

**UMPQUA COMMUNITY COLLEGE**

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

**UCC Board of Trustees Goals 2014-15**

- **Continue to enhance the relationship between the UCC Foundation and the UCC Board of Trustees.**
- **Assess and improve internal communications and cultural competencies and focus on internal staff development.**
- **Continue efforts to initiate construction for the Health, Nursing, and Science building and implement pieces of the Master Plan.**
- **Assist staff in creating a useful dashboard for monthly meetings.**
- **Continue to monitor political/legislative actions and advocate for UCC.**
- **The Board will focus on ways to remove barriers from recruitment and application to course completion.**

**VOL. L, No. 1 BOARD OF TRUSTEES MEETING  
3:00 P.M. Lang Center, JULY 8, 2015**

**A G E N D A**

**MEMBERS:**

**Vanessa Becker, Chair** \_\_\_\_\_  
**Joe Yetter, V. Chair** \_\_\_\_\_  
**Betty Tamm** \_\_\_\_\_  
**Bob Bell** \_\_\_\_\_

**Doris Lathrop** \_\_\_\_\_  
**Sharon Rice** \_\_\_\_\_  
**Wendy Weikum** \_\_\_\_\_

**ADMINISTRATION:**

**Dr. Rita Cavin** \_\_\_\_\_  
**Roxanne Kelly** \_\_\_\_\_  
**Joyce Coleman** \_\_\_\_\_  
**Rebecca Redell** \_\_\_\_\_

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|-------------|---|---------------------|
| <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>Trustee</b>      |
| <b>IV.</b>  | <b>OATH OF OFFICE</b>                                 |                     |
| <b>V.</b>   | <b>ORGANIZATION</b>                                   |                     |
|             | <b>A. Election of Chair for 2015-16</b>               |                     |
|             | <b>B. Election of Vice Chair for 2015-16</b>          |                     |
|             | <b>C. Election of OCCA Representative for 2015-16</b> |                     |

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|------------|-----------------------|----------------|
| <b>VI.</b> | <b>CONSENT AGENDA</b> | <b>pp 1-16</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.

**VII. CHANGES TO THE AGENDA**

**Chair**

**VIII. 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.

**IX. ASUCC REPORT**

**Anthony Terra**

**X. ACEUCC REPORT**

**Judy Ode**

**XI. UCCFA REPORT**

**Marie Gambill**

**XII. PRESIDENT'S REPORT**

**Dr. Cavin**

**pp 17-30**

**XIII. OCCA REP. REPORT**

**Dir. Bell**

**XIV. STUDENT SUCCESS UPDATE**

**Ali Mageehon**

**p 31**

**XV. OLD BUSINESS**

**A. Health, Nursing, & Science Center  
Naming Opportunities**

**Dennis O'Neill**

**p 32**

**XVI. NEW BUSINESS**

**A. Resolution No. 1, Establishing Clerk of the Board  
B. Resolution No. 2, Approval to Spend Funds  
C. Early Retirement Requests**

**Natalya Brown**

**pp 33-34**

**Natalya Brown**

**pp 35-36**

**Lynn Johnson**

**pp 37-39**

**XVII. BOARD COMMENTS**

**Chair**

**XVIII. ADJOURNMENT**

**Chair**

**NEXT BOARD MEETING:** Wednesday, September 9, 2015, 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: July 8, 2015
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Recommendation:

Recommend approval of:

Minutes of College Budget Meeting of May 20, 2015                      pp 1-5

Minutes of College Board Meeting of June 9, 2015                      pp 6-7

Minutes of College Board Meeting of June 10, 2015                      pp 8-13

Minutes of College Board Meeting of June 16, 2015                      pp 14-15

Personnel Actions    p 16-17

<p>Recommendation by:</p> <p><u><i>Rhynne Wilgus</i></u></p>	<p>Approved for Consideration:</p> <p><u><i>[Signature]</i></u> U.C.C. President</p>
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**UMPQUA COMMUNITY COLLEGE  
BUDGET COMMITTEE MINUTES**

On Wednesday, May 20, 2015, the Umpqua Community College Budget Committee met on campus at the Danny Lang Teaching, Learning, and Event Center, Roseburg, Oregon. The meeting was called to order at 6:05 p.m. by Sally Dunn, 2014 Chair, and the pledge of allegiance was given.

**Budget Directors Present:** Hop Jackson, Chris Davidson, Sally Dunn, Rex Stevens, Janet Morse, Diane Phillips, Elin Miller, Betty Tamm, Sharon Rice, Bob Bell, Wendy Weikum, and Joe Yetter.

**Budget Directors Excused:** Sandy Henry and Vanessa Becker

**Others in attendance:**

Joe Olson	Rebecca Redell	Donna Goebel	Debbie Hill	Lynn Johnson	Michelle
Robynne Wilgus	Micque	Ellen Brown	Ethan Snyder	Natalya Brown	Bergmann
Roxanne Kelly	Shoemaker	Victoria Sawyer	Susan Taylor	Jason Aase	Danielle Haskett
Joyce Coleman	Lee Salter	Judy Ode	Doris Lathrop	Mary Morris	Leslie Bryant

Organization for 2015-16:

**Janet Morse nominated Sally Dunn for Chair, Dir. Miller seconded the nomination and a unanimous vote was cast.**

**Rex Stevens nominated Hop Jackson for Vice Chair, Dir. Weikum seconded the nomination and a unanimous vote was cast.**

**Hop Jackson nominated Rex Stevens as Secretary, Dir. Rice seconded the nomination and unanimous vote was cast.**

BC Dunn said Roberts Rules of Order with a quorum to consist of eight is recognized for this meeting.

**Motion:** I move for an adjournment time of 7:30 p.m. Motion by BC Morse, seconded by BC Phillips and carried unanimously.

For the president’s message, Dr. Olson turned the meeting over to Rebecca Redell. Ms. Redell thanked everyone, especially Micque Shoemaker, and commended their efforts in the development of the budget. At the beginning of the process a large budget shortfall was recognized; after budget requests there was a \$3 million gap which was larger than expected. Ms. Redell explained the input from the Internal Budget Committee and most of their recommendations were incorporated to the budget. However, the largest cost in the budget is personnel and the committee did not feel comfortable approaching that area; they deferred decisions in that area to the executive committee. Other recommendations included:

- Limitations on travel. No out of state travel unless approved by the President.
- Do not fill any open positions that do not directly impact student instruction.
- Freeze salary increases where appropriate.

**Budget Committee Minutes  
May 20, 2015**

- Avoid eliminating programs; however, the need should be based on student FTE. Do we need 5 instructors to teach 10 students?
- Put off capital improvements that can wait for another year.
- Review all current tuition waivers.
- Table the International Student Program for one year. Work with the grant writer and the Foundation to find funding. Work on a solution for housing these students during that year.
- Look at wages & M&S that were moved to the General Fund from Self-Sustaining Funds. Should fees be increased for those programs that cannot support themselves rather than burdening the General Fund with expenses related to budgets that are meant to be self-sustaining?
- The Committee is uncomfortable about dipping into the reserve. If it becomes necessary, this should be the last option for closing the budget gap.

Highlights of the General Fund were reviewed. General Fund Resources are budgeted at \$23.6 million. There is a decrease in the projected Beginning Fund Balance. State support this year makes up 42% of all resources, up from 40% in 2014-2015. Personnel costs include no step increases and five furlough days for all full time employees. Transfers to Capital Funds have been increased by \$50,000 from last year, but do not include any transfer to the deferred maintenance fund established 2 years ago. Operating contingency is budgeted at \$1.7 million, which meets the Board's requirement of an 8% reserve. In response to Dir. Miller's questions, Ms. Redell explained furlough days are a negotiated option and each furlough day is equal to \$50,000. Additionally, the college received a better bond rating, AA-, because of a higher fund balance. The beginning fund balance is a projection; the firm number will be known at the end of July or in early August.

A chart was shown indicating the budget contingency and the reserve vs. actual ending fund balance over the past eight years showing the trend of spending more of what is being budgeted. Ms. Redell explained some of the impacts to the budget over recent years have been the receipt of extra state funding and also the recent impact of tuition waivers. Adjustments have been made to the Umpqua Scholars program. Dr. Olson added that next year the Umpqua Scholars tuition waiver will be implemented as the "last dollar". Materials & Supplies costs have been rising so departments have been maxing out their budgets. Unexpected funding was received from the State after the adoption of the budget and it has been rolled into the fund balance.

A chart showing the comparison of budgeted funding vs. actual state funding was reviewed. This year \$10 million was budgeted and actual state funding was \$10.4 million. Ms. Redell said the college tries to budget conservatively. Showing state funding compared to student FTE indicates that over the past eight years, funding has not correlated with student FTE.

General Fund Requirements were reviewed. There is a \$1 million reduction of Personnel in the General Fund. This figure includes furlough days, no step increases, unfilled positions, and a reduction in force; fringe benefits have been adjusted accordingly. BC Johnson was expecting to see a larger drop in personnel costs with the reduction in budget in recent years. Ms. Redell explained employment agreements with the associations affect the payroll costs including possible furlough days and a proposed reduction in force. The faculty costs remain basically flat for this year in comparison to last year.

