of a sabbatical leave candidate: admission to a recognized college, university, technical school or on-the-job training, personal study, research writing, travel to better the applicant, etc. and other considerations that are determined to be relevant to the candidate's assignment or to meet the instructional and College strategic priorities.)

Plan: I propose to conduct a literature review and an ethnographic and a thematic (qualitative) analysis of female participation in three to four Arts & Sciences classrooms on campus. In addition I would ideally like to include at least one classroom in a high school setting. (*Literature suggests female students start self-silencing when they enter about junior high and are more likely to defer to males during this period. Research also suggests this behavior may continue into early adulthood.*)

The qualitative research would involve observations and focus groups. The observation period would involve at least four different observation periods per class setting. Ideally at least two of the classes observed would be STEM courses.

In addition, my proposal includes at least two focus groups with women on the UCC campus.

Rationale: As a speech communication professional, I am particularly interested in the construct of "voice" related to female student participation in academic settings.

Literature suggests female voices are less likely to be heard in academic settings than are male voices. Research also suggested female voices are generally less respected than male voices.

Previous Related Work: In the fall of 2014, I developed the initial draft of an instrument to examine student perceptions of respect on campus. (This was after I facilitated a focus group of women on the theme of "respect" on campus). After the Got Respect Committee reviewed the instrument and made valuable revisions, Susan Rochester and I administered 122 surveys to UCC students in a range of Arts & Sciences courses. Using a one-tailed T-test to compare male and female responses, we discovered significant differences ( $p < .05$ ) in four different areas. One of those areas was perceptions of respect in classroom settings. Results suggested females felt less respected in classrooms than males.

To better understand the results of the 2014 survey, I examined literature related to classroom participation. The literature I reviewed suggested females tend to participate less than males in classroom settings (including college settings). I wondered if this was at least part of the reason why our results revealed females felt less respected than males. To at least partially answer this question, I administered 97 Willingness to Communicate Surveys (a highly reliable instrument) to speech communication students with the help of

an adjunct faculty member. Though this was a small sample, no differences were indicated between male and female willingness to participate measures.

I also replicated a less “scientific” process where participation among male and female students in classes were tallied and counted. In addition to my own classes, five other instructors helped me with this process (including a STEM class). Again, it did not appear there were noticeable differences between male and female students in classrooms. It might be that studies I reviewed were conducted with traditional-aged students at universities as opposed to our student population of older, rural students.

#### Need for Proposed Research:

Because our initial “Got Respect” results did reveal a problem with perceived respect among females, it is important that we understand why this perception exists. My plan will include looking at communication behaviors (powerful vs. powerless speech) and ways in which others respond to female student in classes. I will also look at more literature related to gendered communication and how this might affect perceptions.

As a majority of our students are female, better understanding the reasons behind feelings of less respect in classrooms could potentially improve the classroom climate for female students and lead to greater student satisfaction and retention.

2. **How do you anticipate that your sabbatical plan will make you a better instructor / employee? How will your sabbatical plan improve your teaching and student learning? How does your sabbatical plan help you meet your professional development plan / goals?**

This project is central to what I teach. The discipline of speech communication emphasizes appropriate speech flexibility depending on the audience. If female students are unintentionally undermining their own effectiveness because of a communication style they learned through socialization, learning additional styles for different settings will be valuable for them.

If results suggest a difference in speech styles or responses to female students, this will also help male students by helping them become aware of biases. Simply by being aware, males can encourage a culture of respect and inclusiveness. As an example of this, one of my male students in my gender communication class has chosen to keep track of male and female participation each class period and then reports it to the whole class. This particular class is one where male participation actually out-numbered female participation. Males in this class have encouraged females to speak up more. Of course the research I’m proposing is especially relevant to the gender communication course I teach.

My professional goals include opportunities to stay involved in developments in my field as well as speaking opportunities and professional association memberships. I just rejoined the National Communication Association this year, giving me access to the most recent

communication journals (not available through UCC library). I will also seek opportunities to orally share any significant finding (as Susan and I did when we completed our Got Respect surveys).

**3. What activities will help you meet the anticipated accomplishments of your sabbatical plan?**

- A. Initial contact with high school administrators to identify possible locations
- B. Identification of potential UCC courses I might observe (including preliminary discussions with faculty teaching these courses)
- C. A meeting with UCC's institutional researcher to review my process
- D. A more current literature review of powerful and powerless speaking styles
- E. A review of gendered communication differences and respect
- F. Development of focus group protocols and observation protocols
- G. Identification of instructors / classrooms willing to allow me to make quiet observations in their classes
- H. Conducting observations and focus groups
- I. Analyzing results
- J. Creating a research report with a summary of: the literature review, method(s), findings, and discussion.
- K. Sharing results in an oral presentation to the Board, involved faculty, or any other interested group.
- L. Making results available to all who participated (especially focus group participants) and faculty who allowed me to make observations in their classes.

**4. What is your anticipated timetable for accomplishing the activities of your plan?**

April / May 2016: Make initial contact with high school administrator(s) to explore possibility of classroom observations in their setting(s).

September 2016: Start literature review, start developing observation protocols, reach out to prospective educators, schools to arrange for opportunities to observe in classrooms

October 2016: Identify classrooms to observe. Arrange for no less than five observations per class with at least three of the classes on the UCC campus and ideally at least two at a high school location.

October – Early November 2016: Complete observations.

November – Early December 2016: Analyze observations

Early December 2016: Complete research report

January 2017; Orally present findings if given opportunity (Board, high school staff, UCC faculty and / or other opportunity).

5. What documentation will you provide for your activities and the completion of your sabbatical plan when you write your sabbatical report?

