

UMPQUA COMMUNITY COLLEGE

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

UCC Board of Trustees Goals 2015-16

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

Executive Session per ORS 192.660(2)(a), 2:00 P.M., Board Room
VOL. L, No. 7 BOARD OF TRUSTEES MEETING NOVEMBER 19, 2015; 3:00 P.M., Board Room
Dinner with New Full-Time Employees following the meeting in WCH 20

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. Rita Cavin _____
Roxanne Kelly _____
Beth Hogeland _____
Rebecca Redell _____

- | | | | |
|------|----------------------|----------------|--------|
| I. | CALL TO ORDER | Chair Becker | |
| II. | ATTENDANCE | Chair Becker | |
| III. | PLEDGE OF ALLEGIANCE | Charles Young | |
| IV. | OATH OF OFFICE | Rebecca Redell | |
| V. | CONSENT AGENDA | Chair Becker | pp 1-7 |

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. 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.

- | | | | |
|-------|-----------------------|---------------|---------|
| VI. | CHANGES TO THE AGENDA | Chair Becker | |
| VII. | FOCUS PRESENTATION | Diana Kelly | p 8 |
| VIII. | ASUCC REPORT | Anthony Terra | |
| IX. | ACEUCC REPORT | Judy Ode | |
| X. | UCCFA REPORT | Marie Gambill | |
| XI. | PRESIDENT'S REPORT | Dr. Cavin | pp 9-22 |
| | • Strategic Plan | | |
| | • Recovery Calendar | | |

XII.	OCCA REP. REPORT	Dir. Lathrop	
XIII.	RECOVERY REPORT	Chair Becker	p 23
XIV.	OLD BUSINESS		
	A. Contract Negotiations for Interim President	Chair Becker	p 24
	B. Snyder Hall Advisory Sub-Committee Update & Membership	Mike Holland	p 25
	C. Second Reading of Policies	Dr. Cavin	pp 26-29
XV.	NEW BUSINESS		
	D. First Reading Policy Revisions	Dr. Cavin	pp 30-34
	E. Renaming the Library	Dennis O'Neill	p 35
	F. Audit Report for FY 2014-15	Rebecca Redell	pp 36-43
	G. Resolution No. 4, Approval to Spend Funds	Rebecca Redell	pp 44-45
XVI.	BOARD COMMENTS	Chair Becker	
XVII.	ADJOURNMENT	Chair Becker	

IMPORTANT DATES:

- Festival of Trees, Saturday, December 5, Seven Feathers Convention Center

NEXT BOARD MEETING: Wednesday, December 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
 Action Item

Subject: Consent Agenda

Date: November 19, 2015

Recommendation:

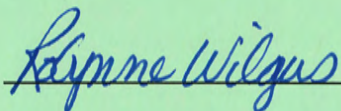
Recommend approval of:

Minutes of College Board Meeting of Oct. 14, 2015 pp 1-4

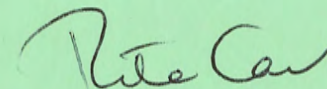
Minutes of College Board Meeting of Oct. 21, 2015 pp 5-6

Personnel Actions p 7

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
October 14, 2015**

The Umpqua Community College Board of Trustees met Wednesday, October 14, 2015, in the Lang Center at Umpqua Community College, Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:06 p.m. and the pledge of allegiance was given.

Directors present: Bob Bell, Vanessa Becker, Doris Lathrop, Sharon Rice, Betty Tamm, and Wendy Weikum.

Others present:

Rita Cavin	Natalya Brown	Katie Workman	Elizabeth Lundy	Michelle Bergmann
Robynne Wilgus	Susan Taylor	Dan Findley	Anthony Terra	Chris Lake
Roxanne Kelly	Elaine Cheney	Bill Becker	Joan Campbell	Ali Mageehon
Rebecca Redell	Lynn Johnson	Mile Holland	Sandi Smick	Judy Ode
Joyce Coleman	Ellis Poole	Shelly Prater	Becky Kipperman	Marie Gambill
Jessica Richardson	Steve Rogers	Carol McGeehon	Cathy Chapman	Vera Westbrook
Meg Kieran	Leslie Bryant	Connie Green	David Farrington	Ukrainian delegation

Chair Becker opened the meeting by welcoming and thanking those in attendance. She noted that having the Board engaged for the first time since October 1 helps bring back a sense of routine and focus on the mission of the college.

Consent Agenda

- A. Minutes of College Board Meeting of Sept. 9, 2015
- B. Personnel Actions

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

Changes to the Agenda

The first reading of a policy regarding the use of alcohol was added. Policy 205 Gold Card Policy was removed from the second reading of policies. Administrative Procedures 325AP Special Admission to College Events and 313.03 AP Employee Classifications were also removed.

Introduction

Vice President of Instruction, Roxanne Kelly, introduced the Open World visiting delegation from Ukraine. She said that in an effort of returning to normalcy the college went ahead with the preplanned visit. Each person was introduced and stated their associated university. The Board welcomed the delegation.

ASUCC Report – there was no report

ACEUCC Report

Judy Ode, ACEUCC President, read a prepared statement which is attached to the permanent minutes.

UCCFA Report

Marie Gambill, UCCFA President, said the faculty have met twice since October 1 for the awareness of needs that should be addressed for faculty, staff, and students. Some of the concerns were immediately remedied. Everyone on campus has done a phenomenal job during this time. Students have returned with vigor and are excited to be in the classroom. Classes have eased into restarting and will be stronger next week.

President's Report

Dr. Rita Cavin, UCC Interim President, read a prepared statement which is attached to the permanent minutes. Chair Becker thanked Dr. Cavin and recognized it has been a tough time for all.

OCCA Report

Dir. Lathrop attended the OCCA board meeting at Rogue Community College on October 1; however, the meeting was cut short because of the event at UCC. There was a discussion about the Oregon Promise and many of the implementation details are still being developed. The program has a budget of \$10 million. Concern was expressed that the College Scoreboard excluded 154 degrees/awards and some of the largest colleges were not included. An upcoming change to FAFSA will use income from the prior year; this allows the application to be submitted sooner. Dir. Lathrop will continue monitoring issues related to community colleges and give a report next month.

OLD BUSINESS

The special Board meeting for October 5 was cancelled; the focus of the meeting was to be on the president search. Chair Becker has connected with the search consultant and the meeting will be rescheduled in the next week or so. The timeline was explained and recruitment should begin after the first of the year. There was no action taken on this topic.

Three letters of interest were received from individuals interested in filling the vacant Board position. A special meeting will be held for the candidate interviews.