The Committee then brought up various topics to which Ms. Redell responded: the large increase of tuition waivers is because of implementing the second year of the Umpqua Scholars; tuition will be going up from \$85 to \$87 per credit, which is according to the CPI (to not raise tuition would require Board action); a legacy

**Budget Committee Minutes**  
**May 20, 2015**

fee of \$7 per credit has been added. There is a possibility of receiving state funding for deferred maintenance.

Dir. Miller said the early assumption of the Umpqua Scholars program is that it wouldn't cost that much for the college. Dir. Tamm agreed and asked if students who would have been attending another institution are now coming to UCC because of the program. Dr. Olson indicated appropriate adjustments to the program can be made with two years of data. Ms. Redell said the college's draw from the local high schools is flat at this point; however, the Foundation said 25 of the scholars indicated they would have gone elsewhere without the tuition waiver. There have been criteria changes for the incoming scholars.

Ms. Redell reviewed the transfers. Transfers into the early retirement reserve were increased since many employees retired this year. The Capital Improvements increase is mainly for the Civil Rights Audit requirements. The Ford Family Center contribution was also raised because of salary increases for personnel.

BC Davidson had to leave the meeting early; however, he inquired about the increase in Automotive personnel. Ms. Redell explained the Automotive program has been recruiting students from out of state to go through the Toyota program. There will be cohorts of students cycling through the T-TEN program every ten weeks. A corresponding line item in self-sustaining funds has been added for the associated housing. Students will pay a housing fee.

A small amount of funding has been set aside for teaching out the Aviation program, if needed. Culinary Arts program FTE is down to five at this point. There is a proposal to reduce the program. The Catering program is in the Enterprise Fund.

Upon questioning from Dir. Bell, Ms. Redell explained the justification for adding back an Assistant for both the Vice President of Student Services and the Vice President/Chief Financial Officer. This was after a year and a half trial with the Vice President of Instruction's Assistant trying to cover the three areas.

Questions were raised about departments showing large differences in their budget such as the Dental Assisting Program, Learning Skills Center; Counseling, Testing, Advising; and Academic Development. Ms. Redell and Ms. Shoemaker provided further information for each area.

Ms. Redell explained how funds were removed where certainty exists that an employee will opt-out of insurance because of having other insurance.

Dir. Miller questioned if the approval of the Budget will thereby approve the reduction in force (RIF) as it appears the RIF has been embedded in the Budget? Ms. Redell said an adjustment would be needed to the Budget if the Board does not approve the reduction in force. Additionally, Budget adjustments would be needed regarding furlough days if association agreements are different than the proposal.

Dir. Bell referenced the Enterprise Fund and inquired about the Entrepreneur Fund. Ms. Redell explained the fund is a placeholder at this point; this is budgeted the same amount every year.

**Budget Committee Minutes**  
**May 20, 2015**

Grants and Contracts includes a budget of \$4.7 million for currently known Federal, State and local grants and contracts. The budget is dependent on grants and contract awards that will be received during the fiscal year. The major source of revenue is from Federal sources (48% of the budget). A decrease is expected this year as one of the larger grants, EDA, has been completed.

Special Revenue Fund has a proposed budget, which remains steady at \$4.4 million. Transfers have increased from the General Fund to help support the Ford Family Center operations. The fund is supported mostly from student fees.

The Financial Aid Fund is a pass-through fund for Federal and State student aid programs. The \$35,682 transfer from the General Fund is budgeted to provide a match for the Federal Work Study program. UCC has a 5-year waiver for the FSEOG program, and while we have provided the match historically, the decision was made to forego the match for this year. Responding to questions, Ms. Redell stated about 80% of UCC students received financial aid. This fund is over-budgeted in case there are more awards than anticipated.

The Capital Projects Fund includes a budget of \$17,777,500 for capital projects, gym floor repairs, furnishings & equipment, and deferred maintenance. The deferred maintenance fund was established 2 years ago and will continue to grow over time, but does not have any additional contributions this year. The considerable increase to this year's budget includes the construction costs for the Bonnie J. Ford Health, Nursing and Science Center. State funds will be received for the building once the college has expended all of their funds for this purpose. The interest earned in this fund will stay in this fund. The College has come to an agreement with the Foundation for using one of their service providers to invest some of the funds to earn a higher interest rate than is allowed for the College.

The primary source of revenue for the Debt Service fund is a transfer of \$1,243,196 from the General Fund. The college expended Full Faith and Credit Obligations for the construction of the Bonnie J. Ford Health, Nursing and Science building in fiscal year 2014-2015. UCC continues to establish the PERS Unfunded Actuarial Liability Reserve to equalize PERS repayments through the year 2027-28.

The Insurance Fund provides self-funding for unemployment and funding for the early retirement program. Operations are mostly funded through the transfer of resources from the General Fund and any unspent ending fund balance from the previous year.

The Enterprise Fund includes operations of the Bookstore, Food Service, and Catering. It is estimated to generate about \$2.1 million. The Bookstore is decreasing the support to the General Fund operations next year by \$50,000. Food Service was given a limited budget due to the expected outsourcing of this function. The plan is to outsource the cafeteria function and Catering needs to be fully self-supported. The Incubator is also in this fund.

The Internal Service Fund accounts for operations of the Motor Pool and Copiers funds that generate revenue by providing services on a cost reimbursement basis to College operating funds. A copier task force has been meeting this year to review the current agreement with Ricoh. They are in the midst of renegotiating with Ricoh for a lower agreement, hopefully; estimated savings would be \$30,000 - \$40,000.

**Budget Committee Minutes**  
**May 20, 2015**

The Agency Fund accounts for the activities of the student government (ASUCC) and student clubs. Primary sources of revenue consist of the club revenue generated by students. The General Fund supports operations of this fund by providing a \$35,000 transfer for ASUCC administration, Phi Theta Kappa and Skills USA travel.

BC Dunn asked for further questions of the committee and there were none. She then indicated the opportunity for comments from the audience. Ethan Snyder's inquiries regarded step increases and furlough days. Ms. Redell explained that the recommendation regarding freezing step increases from the Internal Budget Committee was "where appropriate". It was then determined that taking this action across the board was appropriate and is presented accordingly in the budget. Tiered furlough days are not being considered at this point. Ms. Shoemaker said the Internal Budget Committee considered the impact of furlough days to employees based upon salary ranges.

Ms. Redell confirmed to Dir. Tamm that the elements of savings (i.e. reduction in force, furlough days) in the budget have not yet been approved. If large changes will be needed then a request will come to the Board. Dir. Bell expressed concern regarding the trajectory of the College coming closer to spending what has been budgeted over recent years. BC Phillips provided caution in making too many cuts that could result in cutting growth.

**Motion:** I move for approval of the general operating fund for 2015-2016 as presented to include the College permanent tax rate of \$.4551/\$1000 of ad valorem property taxes to be certified for collection. Motion by BC Morse, seconded by BC Stevens and carried unanimously.

**Motion:** I move for approval of the proposed Special Revenue Funds, as presented. Motion by BC Jackson, seconded by Dir. Miller and carried unanimously.

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Approved,

Rex Stevens  
 Secretary

Sally Dunn  
 Chair

Recorded by Robynne Wilgus



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

The Umpqua Community College Board of Trustees met Tuesday, June 9, 2015, in the Board Room of the UCC Welcome Center, Roseburg, Oregon. Board Chair Becker called the meeting to order at 4:05 p.m. and the pledge of allegiance was given.

**Directors present:** Bob Bell, Elin Miller, Sharon Rice, Betty Tamm, Wendy Weikum; Vanessa Becker and Joe Yetter participated via the phone.

**Others present:**

Robynne Wilgus	Lee Salter	Victoria Sawyer	Clara Smithey	Micque Shoemaker
Rebecca Redell	Doris Lathrop	Chris Grant	Susan Rochester	Ellen Brown
Jessica Richardson	Lynn Johnson	Mandie Pritchard	Nancy Nowak	Honey McNamara
Jennifer Roth	Marie Gambill	Jesse Morrow	Jennifer Lantrip	Haley Stammen
Jason Aase	Ethan Snyder	Lisa Fields	Tamara Loosli	Kristapher Yates
Donna McGeehon	Susan Taylor	Chris VanDyke	Tyler Ramos	Rile Harris
Debbie Hill	Joan Campbell	Ken Carloni	Carol McGeehon	
Xiana Smithhart	Kevin Mathweg	Kristi Hurt	Donna Goebel	

**Changes to the Agenda**

There were no changes to the agenda. Chair Becker explained legal counsel has advised a Board member to sign the green sheet in the board packet; Dir. Bell has done so.

**NEW BUSINESS**

A subcommittee of the Board met earlier in the week to establish the development of the Interim President selection process and to review candidates. Subcommittee members are Vanessa Becker, Bob Bell, and Joe Yetter. Six persons had indicated their interest in serving as Interim President and one of them was Dr. Rita Cavin who has previously served in that same capacity at UCC. The subcommittee felt Dr. Cavin was the best candidate as she has community college and Interim President experience.