Completion of a research report and oral report(s) if desired.

6. Is there any additional information you believe would be helpful for the readers to understand your proposal?

Because of the research nature of my sabbatical proposal, I believe it is important to explain my background and related qualifications to successfully complete this project.

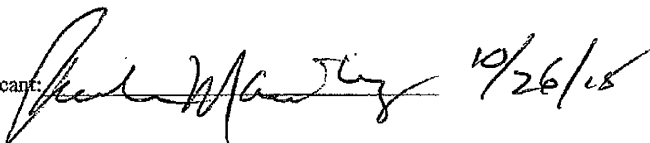
I do have a reasonably comfortable background in research methods. I did take qualitative and quantitative methods both in my Speech Communication Master's program and in in my Ed.D. program (I did complete all required coursework for this program.) In addition, I took an ethnographic methods course in graduate school. I was also a doctoral research assistant while in graduate school.

Instead of completing my Ed.D. dissertation, I took a paid position as a research associate for the Northwest Regional Educational Laboratory investigating communication assessment methods and creating models for assessment. I also worked with businesses and schools to investigate school-to-work relationships.

Since leaving my work as a full-time researcher, I have conducted research for a school district near Portland, facilitated focus groups and analyzed data for one of UCC's strategic plans, developed the first draft of the Got Respect instrument and conducted the first focus group for that effort.

This sabbatical plan, which I will complete, will be of mutual benefit to the college and to me. I understand that any significant change must also be approved by the VPI. I further understand that I will submit a written report to the college documenting how I have accomplished this plan upon my return.

Signature of Applicant:

 10/26/15



BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Early Retirement Request

Date: January 13, 2016

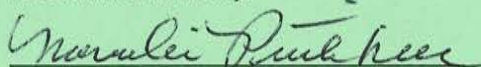
**Recommendation:**

Board approval is requested for early retirement:

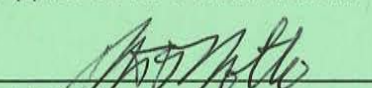
**Mariah Beck**, Associate Professor of Mathematics, is requesting to resign from PERS at the end of Spring Term 2016, and continue employment as a full-time faculty member, under PERS regulations, until the end of Spring Term 2017. Mariah is requesting early retirement as of June 30, 2016. This is in accordance with the Faculty Collective Bargaining Agreement, Article XIX, Section F. Mariah has been an educator for 34 years. This will be her 24<sup>th</sup> year at UCC. In 2017, she will depart the College with 25 years of dedicated service.

**Nancy Nowak**, Associate Professor for Developmental Education, is requesting approval for early retirement to begin July 1, 2016. Nancy 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.

Recommended by:

  
 Director of Human Resources

Approved for Consideration:

  
 UCC President

November 24, 2015

To: UCC Board of Directors, Dr. Jason Aase, Dr. Roxanne Kelly, Lynn Johnson, and Dr. Rita Cavin

Re: Retirement

I am requesting to resign from PERS at the end of spring term 2016, and to continue employment as a full-time faculty member (under PERS regulations) until the end of spring term 2017. I ask that this request to continue employment be approved by the Vice President of Instruction and the Director of Human Resources, per Board Policy 302.10. Contingent upon this approval I submit to the Board my request for early retirement as of June 30, 2016 under the faculty collective bargaining agreement, Article XIX, section F.

This is my 24<sup>th</sup> year of teaching math at Umpqua Community College, and my 34<sup>th</sup> year of teaching. In these 34 years of teaching I have seen education go from slide rules to graphing calculators, from hand written mimeographed handouts to networked computers and printers, and from one phone in every building to smart phones carried by every employee and student. My 25 years at UCC have been rewarding, and I feel privileged to have had the opportunity to teach the amazing students at UCC.

Sincerely,



Mariah Beck

Associate Professor of Mathematics



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*Serving Douglas County Since 1964*

December 10, 2015

To: Mariah Beck, Associate Professor of Mathematics

From: Dr. Roxanne Kelly, Vice President of Instruction

*RKelly 12/10/15*

Re: Retirement and subsequent employment

It is with mixed emotions that we accept your letter of retirement from the college. You have served the college well over the past 24 years and your service is greatly appreciated.

As your letter indicates, you are requesting to retire from PERS on June 30, 2016, and continue working the maximum hours allowed by PERS regulations for an additional year. According to UCC Board Policy 302.10, the vice president for the area must give permission for a PERS retiree to continue employment with the college. Please consider this my approval for your request.

As always, I wish you well in all future endeavors and sincerely thank you for all you have done, and will continue to do, for Umpqua Community College.

Cc: Lynn Johnson, Rita Cavin, Jason Aase

RECEIVED

DEC 11 2015

December 17, 2015

To the UCC Board of Trustees:

According to Article XIX.F (Employee Benefits) in the current Collective Bargaining Agreement between Umpqua Community College and the UCC Faculty Association, I meet the eligibility requirements for early retirement. I have worked in a fulltime instructional position since September 1994 and am above the minimum age for full early retirement benefits. Therefore, I am requesting that the Board grant me the opportunity for early retirement, to begin officially July 1, 2016.

Thank you for your consideration.

Sincerely,

Nancy Nowak  
Associate Professor of English

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject: Financial Reports for FY 2015-16  
Date: 01/13/16

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2015-16, ending December 31, 2015.

Recommended by: *Natalya Brown*  
Rebecca Redell, CFO  
*N. Brown - Director of Accounting + Finance*  
*For Rebecca Redell*

Approved for Consideration:  
*Rita Cavin*  
Rita Cavin, U.C.C. President