Dr. Cavin introduced a new policy, Use of Alcohol, for a first reading by the Board. UCC has a current policy that covers smoking, drugs, and alcohol. The new policy will provide a focus on alcohol and still keep the older policy valid regarding smoking and drugs. She briefly reviewed the policies presented for a second reading: 313.01 combined with 313.02 Standards of Conduct, Discipline and Discharge; 316 Annual Contracts; and 314 Grievance and Complaint Procedure. The second reading of policies presented for deletion were reviewed: 302.4 Compliance Responsibility, 344 Academic Freedom of Faculty, and 345 Professional Ethics of Faculty. The administrative procedures were presented for context only, not approval.

Motion: **I move for approval of the seconding reading of revised policies 313.01/313.02, 316, 314, and deleted policies 302.4, 344, and 345 as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

Motion: **I move for approval of the first reading on the policy Use of Alcohol as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

Natalya Brown, Director of Accounting and Finance, presented a financial report overview as of September 30, 2015, which is attached to the permanent minutes. Current assets increased in the Statement of Net Position because of the issuance of full faith credit obligations for the construction of the Bonnie J. Ford Health, Nursing, and Science Center (HNS). Another significant change is the increase in accounts received due from the UCC Foundation; this is in recognition of donations, grants, and pledges for the re-payments received for the HNS construction. There were no significant changes in liability. The Debt Service Fund and Capital Project Fund are the two largest funds by net position. Again, the reason for this is related to the HNS building. The Statement of Revenues, Expenses, and Changes in Net Position was reviewed. Overall, there was no significant change to the Operating Revenue. The significant change in Facilities acquisition/construction is related to the HNS building. Changes in net position are related to the two events mentioned previously – the issuance of bonds and the pledges due from the UCC Foundation. The Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual was reviewed for the General Fund.

Rebecca Redell, Chief Financial Officer, presented a revision to Board Resolution No. 3 as to what was presented in the board packet. The approval of the resolution will declare a state of emergency for the college and exemption from the competitive bid requirement for emergency response contracts. This will allow the college to immediately implement some of the security that will be added to the campus. Ms. Redell reviewed current efforts in locating funding sources for these measures: US Dept. of Education Office of Safe and Healthy Students with an initial request of \$50,000 and additional requests are being developed; Oregon Higher Education Coordinating Commission Strategic Fund initial request is \$150,000, subsequent requests are expected; and \$50,000 is available from the college's insurance carrier PACE. Expenses that the college is expected to incur surround many different areas and include: campus safety security; mental health and EAP support; student support requirements including guidance counseling, mentoring, tutoring, extra instruction and other emerging student success issues; replacement of classroom and staff facilities including the acquisition and siting expenses for leased modular units; personnel expenses to meet immediate recovery requirements which include public information, legal support, grant accounting, and human resource expenses; continuing assessment of campus safety requirements and the development of staff training on threat assessment and emergency planning. Dir. Rice inquired about the cost difference between leasing and purchasing modular units. Ms. Redell explained that the anticipated date of lease is through next September and it was felt leasing is the best option and most flexible; however, she could look further into the purchasing option as they are looking to keep costs as low as possible.

Motion: **I move to accept Board Resolution No. 3 as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.**

Board Comments

- Chair Becker said she would like to first recognize the sadness and loss of the Umpqua Nine. This is immediately followed by gratitude to those who are present and have been showing up to assist the college, to the returning students, and our community rallying with support. Lastly, there is resiliency and recovery as we move forward. She is grateful to be together with the community.
- Dir. Tamm stated how amazed and honored the College has been by the response of the community. Letters with heartfelt responses have been received from all over the world. She suggested those be made available in a book or memorial for everyone to see.
- Dir. Rice recommended we all get our own golden retriever.

- Chair Becker said a few of them had the unique experience of meeting President Obama. The meeting was very brief as he spent 99% of his time with families and survivors.
- In closing, Chair Becker had one last piece of advice. We will all deal with the experience differently; she encouraged giving each other space and compassion.

Meeting adjourned at 3:48 p.m.

Respectfully submitted,

Approved,

Rita Cavin
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

ACEUCC Report
President's Report
Policies: 313.01, 316, 314; Deleted: 302.4, 344, 345
Financial Reports ending Sept. 30, 2015
Res. No. 3, revised

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
October 21, 2015**

The Umpqua Community College Board of Trustees met on Wednesday, October 21, 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 10:00 am and the pledge of allegiance was given.

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

Others present:

Rita Cavin	Lynn Johnson	Jason Aase	Anne Marie Levis
Robynne Wilgus	Terrance Bradford	Jesse Morrow	Elizabeth Lundy
Jessica Richardson	Carol McGeehon	Joe Pospisil	
Lee Salter	Vera Westbrook	Chris Rusch	

President's Remarks

Dr. Cavin introduced the visiting team of retired community college administrators who are volunteering their time to UCC. Mike Holland, Bill Becker, Elizabeth Lundy, Jerry Donnelly, and Carol Schaafsma will be at the college for four to six weeks. The UCC Foundation has assisted in locating housing for them. Each one introduced themselves and mentioned which areas of the recovery process they are focusing. She thanked each of them for putting their lives on hold to help UCC bounce back.

Details are being finalized with the Douglas County Sheriff's Office to have a sworn/armed officer on campus during prime instructional times. Oregon State Police are routinely patrolling the campus in the meantime.

A legislative request will be submitted in February for an investment in the safety and security of all Oregon community colleges. OCCA has hired a security consultant to review all of the colleges and UCC will be the first college they visit. Long term improvements for UCC are also being requested that will assist with baseline security improvements, the ability to deal with threats and emergency management, and mental health counseling. A three year investment is needed from the State.

Anne Marie Levis, from Funk-Levis in Eugene, was introduced as the permanent Public Information Officer. She will be a resource for social media, the press, and similar entities. Ali Mageehon has been appointed as historian. She has already contacted the Douglas County Museum as this is a significant event within the county. Ford Family Foundation has reached out for helping with story collecting.

Dr. Cavin shared one of the difficulties for both the college team and visiting team. It appears the resilience of Douglas County is bouncing back quickly and wants to help. They bring suggestions to the table which take time to evaluate and respond. We don't have the staff and resources on campus for supporting many of the suggestions. The Board's help in tempering conversations would be appreciated.

Chair Becker explained a new community group, CHART, which stands for community healing and resiliency team. They meet every Thursday afternoon. This is a place to direct community members or to connect with community-wide work.

OLD BUSINESS

A list of people to serve on the President Search Advisory Committee was presented to the Board for approval and it is attached to the permanent minutes. The committee has representation from Faculty, Classified, Administration, UCC Foundation, K-12 education, and the community. Chair Becker said each person has agreed to serve on the committee. In speaking with Preston Pulliams, the search consultant, he expects the committee to have their first meeting soon after Thanksgiving; recruitment should begin in January. Chair Becker said the

decision on who will be president is ultimately the Board's decision; however, she wants to include a broad perspective of opinion in the process.