Upon an inquiry from Dir. Miller regarding the process, Chair Becker explained every Board member volunteered for the subcommittee and the selection was her own judgment call. The initial idea for the first meeting was to lay groundwork for proceeding with the selection process; however, upon realizing Dr. Cavin's interest and the caliber she would bring to the college the committee decided to bring her forward. Dir. Bell said an additional strength Dr. Cavin would bring to UCC is her experience in negotiations. Later in the meeting, Chair Becker reviewed the process taken by the Board for the Interim President selection in 2010 and added that currently there is more of a process being taken including the present public meeting.

Responding to Dir. Weikum's inquiry as to the urgency of the requested vote, Chair Becker said Dr. Cavin is being considered for the same position at another college. Other considerations taken into this account are the many phone calls of inquiry, upcoming campus events, and the desire to have a

placement soon. Chair Becker asked if contract negotiations should be pursued since Dr. Cavin is a good candidate.

Stressing the importance of the decision, Dir. Miller shared concern for making a decision without seeing a resume. Several Board members spoke to Dr. Cavin's strengths from their knowledge of her previous service at UCC:

- Has a really good leadership style
- Gets along well with people
- Was President at Linn Benton Community College
- Elected by OCCA as best president
- Excellent reputation in Oregon at the state level
- Has done lots of consulting
- Personally impressed with consulting
- Brought organization back to UCC at a time when it was in a disarray
- Did a terrific job at UCC
- High recommendation by peers
- Ability to synthesize many opinions and perspectives, both internal and external
- Builds strong relationships
- Is conscientious about patronizing local businesses
- Isn't afraid to take needed action
- She lead UCC through the experience of choosing the next president
- She likes UCC and knows UCC

Dir. Miller emphasized the need for strong campus leadership and the current state of the college's broken relationship with the community. Dir. Tamm expressed a comfort level with the potential candidate because of previous experience with her. Dir. Yetter, stating he knows her only a little, is aware of the many boards on which she serves and is impressed with what he has seen. Dir. Rice recalled how Dr. Cavin came in quietly and took charge. She was calm in how attitudes were changed and is a strong candidate to do the same with the current status of the campus.

**Motion:** I move to begin contract negotiations with Dr. Rita Cavin to serve as Interim President. Motion by Dir. Bell, seconded by Dir. Weikum. Directors Bell, Yetter, Rice, Weikum, Tamm, and Chair Becker voted in favor of the motion; Dir. Miller abstained. The motion was carried.

Recognizing the importance of making graduation special, the Board appreciated Dr. Cavin's offer of attending Commencement. However, the Board thought it best to wait until a contract has been finalized before she participates on campus. Chair Becker will follow-up with Vice President Kelly regarding upcoming events during the week.

There were no Board comments. The meeting adjourned at 4:41 pm.

Roxanne Kelly  
Acting President

Vanessa Becker  
Chair of the Board

Recorded by Robynne Wilgus

**UMPQUA COMMUNITY COLLEGE**  
**BOARD MINUTES**  
**June 10, 2015**

The Umpqua Community College Board of Trustees met Wednesday, June 10, 2015, in the Dining Room of the UCC Laverne Murphy Student Center, Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:11 p.m. and the pledge of allegiance was given.

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

**Others present:**

Robynne Wilgus	Jason Aase	Bill Armstrong	Michelle Bergmann	Jesse Morrow	Lisa Fields	Mandie Pritchard
Roxanne Kelly	Micque Shoemaker	Honey McNamara	Missy Olson	Gary Gray	Kristapher Yates	Danielle Haskett
Rebecca Redell	Leslie Bryant	Steve Rogers	Marjan Coester	Susan Rochester	Anthony Terra	Mary Morris
Joyce Coleman	Donna Goebel	Elaine Cheney	News-Review	Paula Usrey	Emery Smith	Cheryl Yoder
Lynn Johnson	Katie Workman	Kevin Mathweg	Cathy Adkins	Chris Morgan	Caroline Hopkins	Anthony F.
C. Ellis Poole	Roger Sanchez	Linda Ramirez	Jasmine Allen	Carol McGeehon	Georgann Willis	Jesse Bjornsen
Ethan Snyder	Xiana Smithhart	Brenda Spencer	Michael Olson	Sandi Smick	Haley Stammen	Natasha Bjornsen
Tyler Ramos	Zeb Packard	Brenda Warren	Gloria Walkemeyer	Karen Carroll	Kathy Thomason	Christina Anderson
Doris Lathrop	Ben Lanegan	Carrie Fromdahl	Cynthia Horkey	Becky Kipperman	Mary Stinnett	Diana Kelly
Rita Harris	Crystal Sullivan	Chris Van Dyke	Elizabeth Bastian	Kelly Plueard	Nancy Nowak	Judy Ode
Marie Gambill	Debi Gresham	Steve Cripe	Kristi Hurt	Robin Van Winkle	Donna McGeehon	Debbie Hill
Lee Salter	Victoria Sawyer	Brian Proctor	Jeri Frank	Susan Taylor	Chris Grant	Cody Perry
Tena Lammers	Jennifer Lantrip	Kelli Macha	Cathy Vaughn	Joan Campbell	Kira Oerman	Unknown Signature

The meeting was opened with a formal budget hearing. One person, Natasha Bjornsen, requested to speak. She understood students not wanting to have tuition raised; however, UCC has one of the lowest tuition and is consistently ranked as one of the best community colleges in Oregon. A tuition increase of \$5 would still keep UCC in the middle range of tuition costs for Oregon community colleges. Ms. Bjornsen was thanked for her comments and the budget hearing was closed. The regular Board meeting began at 3:14 pm.

**Consent Agenda:**

- A. Board Minutes of May 13, 2015
- B. Board Minutes of June 3, 2015
- C. Personnel Actions

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

**Changes to the Agenda**

Dir. Miller asked to speak about the Natural Resources program prior to Board comments. Dir. Yetter asked to add Resolution #13, Clerk of the Board, Deputy Clerk, and Budget Officer.

**Motion:** I move for approval of the changes to the agenda as presented. Motion by Dir. Tamm, seconded by Dir. Miller and carried unanimously.

### **Citizen Comments**

UCC Foundation President Elaine Cheney, emphasizing the importance of the UCC Board's goal to enhance the relationship of the College and Foundation, spoke to the Foundation's concern with recent events that question whether UCC is supportive of local industry, particularly the natural resource industry. She indicated the Foundation's possible fundraising role for the next new building may be impacted by the situation. Brenda Warren, Food Services Manager, spoke on behalf of herself and Brenda Spencer, Assistant Food Services Manager, stating their preference is to retain their jobs rather than be a part of a reduction in force; they do not want to bump someone else's job nor take a position in which they're not qualified. They also have concern for meeting the needs of students should the cafeteria be closed. Cheryl Yoder, Dept. Chair – HHP, expressed concern regarding the lack of opportunity for the campus to say good-bye to President Joe Olson; he healed the campus and was liked by many. Ms. Yoder's second concern was the possible impact of a reduction in force affecting the Director of Counseling and a Counselor position. She doesn't see how it will work especially with the college's focus of putting students first. Ms. Yoder said she is speaking her own opinions and understands the Board is doing their best. Dir. Yetter thanked each person for their comments.

### **ASUCC Report**

Kristopher Yates, ASUCC President, provided an overview of projects funded through ASUCC. The leadership team had a very effective year. He thanked the Board for the opportunity to represent students. Anthony Terra was introduced as the ASUCC President-Elect.

### **ACEUCC Report**

Judy Ode, ACEUCC President, said 53 employees were able to benefit from the Classified Professional Development Fund to attend workshops and conferences. The association is in the process of planning their fall retreat and is also working on bargaining.

### **UCCFA Report**

On behalf of the Faculty, UCCFA President Marie Gambill read a compilation of faculty comments (attached to the permanent minutes) regarding recent days at UCC. Dir. Yetter thanked Ms. Gambill for the summary of thoughts and understands the difficult situation.

### **President's Report**

Acting President, Vice President of Instruction Roxanne Kelly, said the Retail Management Program recently received a grant for over \$100,000 through Achieving the Dream and the Walmart Foundation; the funds will be used to improve the program. There are many graduations on campus during this week: Dental Pinning, GED Graduation, Nurse Pinning, and Commencement.

### **OCCA Report**

Dir. Bell indicated the very strong possibility of community colleges receiving a boost in funding from the legislature; funding may be at \$550 million instead of \$535 million.

### Student Success Update

Emery Smith, Caroline Hopkins, and Joyce Coleman talked about a cultural development inventory which can be used as a diagnostic tool to help improve cultural competencies. The intention is to offer the inventory to those on campus who wish to participate; all information will be kept confidential. The cost is \$15 per person and Ms. Hopkins has submitted a \$2,000 grant request to the UCC Foundation through their Fund for Innovation to help offset the expense. A training program is being developed on cultural competencies and will begin in September on a strictly volunteer basis.

### OLD BUSINESS

Lynn Johnson, Director of Human Resources, stated that due to financial considerations and after having exhausted all other avenues, Board approval is requested for the approval and implementation of the Reduction in Force plan. From the original plan introduced in April the requested number of Classified positions affected has been lowered to five: three positions within Facilities (1 Security, 2 Custodians) and two positions within the Cafeteria (Food Service Manager and Assistant Food Service Manager). An alternative has been proposed for one of the Security positions. The affected employee has agreed to move to a part-time Security position with a request for the college to cover tuition and fees for the final three classes required to complete the Criminal Justice program; the college will request the classes to be completed during the upcoming summer and fall terms. Both of the Custodial positions need to be approved for elimination; one of the positions would not be eliminated until December 31, 2015, due to a retirement. The college has found alternative funds to bridge the gap for one position to avoid laying the employee off and bringing them back six months later. This maintains the same fiscal impact of the previously presented severance package. All displaced employees have the opportunity for alternate employment through current vacancies, as long as application(s) are submitted and qualifications are met. Both of the employees in the Cafeteria positions are eligible for early retirement. However, they have requested the Board to not approve their early retirement request if the reduction in force is not approved. Dir. Tamm suggested "unbundling" the Classified and Administration positions in the reduction in force proposal and discuss them separately. After the motion was made to approve a reduction in force of the Classified positions, Dir. Tamm amended the motion to include the opportunity for the affected Security Guard to finish the classes as requested; Dir. Miller accepted the amendment.

**Motion:** I move for approval of the reduction in force for the Classified positions as presented, with the amendment. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Dir. Yetter confirmed the previous motion only applied to the Classified positions mentioned. He then queried the Board for their interest in hearing the plan for a reduction in force of Administration personnel. After the motion and the vote, Dir. Miller suggested the topic be addressed by the new Interim President.

**Motion:** I move to table the hearing of a reduction in force plan for Administration personnel. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

**College Board Minutes**  
**June 10, 2015**

Ms. Johnson requested Board approval of the contracts for Administrator/Confidential Exempt employees and contracts for probationary and regular Faculty, for the 2015-2016 fiscal year. She then read the names of the employees; the lists are attached to the permanent minutes.

**Motion:** I move to approve the contracts for Administrator/Confidential Exempt and probationary/regular Faculty as presented. Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.

Ms. Johnson presented early retirement benefits requests (attached to permanent minutes) for Brenda Spencer, Assistant Food Services Manager, and Brenda Warren, Food Services Manager, to be effective July 31, 2015, in accordance with the ACEUCC Collective Bargaining Agreement; Article XV; Paragraph F.2.a; Employee Benefits; Early Retirement. Ms. Spencer and Ms. Warren are requesting, in lieu of possible reduction in force, if such plan is approved and implemented, a severance package equal to three (3) months compensation. Additionally, they are requesting right of first refusal for continued employment as a part-time or contracted employee as needed by the College, per the Collective Bargaining Agreement. Ms. Spencer has provided UCC with 26 years of dedicated service. Ms. Warren has provided UCC with 15 years of dedicated service.

**Motion:** I move to approve the early retirement requests from Brenda Spencer and Brenda Warren as presented. Motion by Dir. Weikum, seconded by Dir. Miller and carried unanimously.

Xiana Smithhart, Institutional Researcher, reviewed Achievement Compacts and requested the Board's adoption for 2015-2016. The data for the Achievement Compacts is one year behind the current year. Ms. Smithhart explained that although the Achievement Compacts will be replaced by another student measure on July 1 of this year the state legislature still requires the adoption. The Achievement Compacts are attached to the permanent minutes.

**Motion:** I move to approve the Achievement Compacts as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Vice President of Instruction Roxanne Kelly and Dean of Arts & Science Jason Aase requested suspension of the Visual Communications Program due to low enrollment. All of the students in the program will be contacted and taught out. In answering questions from Directors Rice and Bell, Dean Aase confirmed that it is a two-year program and there will not be a dramatic impact to cross-curriculum courses.

**Motion:** I move to approve suspending the Visual Communications Program as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

As an informational item, Vice President/CFO Rebecca Redell provided a status update on the contract with Andersen Construction. The Andersen contract has been settled at \$13.8 million. This allows for a \$1.6 million contract with Opsi and \$1.5 million for furniture, fixtures, insurance, etc. Responding to Dir. Tamm's inquiry, Ms. Redell said the company has put forth much effort in reaching local contractors with bidding opportunities. Dir. Miller thanked the entire team of the Oversight Steering Committee

stating it has been a very transparent process. Ms. Redell responded to Dir. Bell's inquiry of liquidated damages and explained the college attorney is comfortable with it being noted in the contract. Additionally, Andersen doesn't feel in danger of going over the allotted time frame.

#### **Resolution No. 10 – Adopting the Budget**

Ms. Redell presented the UCC Budget for the 2015-2016 year Board adoption as previously approved by the Budget Committee on May 20, 2015. (Res. No. 10 is attached to permanent Board minutes.) In discussion, Dir. Tamm clarified and confirmed with Ms. Redell that the approval of the budget is only for the dollar line of the budget not the reduction in force.

**Motion:** I move for adoption of the UCC Budget for budget year 2015-2016 in the total amount of \$87,700,869 and to impose the tax rate of \$0.4551/\$1,000 of assessed value of all taxable property within the district. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.

#### **Resolution No. 11 – Approval to Spend Funds**

Ms. Redell presented for Board approval Resolution No. 11 (attached to permanent minutes) to increase appropriations in the Special Revenue Fund – Grants and Contracts. Stephanie Newman was awarded \$1,500.00 from the Dr. John Wm. And Betty Long Unruh Fund of the Oregon Community Foundation for support of the Oregon One-Acts, an annual drama competition that fosters a love of the arts in youth, support for programs in decline, and a link from education to theatre.

**Motion:** I move to approve Resolution No. 11 – Approval to Spend Funds as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.

#### **Resolution No. 12 – Interfund Borrowing**

Board approval of Resolution No. 12 (attached to permanent minutes) was requested by Ms. Redell to permit short-term use of funds belonging to one fund by another fund for the 2015-2016 fiscal year. By the end of the fiscal year, all accounts are to be in a positive cash position.

**Motion:** I move to approve Resolution No. 12 – Interfund Borrowing as presented. Motion by Dir. Tamm, seconded by Dir. Miller and carried unanimously.

#### **Resolution No. 13 – Establishing Clerk, Deputy Clerk, and Budget Officer**

Dir. Yetter read Resolution No. 13 (attached to permanent minutes) requesting Board approval to designate Dr. Roxanne Kelly as the Clerk of the Board and Rebecca Redell as the Deputy Clerk and Budget Officer for the 2015-2016 fiscal year. Ms. Redell explained that once an Interim President has started at UCC the resolution would be brought back to the Board for an update.

College Board Minutes  
June 10, 2015

**Motion:** I move to approve Resolution No. 13 – Establishing Clerk, Deputy Clerk, and Budget Officer as presented. Motion by Dir. Rice, seconded by Dir. Weikum and carried unanimously.

**Board Comments**

- Dir. Miller stated that community concern regarding the Natural Resources program has been brought to the Board's attention. This is a serious matter since a large amount of funding for the Bonnie J. Ford Health, Nursing, & Science Center is attributed to the industry. Communication is important to such a vital industry in this county. Dir. Miller suggested the Board look further into the concern and address it right away. Dir. Tamm affirmed Dir. Miller's comments adding the Board has had a lot on their plate recently and are not ignoring the issue but will work on it. Dir. Miller will send out a formal letter to the industry.

Meeting adjourned at 4:27 p.m.

Roxanne Kelly  
Acting President

Vanessa Becker  
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent Board minutes:

UCCFA Comments  
Administrator/Confidential Exempt Contract List  
Faculty Contract List  
Retirement Letters: B. Spencer and B. Warren  
Achievement Compacts 2015-16  
Res. No. 10, 11, 12, 13



**UMPQUA COMMUNITY COLLEGE**  
**BOARD MINUTES**  
**June 16, 2015**

The Umpqua Community College Board of Trustees met Wednesday, June 16, 2015, in the Board Room of the Del Blanchard Welcome Center, Roseburg, Oregon. Board Chair Becker called the meeting to order at 1:35 p.m. and the pledge of allegiance was given.

**Directors present:** Vanessa Becker, Bob Bell, Elin Miller, Sharon Rice via phone, Wendy Weikum, and Joe Yetter

**Director excused:** Betty Tamm

**Others present:**

Robynne Wilgus	Jesse A. Morrow	Katie Workman	Mandie Pritchard	Marie Gambill
Roxanne Kelly	Jennifer Roth	Natalya Brown	Kyle Bailey	
Joyce Coleman	Rachael Larson	Lynn Johnson	Victoria Sawyer	
Rebecca Redell	Micque Shoemaker	Lee Salter	Jessica Richardson	

There were no changes to the agenda.