MOTION: **I move to accept the listing of names to serve on the President Search Advisory Committee as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.**

Dr. Cavin proposed and reviewed a thirteen-month Recovery Calendar which is attached to the permanent minutes. An additional column will be added for the president search. The calendar is a work in progress and revisions will be date-stamped. Dr. Cavin proposed Recovery Advisory Subcommittees to be established two per month. December: Snyder Hall and Honoring Umpqua Nine; January: Commencement 2016 and Honorary Degrees, Posthumous Degrees; February: Fall 2016 Opening and October 1 Remembrance. However, based upon a recommendation she suggested establishing the Snyder Hall and the Honoring Umpqua Nine committees in November. Additional subcommittees may possibly be added in the future. Each subcommittee will have a Board member on it and Chair Becker will float among the committees. Subcommittee reports will be added to the agenda as a standing item. Chair Becker suggested moving the timeline of subcommittee establishment up by one month. Each Trustee was requested to indicate their preference for which subcommittee to serve on; Chair Becker will be responsible for securing who will serve on a committee.

MOTION: **I move to accept the Recovery Calendar with the amended timeline as presented. Motion by Dir. Rice, seconded by Dir. Weikum and carried unanimously.**

The process of filling the Zone 6 Board position was summarized by Chair Becker. Dir. Yetter resigned at the September Board meeting and the position was held open for 30 days. During that time three applicants submitted letters of interest. All application materials were distributed to the Board for their review. The candidates were interviewed in alphabetical order: Terrance Bradford, Joe Pospisil, and Chris Rusch. Each candidate was asked the same questions. After the interviews Chair Becker welcomed either a discussion or a motion from the Board. The Board members expressed appreciation for each of the applicants and highlighted their strengths.

MOTION: **I move to appoint Joe Pospisil to serve on the Board of Trustees representing Zone 6. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.**

Chair Becker thanked each candidate for applying, appreciated their dedication, and their kind words regarding the college. She encouraged their continued support to UCC.

Board Comments

Chair Becker had the following comments:

- Names of people to serve on the subcommittees will be brought to the November meeting.
- She has a planned work trip to Washington, DC next month. However, she may have additional meetings in regards to the college's grant application. She will call in to the December Board meeting if she is still out of town.

Meeting adjourned at 11:25 a.m.

Respectfully submitted,

Approved,

Rita Cavin
 Clerk of the Board

Vanessa Becker
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes: President Search Advisory Committee Names, Recovery Calendar



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: November 18, 2015

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

Administrative/Confidential-Exempt Contracts:

Elizabeth (Beth) Hogeland, Interim Vice President of Student Services,
10/27/2015

Faculty Contracts:

Tafea Polamalu, Full Time Instructor, 10/12/2015

Separations:

Joyce Coleman, Vice President of Student Services, 10/15/2015

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

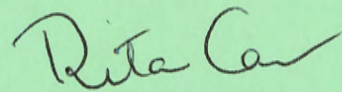
Subject: Focus Presentation:
Veteran's Program

Date: November 19, 2015

Diana Kelly will review UCC's opportunities for veterans.

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: November 19, 2015

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

**Board Report
Instructional Services
November 2015**

Dr. Roxanne Kelly, Vice President for Instruction

As we move further in to this new academic year instruction is focused on goal two of the Strategic Plan: *to provide comprehensive, relevant, innovative instruction and programming*. In addition, we are mindful of the UCC recovery calendar. Classes have resumed and the Instructional Leadership team continues to provide support for students, faculty, staff and each other as we move through this time.

Due to the events of October 1st the accreditation visits scheduled for fall are being rescheduled. The Northwest Commission on Colleges and Universities Accreditation will be rescheduled for 2016 and The Accreditation Commission for Education in Nursing is delayed until spring 2016.

Dr. Ali Mageehon has been reassigned to serve as Historian for the events of October 1st. In order to continue to serve student needs Ali's areas of responsibility have been redistributed among the Instructional Leadership Team members.

Jason Aase, Dean of Arts and Sciences

In addition to focusing on goal two of the strategic plan, Arts and Sciences have focused efforts on the following outreach efforts:

- Nick Tratz, UCC Spanish Instructor, visited the AP/Dual Credit Spanish class at Roseburg High where he interacted with students and is working with the instructor to strengthen our relationship with RHS. Ken Carloni visited Days Creek HS to talk about science and natural resources opportunities at the college. Ken has also started a Science & Environmental Education Discovery Seminar (SEEDS) that will occur fall and spring terms. This event will act both as a seminar and a job fair for local students.
- The Human Services department sponsored a guest lecturer, Dr. Alltucker and an Advisor, Randall Martin, from the Family and Human Services department (FHS) at the University of Oregon. The intent of the lecture was to introduce educational opportunities in the FHS department, have students experience a University of Oregon lecture and discuss the importance of the lecture material (Mandated Reporting) in the field of Human Services. Approximately 30 students from Human Services and Early Childhood Educational classes attended.
- We approved opportunities for three faculty who are pursuing professional development in order to enhance course offerings and incorporate current educational resources into student curriculum.
- This year's Open World Ukrainian visitation was a wonderful experience. Even though they arrived just as we were returning to classes and coping with a variety of emotional and logistical issues, they were understanding and at ease with last minute changes to the planned schedule. Our visitors felt honored to be with us during this difficult time and were full of high praise for their experiences here.
- The first student theatre performance of the season is A Woman of No Importance, an Oscar Wilde play running November 13th through November 21st. All proceeds from opening night will be donated toward the Quinn Cooper scholarship endowment.

- Things Observed: Works by UCC Art Department faculty Renee Couture, Ted Isto, Greg Price, and Susan Rochester is currently exhibiting in the Art Gallery. Dustin Cosby, part-time speech instructor in Snyder Hall, is creating a photographic I am UCC/UCC Strong media presentation which will co-exhibit starting mid-November through the end of the fall term. It is Dustin's goal to help our students, staff, and community move forward together.
- We are nearing completion of the UCC observatory construction located next to the track. The observatory will be able to connect to all area schools, allowing virtual access to the equipment housed at UCC to thousands of students. A grand opening will be held after completion.
- Science department faculty and staff participated for the fourth year in Spooky Nights at the Douglas County Museum on October 24th. This annual event allows our science faculty and staff the chance to interact with lots of local youth and their parents, sharing a variety of science principles in spectacular fashion, and enlightening and exciting young minds.