**OLD BUSINESS**

Chair Becker asked the subcommittee to speak about the process of selecting an Interim President and then discussion will follow. Dir. Weikum explained the meeting with Dr. Rita Cavin on the previous Friday afternoon. Dr. Cavin was well prepared with questions about the campus and also sharing familiar information from her previous service at UCC. She is confident of being able to work through current campus issues and is ready to move forward in investigation as needed. Dir. Yetter emphasized she was extraordinarily well prepared and is both flexible and willing to begin earlier than July 1. Chair Becker said Dir. Tamm was involved in the subcommittee. Dir. Miller said she had the opportunity to meet Dr. Cavin prior to commencement, has reviewed her resume, and thinks it's a good decision to move forward with her.

Chair Becker reviewed highlights of the contract: if approved, Dr. Cavin's start date would be June 17 but would not be full-time until July 1; her salary would be the same as Dr. Joe Olson's; PERS and health insurance are not needed. The attorney and Lynn sent out the contract for the Board's review.

**Motion:** I move for approval of contracting with Dr. Rita Cavin as Interim President, as presented.  
**Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.**

Chair Becker said she will work with Dr. Cavin today to issue a message to the campus.

Meeting adjourned at 1:40 pm.

Roxanne Kelly  
 Acting President

Vanessa Becker  
 Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent Board minutes: Cavin Contract



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: July 8, 2015

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

**Administrative/Confidential-Exempt Contracts:**

n/a

**Faculty Contract:**

Gary Gray, Business Instructor, 09/15/2015

**Separations:**

Aaron McColpin, Nursing Instructor, 06/12/2015 – Resignation

RECEIVED

JUN 12 2015

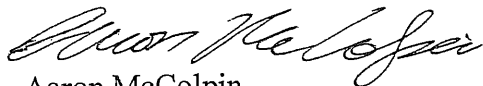
June 11, 2015

Umpqua Community College  
Human Resources

Dear Dr. Kelly,

I am writing to inform you that I will not be renewing my contract as an Associate Professor of Nursing in the Nursing Department. Due to unforeseen family obligations that require me to move out of the area I will not be able to return in the fall. I would to thank you and all the faculty at the college for the opportunity to work at Umpqua Community College.


Sincerely,



Aaron McColpin

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

  X   Information Item  
       Action Item

<p>Subject: Reports</p>	<p>Date: July 8, 2015</p>										
<table> <tr> <td data-bbox="337 646 560 688">ASUCC Report</td> <td data-bbox="998 646 1205 688">Anthony Terra</td> </tr> <tr> <td data-bbox="337 793 581 835">ACEUCC Report</td> <td data-bbox="998 793 1140 835">Judy Ode</td> </tr> <tr> <td data-bbox="337 940 555 982">UCCFA Report</td> <td data-bbox="998 940 1198 982">Marie Gambill</td> </tr> <tr> <td data-bbox="337 1087 604 1129">President's Report</td> <td data-bbox="998 1087 1198 1129">Dr. Rita Cavin</td> </tr> <tr> <td data-bbox="337 1234 630 1276">OCCA Board Report</td> <td data-bbox="998 1234 1182 1276">Dir. Bob Bell</td> </tr> </table>		ASUCC Report	Anthony Terra	ACEUCC Report	Judy Ode	UCCFA Report	Marie Gambill	President's Report	Dr. Rita Cavin	OCCA Board Report	Dir. Bob Bell
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President's Report	Dr. Rita Cavin										
OCCA Board Report	Dir. Bob Bell										
<p>Recommendation by:</p> <hr/>	<p>Approved for Consideration:</p>  <hr/> <p>U.C.C. President</p>										

## Board Report Instructional Services July 2015

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

- Said farewell to our wonderful Fulbright Scholar-In-Residence, Volodymyr Dankiv. Mr. Dankiv made it safely back to Ukraine Tuesday, June 23<sup>rd</sup>. He was a great addition to Umpqua Community College over this past year and he will be greatly missed.
- Several of the members of the Instructional Leadership Team and faculty had the opportunity to attend a meeting with the Ukrainian Delegations during a recent visit to UCC we had the pleasure of hosting, Nick Palinchak, Ph.D Dean of International Relations, Dr. Yaroslav Lazur Dean of Law, and Pavlo Bilak Associate Professor of Law. We look forward to continuing this relationship.
- This year Dr. Kelly was pleased to present at a number of ceremonies, ABSD Graduation and the 51<sup>st</sup> annual UCC Commencement. In addition, Dr. Kelly presented at the Dental Pinning Ceremony and Nursing Pinning Ceremony. Thank you to all the staff and faculty, who helped our students achieve their goals.
- The year seven Accreditation visit is in October. The accreditation committee will continue writing the accreditation report through the summer.
- Continued participation on the Bonnie J. Ford Health, Nursing and Science construction team. Construction on the building site has officially begun.
- Participated in bargaining with the FT faculty associations.

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

- Participating in STEM/STEAM related events and meetings
- Participating in the Allied Health and Science Center planning meetings
- Working with Accreditation Task Force to prepare for the visit this fall
- Participating in bargaining with Associations
- Preparing for the 2015 Open World visit on October 9-17

### Science:

- Both the summer Geology field trip tour to Mt. Saint Helens and Columbia Gorge and the Botany field trip tour to southern Oregon and northern California were at enrollment capacity and were very successful.

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

- Dr. Mageehon submitted final reporting for the Career Pathways grant for biennium 2013-2015. Accomplishments from this grant cycle include creating 9 new career pathway certificates; updating all Program of Study Templates and career pathway roadmaps; writing a sustainability plan for Career Pathways for 2015-2020; working with UT&E to offer career coaching services as part of leveraged resources with the CASE grant, which led to several success stories of students transitioning from college to employment because of this partnership, including one student who is now an employee at UCC in our IT Department; and with the purchase of Degree Works through Title III, we are on track for automatic awarding of career pathways certificates in the near future.

- The final version of the Year Seven Accreditation report is in progress and will be completed by the beginning of August.

#### ABS:

- Rachael Greenfield facilitated 3 New Student Orientations in June, with 52 students in attendance. 48 new students signed up for classes for Summer term at UCC, Woolley Center, and Tri-City.
- The Woolley Center hosted its “End of the Year BBQ” on June 4<sup>th</sup>. It featured a student talent show, a fashion show, and student awards. We also have incriminating photos of instructors and administrators doing the “Electric Slide” and a great time was had by all.
- The ABSD Graduation on June 11<sup>th</sup> featured 4 student speakers and Sherrill Wells as the Commencement speaker. Forty-seven students walked in the graduation ceremony. Robin VanCleave and Amanda Welch ensured a seamless ceremony.
- Sally Honse attended the Summer Math Institute at Rogue Community College on June 15-16.
- April Hamlin attended the Pacific NW Great Teachers Seminar on June 14 – 18, the AAWCC Summer Conference on July 16, and the Career Pathways Alliance meeting on July 21, participated in OPABS College & Career Awareness redesign at Chemeketa Community College on July 23-24, and chaired the OCABSD Summer meeting at Lane Community College on July 28 – 30.
- Kathy Hutchinson attended professional development for Managing Multiple Priorities and Getting the Most out of Excel on June 25-26.
- Comprehensive Adult Student Assessment System (CASAS) data and Title II Reporting documents for 2014-2015 were submitted on June 25<sup>th</sup>. Complete financial reports will be submitted by August 28<sup>th</sup>.

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#### Success Center:

- Coordinator Tyler Ramos and Brent Lewis are facilitating the inaugural cohort of students in the Summer Skills Review. This is a summer review “boot camp” for students who are entering UCC. This program is offered at no costs to students and enables them to begin building essential skills to persist at a higher level.
- Coordinator Tyler Ramos presented what he learned at the 7th Annual Conference on Supplemental Instruction at Texas A&M.
- Brent Lewis and Kari Moore attended an Acceleration in Developmental Education conference in Cosa Mesa, California at the end of June. This project was supported by Title III funding.
- Dean Ali Mageehon and Director Ethan Snyder are collaborating with Student Services regarding first-year experience and learning skills courses in support of UCC Scholars.
- Dean Ali Mageehon and Director Snyder are actively working with Director Carol McGeehon and Vice President Roxanne Kelley in creating an implementation plan for the Learning Commons on campus. This project is being supported through Title III funding.
- Director Ethan Snyder is working with Director Caroline Hopkins to create a more inclusive tutor training on UCC’s campus and ensuring that our students receive paramount academic support services.
- Dean Ali Mageehon and Director Ethan Snyder will be hosting the Ford Family Foundation to discuss a potential partnership relating to first-year experience and continued development of entrepreneurship on UCC’s campus.

- Rita Harris, Connect2Complete Program Leader, in conjunction with Human Development 100 Faculty, successfully completed three service learning projects. The respective projects were: clothing drive for professional clothing for students seeking work; a toiletry drive for students in need; and a park cleaning project. The toiletry drive could not have been possible absent the generous donation from the Cow Creek Band of Umpqua Tribe of Indians.