Jesse Morrow, Dean of Career & Technical Education

- Luis Juarez, CCWD, and Gabby Nunley, ODE, paid a visit to campus on October 27th regarding Perkins. They toured the Welding and Automotive departments and met with Dean Morrow and faculty from Automotive, Welding and Business to discuss ways in which CCWD and UCC can work together to increase non-traditional participation and completion.
- UCC's automotive department has announced the kickoff of a new certification program. Through UCC's partnership with NC3 (National Coalition of Certification Centers) and Fiat Chrysler Automotive (FCA) they will now be able to offer Mopar certification to students in the Automotive Technology program. This will give graduates from the program another opportunity for employment through FCA Dealerships.
- The Community Education department hosted the sixth annual Early Childhood Care & Education Conference October 23rd and 24th at the Lang Center. This event was co-sponsored by the South Central Early learning Hub and UCC. One hundred and twenty Childcare Providers and Early Childhood professionals attended the event. About 20% of the attendees took advantage of an opportunity to enroll to earn one College Credit
- The Commission on Dental Accreditation (CODA) visited the Dental Assisting program on October 15th and 16th. The visit was the final step in the application for initial accreditation. The CODA reps met with Tamara Loosli and Dr. Rita Cavin and provided three recommendations and two suggestions. Follow-up documentation on the recommendations can be submitted until January 1, 2016, after which, CODA will make a decision. If accreditation is granted, the students enrolled in this year's program will graduate from an accredited program.

Debbie Catterson, Interim Director of Small Business Development

- NeighborWorks-Umpqua. This is a new partnership for SBDC placing a requirement for all new DreamSaver's clients to attend SBDC First Steps to starting a Business course, as well as receiving One on One counseling.
- Accreditation for our SBDC center took place on November 2nd.
- October RAIN Pitches held at the Loft for the YES with ALL 5 of the finalists being SBDC Clients.

- Tour of Ukrainian Delegation, approximately six professors, along with their interpreter, visited the UBC center. After the tour we held a forum where they asked questions about the UBC and its role as an incubator facility, the relationship with SBDC and training available to small businesses, as well as meeting with Alex Campbell from the Partnership.
- November 10th an SBA, Business Oregon and CCD Lending seminar will be provided to banks, credit unions and SBDC clients.

Corrie Sommerfeld, Educational Partnerships Coordinator

The Educational Partnerships Office has been working with area high schools to partner in student success and academic opportunities.

- This fall there are five new dual credit instructors around the county that represent the following dual credit courses: Agriculture, Drafting, Business, CIS, Biology, and Welding.
- There are also three instructor approvals and course articulations in the process in the following areas: Writing and Agriculture.
- There are 15 dual credit courses being taught at area high schools, with the majority of the classes being taught during winter term.
- There are 10 high schools participating in the Expanded Options program and two online high school programs.

Chris Lake, Director of SOWI

- The Southern Oregon Wine Institute purchased of a Bahco Horticulture kit from Snap-On Industrial. SOWI staff and faculty were trained by Bahco factory representatives to serve as qualified as trainers for the Snap-On Horticulture Certificate. Seven people were qualified to receive the NC3 Certification as Trainers. SOWI can now offer two certifications (Secateurs Certification and Loppers Certification) to our students.

**Umpqua Community College
Vice President for Student Services
Board Report
November 2015**

Student Services- Dr. Beth Hogeland, Interim Vice President of Student Services:

I am writing this on my fifth day at UCC. Because I am in initial conversations with people, I would like to share my first impressions of Student Services. To a person, staff conversations are focused on students and what they need. Most are making progress on their regular work, while dealing with additional work generated by the events of this past month. Many have adjusted - and readjusted - their work styles to accommodate new tasks and student needs. Some are doing things for the first time and learning new skills. I am tremendously impressed by the staff, by their professionalism, compassion, and focus on students. I feel honored to have this opportunity to work with them.

Student Life Office - Marjan Coester, Director

Our program goal 1 is to Promote Student success through a comprehensive institutional approach to student retention and completion:

We plan to expand services and support for veteran students and students who are veteran's dependents.

TO help meet this goal, Renee Bovee was hired through our Veteran's Workstudy program to support the activities of the Veteran's Student Center. Renee is developing a Welcome Packet, workshops and seminars and a web presence.

For the month of October, the Veteran's Student Center logged approximately 160 new and returning visits by students to the center. This is due in part to an increase in enrollment by Charlie Company returnees and increased word of mouth regarding the center.

SSS / Transfer Opportunity Program – Caroline Hopkins, Director

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that runs September 1 – August 31. SSS / TOP serves 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. To meet these objectives,

- TOP hosted an intensive summer bridge program consisting of 6 hour days where students worked on their Math and Writing skills, as well as their “non-cognitive” skills and peer leadership. In addition to these two weeks of intensive coursework, we went on two cultural field trips; one to Ashland to see the play *Sweat* written by Lynn Nottage and another to Eugene to see the Embodiment Project, a high energy street dance, live song, choreo-poetry and theatre show discussing the “Black Lives Matter” movement.
- At the end of the two weeks students completed assessments. Several students were able to re-register for higher Math and Writing courses for fall term, saving them time and money. We were also able to measure an increase in soft skills.
- TOP has adjusted their HD100 fall cohort course to incorporate cultural competency into each lesson, and to talk about college success in terms of success at UCC< at the University level and in the larger community after graduation.

Ford Childhood Enrichment Center – Nora Bing, Director

The Center has a Federal Department of Education CCAMPIS grant that supports Pell-eligible student parents enrolled in a minimum of 6 credit hours.

Financial Aid – Michelle Bergmann, Director

Financial Aid Applications

2,964 - Total applications for 2015-16

Financial Aid Awards

1,114- Total awards packaged to date for 2015-16

- Disbursements for the 2015-16 award year through 09/24/2014 total over \$520,000 to 1,114 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as veteran's benefits or UT&E.
- The Financial Aid Office has been extremely busy processing awards, reviewing suspension appeals, and serving an influx of students in the attempt to award and qualify as many students and veterans as possible for the Fall term. Also, in an attempt to continue UCC's eligibility to fund our students we are have been busy with processing the FISAP report, meeting Gainful Employment requirements along with continued efforts toward getting UCC's default rate under 30%.
- In light of the events in October the Financial Aid Office is currently collaborating with the Department of Education in an attempt to best assist both our students and the college. Areas of concern being addressed are dual census dates, the waiver of downward Pell adjustments, a waiver of Return to Title IV (R2T4) requirements and leniency has been requested regarding Satisfactory Academic Progress for the Fall 2015 term. We have finally achieved a Cohort Default Rate under 30% after the submission of the Uncorrected Data Challenge, thus securing future availability of the Federal Pell grant and Federal Direct Loans for our students at UCC. I wish to commend my staff in their dedication to our students as they have diligently dug in and processed numerous late applications and have demonstrated sincere compassion meeting student needs and concerns this past month.