#### UCCOnline:

- UCCOnline staff and four faculty from the Business Department attended InstructureCon, the conference for our new Learning Management System, Canvas. In addition to attending nearly a hundred sessions combined, the team met with representatives from other Canvas users in the Pacific Northwest including U of O and OSU to initiate plans for a regional Canvas conference. Plans to share all the learning with UCC faculty are in the works.
- Joan Campbell, now Co-Chair of the Oregon Community College Distance Learning Association (OCCDLA), met with OCCDLA leaders and Connie Green, Chair of the Oregon Presidents' Council to initiate opportunities for greater alignment between the two organizations in the future.
- eLearning Specialist Dan Wright, OCCDLA Specialist Kimberlie Veysey, and eLearning Director Joan Campbell participated in the OCCDLA summer retreat.
- Joan Campbell was sponsored by OCCDLA to participate in the Instructional Technology Council Leadership Academy in Denver.

#### Educational Partnerships:

- The Educational Partnerships team co-submitted the 2015-2016 Perkins Basic Grant. In addition to professional development, equipment purchases for engineering and CIS, and growing partnerships between high school and UCC CTE faculty, the grant includes big plans to increase non-traditional participation and completion in CTE.
- Educational Partnerships Specialist Kristi Hurt attended "Postsecondary Pathways to Livable Wage Careers in Rural Communities" in Portland, an event co-sponsored by the Ford Family Foundation and the Oregon Community College Association.

#### JOBS:

- The JOBS contract was approved by the Department of Justice and returned to UCC for completion of signatures. The contract for services will continue until June 30<sup>th</sup>, 2017.
- Lisa Davis has added a job search class for participants in the South County JOBS Center. The classes are held each Wednesday from 1-3pm. Services will include resume completion, registration into the WorkSource I-Match system, preparation for NCRC, registration into the Learning Express Library, and instruction on locating and applying for positions.
- Sara Carson attended a Community Partners Meeting at UBC, which discussed the upcoming changes for WIOA.
- Shannan Rinkle will be referring her teens to the Woolley Center for GED completion, and UT&E for their Summer Youth Program to assist in preparation for employment.

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

- Continuing to work on accreditation with CTE departments
- Participating in Allied Health construction meetings
- Attended Dental and Nursing Pinning Ceremonies
- Attended ABSD and UCC graduation ceremonies
- Met with Ukrainian Delegation during their recent visit to campus

- Preparing to attend Oregon Community College CTE Leads meeting at Lane CC in August

CIS:

- Instructional Committee has approved the creation of a new AAS-CIS with emphasis in Cybersecurity degree and certificate
- John Blackwood and Vincent Yip wrote two Perkins grant requests that were approved. 1) Robotics using RingoBots; 2) Programming and networking using Raspberry Pi computers. These will both be offered summer 2016 after we create teaching material. We will also use these when students visit UCC campus.

**Anya Petersen-Frey, Director of UCC SBDC and UBC:**

- No Report

**Carol McGeehon, Library Director:**

- On June 22nd, the library computer system was moved to new hardware. Later this year, the library computer system software will be upgraded to a newer version.



Umpqua Community College  
**Vice President, Student Services**  
**Board Report – July 2015**

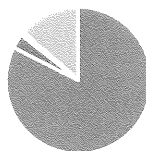
**Student Services- Joyce Coleman, Vice President of Student Services:**

- June has been busy month with finals week, multiple graduation and award ceremonies and working with the Student Services Directors and many others on several projects such as Department Strategic Plans, Civil Rights Audit updates, and Achieving the Dream.
- Participated in the State Independent Living Council meeting on June 5 at the First Methodist Church's Fellowship Hall.
- Jan Zarate, Superintendent of Yoncalla School District, Brian Berry, Yoncalla High School principal and I had a productive meeting and developed an exciting action plan for the 2015-2016.
- Met with Phoenix School staff, Ron Breyne and Kelly Rush, to develop an action plan for 2015-2016 that includes eleven early college students who will begin attending in the fall.
- Michael Lasher, Roseburg ESD Superintendent and I met on June 5<sup>th</sup> to discuss 2015-2016 plans for the two organizations.
- Analicia Nicholson, Director of Instructional Services ESD, and I met to develop an action plan for collaboration in 2015-2016.
- June 30<sup>th</sup> Nancy Hart will be retiring from her position as Testing Coordinator. We wish her the best! We are excited to have hired Roger Sanchez as the new Testing Coordinator. Roger is a community college and Brigham Young University graduate. Welcome Roger!
- During the week of June 21<sup>st</sup>, I joined Umpqua Community College student competitors, Donavan Metcalf (automotive), Jesse Coello (welding), and Robert Cline (technical math) and 6500 other students from across the US, Guam, and the Virgin Islands at the 50<sup>th</sup> annual SkillsUSA competition in Louisville, Kentucky.
- Processed five student conduct and three student grievances.
- UCC was awarded two Oregon Campus Compact AmeriCorps VISTA volunteer positions. Both volunteers will begin in August.

**Academic Advising and Counseling, Mandie Pritchard, Director**

- Degree Works: Advisors and counselors completed training on Degree Works, UCC's degree audit program provided by Title III. The next implementation stage will include the degree evaluation tool.
- Perkins Graduation Survey: Natasha Bjornsen, Perkins Specialist, has reached 133 graduates to complete the 2015 Perkins Graduation Survey. She will continue to phone, email and contact by letter the remaining graduates over the summer.
- UCC Foundation Fund for Innovation: Chris Grant and Mary Morris successfully submitted and received funds to support Oregon Career Information Systems. It is a career planning system that will benefit all UCC students during student orientation.
- Ninety-two (92) completed Student Orientation: Advisors and counselors assisted 92 newly admitted, returning and/or transfer students during one of the eight sessions that have been held during the month of May. Two more sessions will be completed with an additional 33 students pre-registered to attend.
- Eight hundred and seventy-two (872) May Student Contacts: Advisors and counselors were busy assisting students with summer and fall course selection, submission of graduation evaluations, educational planners, and transfer advising. In addition to all theses, assistance is also provided via phone and email to UCC students. *(Department activity report will reflect the prior month to capture the full month of activity as board reports are often submitted 7-10 days in advance of the actual end of the month)*

## May Activity: Advising & Counseling Department



- 82% = Advising (719)
- 3% = Counseling (28)
- 1% = Career Network (5)
- 14% = General Information (120)

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

#### **Peer Mentor Program**

Jennifer Abel and KC Perley will be moving on from the Peer Mentor program to continue their education at the University of Oregon and Oregon State University, respectively. We thank them for their work with the program and wish them well as they transition to the university. Linh Tang will also be leaving the program, but will continue at UCC, shifting her focus to her role as a Student Ambassador and tutor. We are pleased to welcome Mikayla Groothuis, Jessica Morales and Lorenzo Wilcox. All three are traditional age students from local high schools and two are bi-lingual. They will begin in September.

#### **Veterans Student Center**

Collaborating with Susan Taylor, we submitted a U.S. Department of Education for the Center for Excellence for Veteran Student Success grant. If awarded, we would receive three years of funding totaling just under \$350,000.

### **SSS / Transfer Opportunity Program – Caroline Hopkins, Director**

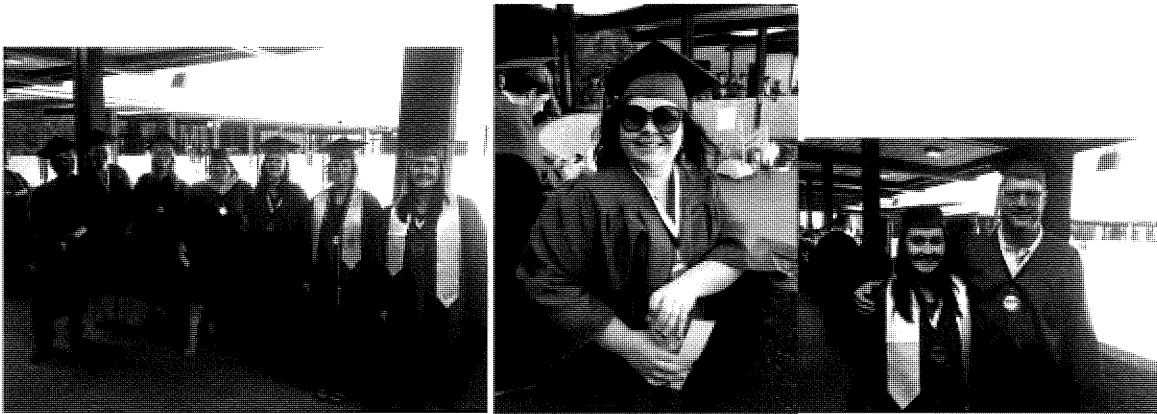
The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

Activities related to meeting grant objectives:

#### **Summary of support to students in order to meet objectives of Good Academic Standing/ Persistence/Graduation/Transfer:**