Accessibility Services, Danielle Haskett

The access team has been assisting students with their mid-term exams for fall classes. In addition, all of our echo pens have been checked out to student's to assist with their notetaking skills. Throughout campus you will notice ADA 25 1990-2015 signs have been posted to celebrate the Americans with Disabilities Act.

High School Connections/Recruitment Specialist, Kira Oerman

One of my goals for the 2015-2016 academic year is to increase the number of prospective students who visit UCC. For the month of September, I facilitated campus tours for three different groups (18 people total) and am working on setting up school visits.

Another one of my objectives for 2015-2016 is to increase the number of times I visit schools throughout Douglas County. For the month of September, I have visited Douglas High School, Yoncalla High School, and Umpqua Valley Christian School. I also presented to individuals who are part of the JOBS program and attended the Veteran's Stand Down event at the Roseburg VA.

One of my goals for the 2015-2016 academic year is to increase the number of times I visit local middle schools and high schools. Below is a list of the schools I have visited throughout the month of October:

- October 14th- Douglas High School (100 students)
- October 16th-I presented to the ACES (Alternative Center for Educational Success) GED class (nine students participated)
- October 21st- I visited Coffenberry Middle School and talked at the morning assembly (general information about UCC) to approximately 265 students. After the assembly, I presented to five different health classes (about 150 students total)
- October 29th- I facilitated a *College Conversations* presentation at Yoncalla High School. Parents and students (7th-12th graders) attended this event

I attended the Pacific Northwest Association of College Admissions Counselors (PNACAC) College Fair at Roseburg High School on October 12th. Students from Douglas County high schools attended this event and showed a lot of interest in Umpqua Community College. I talked to over 100 students and 32 requested to be sent additional information (more detailed information than what I had available at my table).

Testing Services Coordinator, Roger Sanchez

- Hosted the LSAT – Law School Admission Test – October 17th.
- Hosted the ACT- American College Testing - October 24th
- Monthly regular schedule test sessions – Building Codes Division Certifications, and Pesticide licensing tests hosted several dozen participants.
- Various tests were proctored through the Pearson Vue Test Center. This includes GED tests and other professional certifications.
- Hosted a number of distance higher education as well as UCC proctored tests.
- Directed and Coordinated Hands Across UCC, as our community of students, staff, and faculty came together in unity after the October 1 heartbreak. October 15th. The event was to help students start healing and be able to regain a focus in school.
- High School visit is to better equip high school students and prepare for UCC entrance. High School Visits:
 1. Days Creek Charter School Campus Visit, Placement Testing, October 8th
 2. Grants Pass High School Visit, Career Event, October 14th
- Attended the *College Placement Meeting*, October 23rd. COMPASS Placement is sun-setting in November 2016, and there is an emerging body of work about Alternative Placement options. Looking for alternative placement possibilities. Next meeting is on Dec 4th. The meeting was to learn and contribute to the conversation for student success. Being able to choose a placement test or alternatives to better serve the student population.

Registration and Enrollment Services – David Farrington, Registrar

We would like to take up our space in this month's Board Report to thank campus security. As you might or might not be aware the staff in the Welcome Center have had to call security almost every day since coming back to work after 10/01/15. The assistance we have needed from security has been to deal with "interesting visitors" who have come to campus since the tragedy.

So, thank you campus security for your ongoing support.

Educational Talent Search / Upward Bound – Missy Olson, Director

Our major activities have included:

- September in ETS included working with students on learning assistance plans for their New Year goals and signing seniors up for the SAT and ACT for college applications and scholarships.
- Upward Bound focused on building student portfolios for college admissions and scholarships through service projects, including the Color Blast Run for Drug Recovery and Prevention and the SOLVE beach cleanup at Bastendorff Beach State Park.
- The three full time Educational Talent Search advisors have been meeting with all 175 seniors in the program to get them started on college applications. With the underclassmen, staff have been getting to know their career and educational goals. They have also been recruiting and have filled 489 out of 592 spots in ETS.
- Upward Bound filled the vacant Program Development Specialist position with Destiny Hunt. Students spent October working on college applications, improving academic skills, and working through their learning styles.

Title III Project Manager– Dr. Cynthia Horkey

The new Online Orientation project has been completed and is now in use with all new students.

The Project Director has been working on the completion of Year 2 of the Title III Grant budget along with the revised budget for Year 3. This supports the following Objectives in the Strategic Plan: Objective 4.1, Objective 1.2, and Objective 1.4.

Athletic Director, Cheryl Yoder

Athletes are staying on track to graduate by demonstrating fantastic academic success and maintaining their eligibility.

They have all done community service projects this term:

Volleyball – Boys and Girls club clinic

Women’s Basketball – Helped Boys and Girls club with a fund raiser

Men’s Basketball – served food at the Rescue Mission.

Umpqua Community College
Achieving the Dream
November 2015

- General Advising is now organized by programs of study.
- Online Student Orientation has been implemented
- Pre Placement Preparation sessions have been held on Saturdays for Math and Writing and are well attended
- The Engineering and Computer Information Systems Faculty Advising pilot has begun, and Sept. 22 and Sept. 23 the programs held their initial orientation with students
- The ATD steering committee has reconvened and will begin working on sustaining 2014/15 taskforce proposals while beginning the work of the 2015/16 taskforces
- Continue to participate in the national M²C³ National Consortium Member (Minority Men in Community College) – developing a men of color group on campus with the goal of creating a safe and equitable space for men of color and allies to find academic and social support.

ADMINISTRATIVE SERVICES
November 2015 Board Report

Rebecca Redell, VP/Chief Financial Officer

- HNS Owner's Construction Team continues to meet bi-weekly
- Attended topping ceremony for HNS Building once steel framing was completed
- Continuing to provide construction updates to Huon at Francis Berg for the Bonnie J Ford HNS building, along with Director Jess Miller & Project Manager Larry Spielbusch
- Preparing to conduct four (4) interviews for the Budget Manager Position, previously held by Micque Shoemaker, who has since become the Bookstore Manager
- Working with Bill Becker and Mike Holland for Legislative ASK requests
- Continuing to work with Attorneys Meg Kieran, Rebekah Jacobson, as well as PIO's Anne Marie Lewis, and Anna Richter Taylor in relation to the Public Information Requests from different media outlets in regards to October 1st
- Reviewed FERPA laws pertaining to what information can be provided to media outlets with attorneys and PIO's
- Continuing to meet with other Vice Presidents, including new interim VPSS Beth Hogeland

Micque Shoemaker, Bookstore Manager/Budget Administrator

- The store was extremely busy the first few weeks of October. We received help from numerous bookstores who contacted us and showed up to help with everything from restocking shelves, cashiering and assisting with receiving. The support was greatly needed and appreciated. We are continuing to work through the process
- We are short 2 work study students this term and are feeling a significant impact to our ability to keep coverage on the floor
- I am attending the NW College Store Association trade show and educational event November 2-6 with the store textbook manager. We will be attending several classes and networking with other independent bookstores in the Pacific Northwest
- Book adoptions are beginning to come in for Winter Term

Greg Smith, Food Services Director

- Child Care Center- While Carrie is in need of a couple pieces of equipment, she has been doing a nice job being creative with the menu.
- Kitchen- equipment issues, electrical outlets cafeteria out (resolved), ice machine ongoing repairs, transporting ice from Lang when needed. Flat grill repaired (resolved). Coffee machine for catering element out (resolved). Screw missing slicer (resolved). Doing without blast chiller, changing procedures for chilling food manually
- Catering/events- The Casa De Belen event has postponed until September. Christmas parties filling up for December including repeat Coquille Tribe Christmas Party. 7 various memorial concerts/events going on from now till the end of December
- Catering Menu updated, launched on website with pricing changes and new items. Added Hamburger Hot dog buffet and expanded BBQ options. Added Scampi fettucine and NY strip carved at buffet with added upcharge. Creating Menu for SOWI Riesling release party which includes various specialty appetizers for pairing
- Misc. - Steve working on donations to do a Free Thanksgiving lunch for students/faculty like last year on the Tuesday the 24th

Jules DeGiulio, Purchasing Administrator

- Modular Classrooms and Office Space - Researched, quoted, and recommended Local Vendor ServPro to supply 3 Modular Buildings to cover for those displaced from Snyder Hall. Grant Application sent to State for review
- HNSB – FFE - Sourcing and Pricing for HNSB Interior Furnishings in Pre-Bid stage. Prospective suppliers interviewed and site visits planned for next few weeks. Existing Co-op Contracts to be fully reviewed prior to award, which is expected to be in Jan/Feb 2016
- HNSB – Special Inspection & Testing – Re-evaluation of construction schedule with special testing elements required re-negotiation of contract. Complete
- Copier Taskforce – Transition to new units and new invoice process in final phase. Staff training @ 90%. Equipment @ 95%. Equitrac software well received and implementation should be completed by 11/15

Natalya Brown, Director of Accounting and Finance

- Student Accounts has been processing vendor payments, financial aid checks, scholarships and third party billings for fall 2015.
- The office is recruiting for Accounting Specialist – Student Accounts position
- Grants and Contracts have been finalizing and closing out grants that ended in September 2015
- Accounts Payable has finalized an Unclaimed Property report for the state
- Attended Business Officer’s meeting on October 22nd-23rd at Clatsop CC. Among agenda items, business officers reviewed PERS reform, financial aid fraud, OCCA updates, etc.
- Have been working with Ellucian on resolving several Banner issues
- Office is preparing for the IRS 1098T and 1099 reporting
- Working with Emergency response team on projects as needed

Dan Yoder, Director of Information Technology

College Network & Systems Administration:

- Provided support to college staff and law enforcement during and after the Oct 1st tragedy
- Organized computer lab and classroom setup for class moves from Snyder to other locations
- Supported class re-scheduling activity with reports and analysis
- Organized infrastructure in support of helpers, volunteers, and assisting professionals
- Provided specific reporting and analysis to law enforcement and assisting professionals
- Developed list of security related needs with cost estimates for federal grant and legislative requests
- Supported and facilitated meeting staff administrative, logistical, and staff needs at all levels of the college
- Continue to move forward with disaster recovery/business continuity systems evaluation
- Kept college network and web presence on-line under unprecedented demand and pressure during the days following the October 1 tragedy
- Assisted with evaluation and costing in support of federal grant applications and legislative ask.
- Assisting with public records request cost estimation and work
- 4 virtual Windows server conversion to Windows 2012 are left to do out of 80+
- Moving the campus to MS Office 2013 is finished
- Ricoh printer/copier/fax equipment replacement/update – all equipment in place
- Implementation of Equitrac document printing/copying software – The implementation of Equitrac in progress with the expected sign off the 1st week of November

Desktop Support:

- Provided lap-top and computer support for helpers, volunteers, and assisting professionals

- 31 Computers have been received to update faculty, staff, and teaching stations in Snyder Hall offices, Science Building, Wayne Crouch Hall, and other areas. This work will be accomplished during November
- Provided support for numerous staff and computer moves during October

Phone system and network infrastructure:

- Pulled a lot of network wire to support phone set up and network access for helpers, volunteers, and assisting professionals
- Assisted with desktop computer support
- Campus and Instructional Computer Lab support:
- All Lab Software has been updated to the current version or the version as requested by instruction

Virtual Desktop Project:

- WCH 11/17 labs – building the virtual computer image and testing it for these labs
- Work Study/student worker PC's – building virtual computer image and testing it

Management Information systems projects:

- Updating all Oracle Linux servers to current operating system and patch levels in progress
- Resolved problems with the Financial Aid to BookLog foundation scholarship feed process
- Continue to support HR Department for Web Time Entry project
- Continue to support the Academic Advising and Admissions Departments for the Degree Works system implementation
- Provide operational support and reporting for all departments
- Gainful Employment data completed in support of Financial Aid Compliance
- NetPrice calculator data completed in support of Financial Aid Compliance
- Preparation for Nelnet upgrade completed for implementation in October – student payment gateway
- Interfaces for Advisor Trac & Tutor Trac updated

Institutional Research:

- Fall IPEDS compliance reports completed
- Equity in Athletics annual federal report completed
- Campus Crime annual federal report completed
- Provided support for the annual College financial audit
- Draft of the Annual Enrollment report for 2014-15 in progress
- Draft of the Strategic Plan Progress report in progress (Ensuring alignment of strategic plan measures and accreditation indicators where appropriate.)
- Provided substantial ad-hoc reporting as per on-campus requests and off campus requests through Community Relations



BOARD OF DIRECTORS

Elaine Cheney
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Alanson Randol, DDS

Dale Ritter

Dave Sabala

Derek Simmons

Sue Shaffer

Charley Thompson

Liz Watkins

Gary Wayman

Connie Williamson

EXECUTIVE DIRECTOR

Dennis O'Neill

Foundation General Board Meeting

The Foundation's General Board meeting will be held on December 2015 in the Conference Room at the Ford Family Foundation at 11:30 a.m. Members of the Board of Trustees are always invited to attend and meet with members of the Foundation.