- TOP earned a UCC Foundation Funds for Innovation grant in the amount of \$2,500 for our summer bridge pilot in August. We will hire English and Math faculty to teach within the program, and provide meals for all participants each day. On Friday when that is closed, we will take students on cultural/educational field trips- one to Ashland to see a play and another to Eugene to see a live poetry/dance performance.
- June 4, 2015, TOP hosted their end of the year Celebration of Achievement with over 40 TOP students in attendance. We honored Mary Stinnett with the Spirit of TRiO award. (Nominations and voting are completely student driven.) Fifty-two (52) TOP graduates and/or transfer students were honored. We hosted a transfer panel at the event where 4 TOP alumni came to speak about their transfer experience to the recent grads.
- Forty-five (45) TOP students graduated this year and 7 will transfer without degrees in the fall
- Of the 2014/15 graduating class of TOP students:

- They earned \$344,248 in scholarships collectively (97 UCC scholarships, 53+ OSAC scholarships)
- 28 utilized work study on campus
- Youngest: 18
- Oldest: 58
- Average age: 28
- 2 Jack Kent Cooke nominees
- 5 Ford scholarship recipients
- 1 student athlete
- 2 Jacoby Finalists
- 3 ASUCC officers
- 2 ASUCC senators
- 2 students accepted into UO FHS program
- 1 student will interview for OIT MIT program
- 1 student selected for internship at Disneyland



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

Summer term has begun, and we have 25 children in care at the FCEC. That represents an increase of 7 children from summer term 2014. The Center is open during the summer largely due to the CCAMPIS grant that pays for staff wages. Five (5) students are receiving CCAMPIS child care subsidies. On July 1<sup>st</sup> 2015, Tafea Polamalu will begin working with FCEC as the **Student Parent Retention Specialist**, a grant funded position established to support student parents in reaching their educational goals. Tafea is a Douglas County resident, and he is well suited to the position and completed his bachelor and master's degrees while being a single parent. He has a solid understanding of the UCC systems, and we are very excited to have him join the FCEC family.

Swimming lessons begin for our 3 – 5 year olds on June 30<sup>th</sup>, and summer projects are in full gear. The garden is growing and producing herbs and vegetables being used in our kitchen. Our children continue to explore campus daily and enjoy watching the building construction from behind the safety fence. Our community collaboration between Douglas Education Service District and the Ford Childhood Enrichment Center continues with summer Early Intervention classes being held at FCEC. Plans are coming together to give our ECE practicum students experience with children who have special needs.

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

### **Financial Aid Applications**

2305 - Total applications to date for 2015-16

### **Financial Aid Awards**

Disbursements for the 2014-15 award year through 6/23/2014, total over \$8.25 million to 1,861 students in grants, loans and Federal Work-Study. This does not include outside sources such as Veteran's benefits or UT&E.

- 550 students have be packaged and offered financial aid awards for the 15/16 aid year. There are 64 students currently on the list to be verified.
- Our office recently hired Jennifer Smith as Financial Aid Assistant who works with our students at the front counter. Her customer service skill are a perfect fit for our office.
- Kelli Macha was accepted into the OASFAA Mentoring program and will be attending the Summer Drive-In workshop this month where she will receive the latest OSAC and Federal updates and more.
- The Director is currently working with the Department of Education on UCC's Application for Approval to Participate in Federal Student Aid Programs recertification.
- UCC Revised Default Prevention Plan was submitted, reviewed and accepted by the Department of Education.
- Our office continues to work with ECMC regarding a default management dashboard toward obtaining a proposal of cost for the use of their services.
- The Financial Aid Office has been working hand in hand with the Scholarship Office to make scholarship awards more accessible to students and the bookstore.
- Our office is still anxiously awaiting the results of our Loan Servicer Appeal for the 2011 Cohort Default Rate.
- There have been several 15/16 Financial Aid Literacy Seminars (FALS) on campus presentations including Saturday presentations in conjunction with the Advising and Career Centers SO – Student Orientation. The online FALS seminar still is available to students as an option.

### **Accessibility Services, Danielle Haskett**

Accessibility Services (AS) concluded spring term with providing accommodations for ninety-three students. It was a pleasure to watch our 2014-2015 Commencement which included our ceremonies being interpreted with American Sign Language (funded by ASUCC). Danielle Haskett, AS Coordinator, attended the UCC Leadership luncheon and has been involved in working with the following projects: Degree Works, Transition to Independent Living and an accessibility canvas course for staff training. Summer term has begun with the hiring of note takers, checking out assistive technology, registering students for accommodations and notifying instructors.

### **Recruitment Specialist, Kira Oerman**

- June 2<sup>nd</sup>- Met with Luis Juarez (Community College Education Specialist) and James McNicholas (Recruitment Manager at Chemeketa Community College) in Salem, OR to discuss Recruitment/Recruitment Strategies.
- June 3<sup>rd</sup>- Visited Camas Valley and talked with juniors, seniors, and 7<sup>th</sup> graders
- June 8<sup>th</sup>-A group of students from Phoenix Charter School visited UCC; John Blackwood and Wayne Hoffman presented to the group.
- June 9<sup>th</sup>- A group of 10 adults from Goodwill visited UCC; schedule included information about UCC and a campus tour.
- June 15<sup>th</sup>- Attended a workshop at the Ford Family Foundation called, "Building Developmental Relationships with Youth We Serve"
- June 16<sup>th</sup>-Faciliated a campus tour for prospective student

- On June 24<sup>th</sup>, meeting with Yoncalla High School with Clay Baumgartner and Joan Campbell to talk with their Principal about potential alternatives for an Engineering Academy.
- On June 25<sup>th</sup>, I attended a conference in Portland, OR. The conference was organized by the Ford Family Foundation and the Oregon Community College Association and is titled, "Postsecondary Pathways to Livable Wage Careers in Rural Communities."
- I have been working with Baker Early College (allows students to attend local community college campuses full time and earn high school and college credit) as they are sending two students to UCC in the fall and will have more students attending in the future.

#### **Testing Services Coordinator, Nancy Hart**

- Fifty-six (56) people completed their GED and were invited to walk at the GED graduation June 11<sup>th</sup>.
- Hosted the LSAT – Law School Admission Test – June 8<sup>th</sup>. Eight out of 10 people registered were tested.
- June 13<sup>th</sup>, 53 of 57 people registered took the ACT Test.
- Finals week hosted a number of distance education as well as UCC proctored tests.
- One hundred and fifteen (115) tests were proctored through the Pearson Vue Test Center. This includes 94 GED tests and 21 other professional certifications.
- NHA – National Healthcareer Association – session proctored tests for Certified Clinical medical assistant and Certified Billing and Coding Specialist.
- Monthly regular schedule test sessions – Building Codes Division Certifications, and Pesticide licensing tests hosted several dozen participants.
- Roger Sanchez, new Test Coordinator's training is going well. Nancy Hart, retiring Test Coordinator's last day is June 30<sup>th</sup>.

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

No Report submitted

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

##### Educational Talent Search:

- The ETS staff recruited heavily and met the program numbers in the first week in June. They served all 593 participants, calculated evaluation results, and processed all graduate files before heading off to summer break. Advisors return the first week in September.
- We have processed 20 ETS tuition waivers for up to 7 credits at UCC either summer or fall. The program also collaborated with Advising and Counseling to hold a special ETS/UB orientation on June 11 to help with the transition to college.

##### Upward Bound:

- Upward Bound Summer Academy started on Monday, June 15 with an orientation on campus. Thirty-four (34) participants headed off to summer camp from June 16-18 before the entire group of 42 starting Summer Academy classes on Monday, June 22. Classes including Writing, French, Spanish, Math Lab, ACT Prep, Senior Prep, Soaring (History of Flight), Culinary, Art, and Biology of Birds. The students attend class through July 22 and then go on a 3-day end of year trip to Western Oregon, the Evergreen Air and Space Museum, Portland State, OMSI, the Oregon Zoo, and Chemeketa.
- Of the graduates, five are taking summer bridge classes with support from Upward Bound. The other graduates, minus the two entering the military, will enroll in the college of their choice fall term.

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

- The Title III Steering Committee meeting was held June 9, 2015.
- The Project Director has been working on the 2015-2016 Student Services Department Strategic Plan.
- A meeting to discuss the new Learning Commons was held by the Project Director on June 4, 2015.
- The Project Director has been holding demonstrations of student tracking/early alert systems. The plan is to purchase and have a much-needed student scheduling and early alert software tool in place for fall 2015.
- The Project Director completed work on the ATD Financial Aid Task Force.

### **Athletic Director, Cheryl Yoder**

All three coaches are wrapping up recruiting - almost done recruiting for the next school year. The coaches will be taking a well- deserved break before fall term begins again.

We had eight (8) athletes graduate! To from men's basketball, four from women's basketball, and two from basketball. Many have scholarship offers from four year universities.

Mike Matteo, Jr. (men's basketball) and Marcy Ortiz (women's basketball) were both Harry Jacoby finalists. The award was presented to Marcy Ortiz who graduated with a 4.0!

### **June 2015 Board Report for Achieving the Dream**

Almost all of the 2014/15 ATD taskforces have met with the steering committee and presented proposals. Their work is sincerely appreciated.

June 1, 2015, the ATD steering committee submitted the annual reflection.

Martha Joyce and Susan Taylor wrote and secured a grant made possible by our membership in ATD for an \$112,000 grant that was only granted to 4 institutions across the nation. This will support UCC building stronger pathways to retail careers.