Advanced Industrial Technologies Training Center

We are in discussion with the Douglas County Industrial Development Board (DCIDB) on acquiring the land located at the corner of Taylor St. and Page Avenue in Sutherlin for the Advanced Industrial Technologies Training Center. The 13.08 acre site would have Orenco on our northern boundary. The City of Sutherlin and the Douglas County Commissioners are involved in these conversations as well.

There are three acres available for construction of our facility as soon as next summer. A wetlands study has been completed by IE Engineering and Land & Water Environmental Services Inc.. The State of Oregon's Department of Lands, the US Corps of Engineers and Douglas County are all working on proposing solutions that are short and long-term. Water, electrical lines and sewers are all available on the site at this time. OPSIS is working on revision of the project description which we will need before we embark on a capital campaign.

We expect for this request to be brought to DCIDB and the UCC Board of Trustees in December, 2015.

Grant Development & Planned Giving

The tragedy of October 1st brought a tremendous amount of funding to Umpqua Community College. We applied for and received these grants in October:

- \$145,000 from Oregon's Strategic Fund
- Bank of America Charitable Foundation - \$10,000
- Whipple Fund of the Oregon Community Foundation - \$7,000
- Crane Creek Fund of the Oregon Community Foundation - \$7,000
- Walmart Store 5839 (Crater Lake Hwy in Medford) - \$1,000
- Walmart Store 5424 (Eagle Point) - \$1,500
- Walmart Store 2320 (Cottage Grove) - \$2,000
- Walmart Store 1834 (Grants Pass) - \$1,500
- Walmart Store 2069 (Center Dr. in Medford) - \$2,000

We have applied for and are negotiating with the U.S. Department of Education Project SERV for temporary measures to restore the learning environment. We have several other federal, state, and private requests in the works for UCC's recovery, and are working in cooperation with many community partners.



I am extraordinarily grateful to many volunteers who have helped with grants in October - success would not have been possible without their help:

Bill Becker - Recovery Team

Mike Holland - Recovery Team

Brian Kelly - Lane Community College

Aaron Shonk - Oregon State University Foundation

Mara Fields - Lane Community College

Scholarship Coordinator's Office

Scholarship opportunities have soared since our college's tragedy took place. Not only have there been scholarships set up for the victims of October 1st but also many opportunities from businesses and individuals from local areas as well as from those outside of our area. For example, we met with Northwest Community Credit Union about several scholarships that they are working on. This one entity will greatly impact both current and future students of UCC. The outpouring of support has been overwhelming.

In other news, last month Honey McNamara attended two conferences back to back. The first one in Austin Texas was AcademicWorks annual conference highlighting updates that they have made to their scholarship awarding site. She returned with new ideas to make the process easier for the students and those of us reviewing and awarding scholarships.

From there Honey went to Charleston, South Carolina for the National Scholarship Providers Association's annual conference. Since this is her first year as a scholarship provider, it was great to hear how other entities process scholarships and during what times of the year they award students. This was a very informational conference and she returned home with contact information from colleagues around the US who will continue to provide her with support in the future.

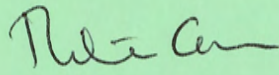
As expected, organizers and attendees at both conferences shared deepest condolences to our school. Honey was welcomed with hugs, tears, handshakes and words of encouragement many times each day.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item
 Action Item

Subject: Recovery Report	Date: November 19, 2015
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Information will be provided regarding UCC's recovery efforts.

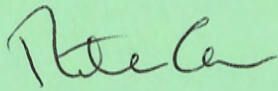
Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President
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BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Contract Negotiations for an Interim President	Date: Nov. 19, 2015
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The Board will discuss and vote on a recommendation from the Interim President Subcommittee to pursue contract negotiations for the next Interim President.

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

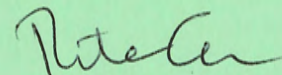
Subject: Snyder Hall Advisory Sub-Committee
 Update and Membership

Date: November 19, 2015

Mike Holland will review the tasks of the Snyder Hall Advisory Committee. Board approval is requested for the membership of the committee.

Recommendation by:

Approved for Consideration:



 U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject:
 2nd Reading Proposed Policy Revisions


Date: November 19, 2015

The following policy is coming to the Board for a second reading and presented in their final format:

Pol. #	Title
308.01	Use of Alcohol (New policy)
325	Special Admission to College Events (Change from Administrative Procedure to Board Policy)
325 AP	Gold Card (Change from Board Policy 205 to Administrative Procedure)

Recommendation by:

Approved for Consideration:



 U.C.C. President



BOARD POLICY

BOARD POLICY SERIES NUMBER: 308.01

TITLE: USE OF ALCOHOL

No employee may use or possess alcohol while present at any UCC facility or while performing any work duties on behalf of the College, except as provided in this policy and Administrative Procedure #__. Permissible use related to the business and academic operations of the Southern Oregon Wine Institute shall be governed by such administrative procedure.

Additionally, an employee shall not have the appearance of being under the influence of alcohol at any UCC facility or while performing any work-related function on behalf of the College, nor shall an employee work with any amount present in his or her system that would tend to affect job performance or the safety of the employee or others.

College sponsored events with alcohol service require prior approval of the College President or his or her designee. Alcohol will only be served by approved businesses carrying the proper insurance, holding a valid liquor license, and having licensed servers. UCC will comply with all rules of the Oregon Liquor Control Commission. Alcohol may also be given as gifts or auctioned, but the gift/auction item may not be opened on any Umpqua Community College facility.

A violation of this policy shall result in disciplinary action.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BOARD POLICY SERIES NUMBER: 325

TITLE: SPECIAL ADMISSION TO COLLEGE EVENTS

All full-time and part-time employees may attend *college-sponsored events free of charge. However, in order to take advantage of this policy, staff members must reserve tickets at least three days in advance of performance time.

*A "college-sponsored event" is any event generated by the instructional program of the college. On-going programs such as Recreation Night and the Summer Recreation Program are not considered to be "events" and are not covered by this policy. Arrangements are to be made for complimentary tickets through the UCC Fine Arts Department for plays and concerts.

All full-time employees, their spouses, and their legally-dependent families may attend intercollegiate athletic events free of charge, upon presentation of a staff identification card at the door. (Availability of adequate seating in the gymnasium makes this policy possible; however, seating in other campus facilities is more limited.)

It is the policy of the College Board that those 60 years and older will be admitted to intercollegiate athletic events free of charge, and to other college-sponsored events at the student ticket price.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 11/3/2015 by College Council

DATE OF LAST REVIEW:



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO. 325

RELATED TO POLICY NO. 325

TITLE: GOLD CARD

Residents of Douglas County who are 60 years of age or older, and persons who are disabled and receive Social Security Disability as a result of that disability, may become members of the Gold Card Program.