June 29 the steering committee will meet to review all of the proposals and prepare them for Executive Council and the appropriate Vice Presidents to share and implement where indicated with their teams.

**ADMINISTRATIVE SERVICES**  
**July 2015 Board Report**

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

- The HNS Owner's Construction Team is now meeting bi-weekly
- The HNS Andersen contract has been completed and sent to Huon at Francis Berg
- Presented the 2015-2016 Budget to the Board of Trustees on June 10<sup>th</sup>, Budget passed
- Working with Micque in preparing the 15/16 budget for final distribution on July 1<sup>st</sup>
- Completed Accreditation Reports for Administrative Services
- The Copier Task Force continues to meet regularly with Ricoh – very close to finalizing contract
- Completed Insurance liability coverages for Students, Nursing and Property, including the construction of the new HNS Building
- Bargaining with Classified and Full Time Faculty Associations continues
- Currently working with Micque and her transition to the Bookstore

**Cathy Vaughn, Bookstore Manager**

- Cathy will be retired by the time this Board report is read! Yay Cathy!

**Jules DeGiulio, Purchasing Administrator**

- HNSB – CM/GC Contract signed and executed
- Sourcing and Pricing for HNSB Interior Furnishings proceeding on course
- Copier Taskforce – Decided to remain with Ricoh for campus fleet of copiers and printers. Completed model configuration and department placement. Contract Review in process for new 5 year lease program
- Digital Document Management – Have narrowed the choice to the top two software candidates. In final evaluation process
- Annual Standing Order Entry to begin 7/1/15. All departments successfully reported requirements to Purchasing

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

- Finance office is focusing our efforts to prepare for the fiscal year end on June 30, 2015. We have been preparing campus for the targeted deadline to ensure smooth transition. External auditors will be on campus on June 30, 2015 to observe physical counts of inventory with several departments: Bookstore, SOWI, catering. We are reconciling accounts, reviewing petty cash for the June 30 deadline
- We are reviewing accounts payable pool of applicants. In the meantime, we are utilizing express employment for the temporary help with the responsibilities of the position
- Finance reviewed merchant providers for the campus and we are in the process of making some changes
- Financial sections of the accreditation report have been finished
- We have updated credit card security procedure and distributed it to the departments processing credit cards

- Finance reviewed WSCA (Western State Contracting Alliance) membership benefits for travel and ready to introduce this information to the campus

**Micque Shoemaker, Budget Administrator**

- The Board approved the total dollar amount for the FY 2015-16 proposed budget on June 10<sup>th</sup>
- I have begun entering the budget into Banner, in preparation for loading it into the system by July 3<sup>rd</sup> and training Jennifer Roth to assist in this process
- Cathy Vaughn and I have been working on a transition for me to move over to the Bookstore. I have met with the staff and have worked with Cathy for a couple of days
- Jasmine and I met with a representative from RedShelf and are planning on offering the option of e-line textbooks to students beginning in the fall



**ASUCC Board Report****July 8, 2015**

- ❖ We have had a great start to our summer in ASUCC. There were two open vacancies one being Public Relations Officer and the other Business Manager. We conducted interviews for those positions and are happy to announce that Marcie Russell will be our Business Manager and Stacya Baker will be our Public Relations Officer.
- ❖ We start training on the July 1, 2015 through the summer.
- ❖ We have replenished our Food Pantry, our Backpacks, our Gas Vouchers, and we have started helping out other students with needs.

We are looking forward to an exciting year working with y'all

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Student Success Update      Date: July 8, 2015

Two Achieving the Dream taskforces will discuss their work.


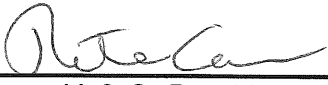
Recommendation by: *Joyce B. Coleman*  
U.C.C. Vice President Student Services

Approved for Consideration: *[Signature]*  
U.C.C. President

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON		<input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item
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Subject: Health, Nursing & Science Center Naming Opportunities	Date: July 8, 2015
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The UCC Foundation will present the Health, Nursing & Science naming opportunities for approval by the Board.

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

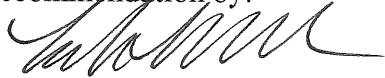
Information Item  
 Action Item

Subject: Resolution #1, Establishing Clerk of  
 the Board

Date: July 8, 2015

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

Recommendation by:



U.C.C. Chief Financial Officer/  
 Administrative Services

Approved for Consideration:



U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 1 - 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. Rita Cavin be and is hereby designated as Clerk of the Board for the budget year 2015-2016.

ADOPTED this 8th day of July, 2015

UMPQUA COMMUNITY COLLEGE BOARD OF DIRECTORS  
DOUGLAS COUNTY, OREGON

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Clerk of the Board

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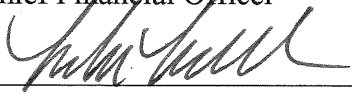

Chairman of the Board

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Informational Item  
 Action Item

Subject:  Resolution #2, Approval to Spend Funds	Date: 07/08/15
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This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Martha Joyce was awarded \$112,000.00 from Achieving the Dream for building stronger pathways to retail careers.

Recommended by: Rebecca Redell, Chief Financial Officer  _____	Approved for Consideration:  _____ U.C.C. President
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**UMPQUA COMMUNITY COLLEGE**  
**Resolution No. 2 - FY 15-16**  
**Approval to Spend Funds**

WHEREAS, Umpqua Community College has been awarded \$ 112,000 from Achieving the Dream for support of building stronger pathways to retail careers 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 that the Board of Directors of Umpqua Community College hereby adopts this  
 BE IT RESOLVED, resolution for the grant expenditures of \$ 112,000 for the implementation of this project.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	15-16 Budget Through Resolution 1	Adjustment	15-16 Budget Through Resolution 2
REVENUES:	\$ 4,752,215	\$ 112,000	\$ 4,864,215
EXPENDITURES:			
Instruction	\$ 907,497		\$ 907,497
Instruction Support	707,056	\$ 112,000	819,056
Student Services	3,021,519		3,021,519
College Support Services	116,143		116,143
TOTAL	<u>\$ 4,752,215</u>	<u>\$ 112,000</u>	<u>\$ 4,864,215</u>

ADOPTED this 8th day of July, 2015

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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
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<input type="checkbox"/> Informational Item <input checked="" type="checkbox"/> Action Item
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Subject: Early Retirement Request	Date: July 8, 2015
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**Recommendation:**

Board approval is requested for the following staff for early retirement:

**Dana Fotheringham**, Custodian, is retiring effective June 30, 2015, from PERS, and is requesting continued employment to December 31, 2015. This is in accordance with the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Dana's benefits as a retiree will be effective January 1, 2016. Dana has worked more than 20 years full time service for UCC beginning in February 1995 and was originally hired as a part time employee in August 1994.

**Sue Archer**, Transfer Opportunity Program Assistant, plans to retire December 31, 2015. Sue is requesting early retirement as specified in the ACEUCC Collective Bargaining Agreement, Article XV, Paragraph F.2.a. Sue plans to retire from PERS on December 31, 2015, and is requesting employment as a part time or contracted employee for the Transfer Opportunity Program as needed to meet Federal deadlines, which is also addressed in the CBA. Sue has worked 15 plus years as a full time employee and part time beginning November 1998.

Recommended by:  Director of Human Resources	Approved for Consideration:  UCC President
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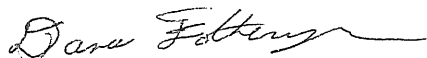
July 8, 2015

UCC Board of Trustees,

I have worked full time for Umpqua Community College for more than twenty years. I was hired part time in August 1994 and then hired as a full-time custodian in February 1995.

I am requesting early retirement as specified in the Umpqua Community College Classified Association's Collective Bargaining Agreement, Article XV, Paragraph F.2.a. If early retirement is approved, I plan to retire from PERS effective June 30, 2015, and continue working through December 31, 2015, with retiree benefits to begin on January 1, 2016.

Sincerely,

A handwritten signature in cursive script that reads "Dana Fotheringham". The signature is written in black ink and is positioned above the printed name and title.

Dana Fotheringham  
Custodian

Copy: Lynn Johnson, Human Resources Director

RECEIVED JUN 15 2015

June 15, 2015

Caroline Hopkins

Umpqua Community College  
PO Box 967  
Roseburg, OR 97470

Dear Caroline

I plan to retire at the end of this calendar year. I will have worked here at UCC for 17 years starting part time with Payroll in 1998 and then full time with the Transfer Opportunity Program from 2000 until the end of this year. I've had a wonderful ride and loved working with students.

I am requesting early retirement as specified in the Umpqua Community College Classified Association's Collective Bargaining Agreement, Article XV, Paragraph F.2.a. I plan to retire from my Pers-covered position effective December 31, 2015. I would like to request employment as a part time or contracted employee for the Transfer Opportunity Program as needed to meet federal deadlines for the grant, as spelled out in the same section of the Collective Bargaining Agreement.

Sincerely



Sue Archer  
Program Assistant  
Transfer Opportunity Program