This program is sponsored jointly by UCC and the local school districts. Senior Gold Card members may enroll in a credit course providing space is available. Gold Card members will pay 50% of the tuition cost and 100% of the fees.

Senior and Disability Gold Card members will pay 50% of course cost on selected Community Education Classes. Senior and Disability Gold Card members will be admitted to UCC fitness facilities free of charge during open hours.

Certain specified school-district-sponsored events will be available to members at a reduced rate (or free).

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 11/3/2015 by College Council

DATE OF LAST REVIEW:

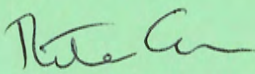
BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: 1 st Reading Proposed Policy Revisions	Date: November 19, 2015
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The following policy is coming to the Board for a first reading:

Pol. #	Title
100.01	Membership of the Board... (Proposed title change and moving zones to an Administrative Procedure)
100.01 AP	Zones for Board Directors Positions (Defines the precincts within each zone of the College District)
710.02	Tuition Refunds (Proposed title change and revision)

Recommendation by: _____	Approved for Consideration:  _____ U.C.C. President
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Policy Revision
**POL#100.01: MEMBERSHIP OF THE BOARD – ZONES FOR BOARD DIRECTOR
POSITIONS**
11/19/2015

Current Policy	Proposed Policy																																																																																																																																																												
<p>TITLE: MEMBERSHIP OF THE BOARD – ZONES FOR BOARD DIRECTOR POSITIONS</p> <p>The Board of Education of the Umpqua Community College District shall be composed of seven members. Members shall be elected to four-year terms at elections as provided by Oregon law. Representation will be as equal to the census as practicable.</p> <p>ZONE 1, NORTH COUNTY 7/03</p> <table> <thead> <tr> <th>Precinct Name</th> <th>Precinct</th> <th>Precinct Name</th> <th>Precinct</th> </tr> </thead> <tbody> <tr> <td>East Elkton</td> <td>09</td> <td>Yoncalla City</td> <td>14</td> </tr> <tr> <td>Elkton City</td> <td>10</td> <td>Oakland City</td> <td>15</td> </tr> <tr> <td>Drain City</td> <td>11</td> <td>N. Calapooya</td> <td>16</td> </tr> <tr> <td>N. 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UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 100.01

RELATED TO POLICY NO. 100.01 MEMBERSHIP OF THE BOARD

TITLE: ZONES FOR BOARD DIRECTOR POSITIONS

The Umpqua Community College District is comprised of seven zones.

ZONE 1, NORTH COUNTY

Precinct Name	Precinct	Precinct Name	Precinct
North County	4	Elkton City	10
Drain City	11	Yoncalla City	14
Oakland City	15	Sutherlin City	17

ZONE 2, NORTH CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
County East	5	Unincorporated N. Roseburg	6
NW of Roseburg	12	SE of Roseburg	20

ZONE 3, WEST CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg City Ward 1	2	Unincorporated N. Roseburg	6
Roseburg City Ward 2	7	Roseburg Unincorporated	8
Roseburg City Ward 3	9	NW of Roseburg	12
County West	13		

ZONE 4, CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg Unincorporated	8	Roseburg City Ward 3	9
County West	13	Roseburg City Ward 1	18
SE of Roseburg	20	Roseburg City Ward 4	22

ZONE 5, SOUTH CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg Unincorporated	8	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
Winston Ward 1	23	Winston Ward 2	24
Myrtle Creek City	26		

TITLE: ZONES FOR BOARD DIRECTOR POSITIONS (AP 100.01)**ZONE 6, SOUTH/SOUTHEAST COUNTY**

Precinct Name	Precinct	Precinct Name	Precinct
County East	5	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
County South	21	Canyonville City	25
Glendale City	27	Riddle City	28

ZONE 7, DISTRICT-AT-LARGE**DATE OF ADOPTION:****DATE(S) OF REVISION(S):****DATE OF LAST REVIEW:**

Policy Revision – Administrative Services

POL#710.02: Tuition Refunds

11/19/2015

Current Policy	Proposed Policy
<p>Students who withdraw from one or more Umpqua Community College course(s), class(es), or workshop(s) and who have complied with procedures governing withdrawals may be entitled to refunds of tuition and/or fees. All refunds are calculated from the date of application for withdrawal.</p>	<p>Title: Tuition and Fees Refunds</p> <p>Tuition and Fee refunds are determined through the official withdraw process administered by the College Admissions and Records Department. Students who withdraw from Umpqua Community College course(s), class(es), or workshop(s) and who have complied with procedures governing withdrawals are entitled to refunds of tuition depending on the time of withdrawal. All refunds are calculated from the date of application for withdrawal.</p> <p>Any exceptions to the tuition and fee refunds policy shall be approved by the President.</p>

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

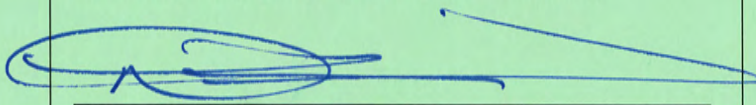
Action Item

Subject: Renaming the Library the Sue
Shaffer Learning Commons & Library

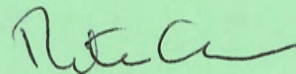
Date: November 19, 2015

The UCC Foundation is requesting the Board's approval to rename the Library to:
The Sue Shaffer Learning Commons & Library

Recommendation by: Dennis O'Neill,
Executive Director of UCC Foundation



Approved for Consideration:



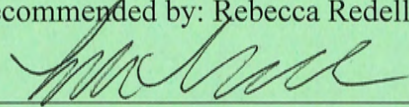
U.C.C. President

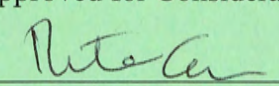
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Audit Report for FY 2014-15	Date: 11/19/15
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The Board is requested to accept the 2014-2015 Annual Audit Report. The summary of auditors' results is attached.

Recommended by: Rebecca Redell, CFO


Approved for Consideration:


Rita Cavin, Interim U.C.C. President

**UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I – Summary of Auditors' Results

Financial Statements

Type of Auditors' report issued:	Unmodified	
Internal control over financial reporting:		
• Material weakness(es) identified?	_____ Yes	___X___ No
• Significant deficiency(ies) identified that are not considered to be material weaknesses	_____ Yes	___X___ None reported
Noncompliance material to financial statements noted?	_____ Yes	___X___ No
Any GAGAS audit findings disclosed that are required to be reported in accordance with section 505(d)(2) of OMB Circular A-133?	_____ Yes	___X___ No

Federal Awards

Internal control over major programs:		
• Material weakness(es) identified?	_____ Yes	___X___ No
• Significant deficiency(ies) identified that are not considered to be material weaknesses	_____ Yes	___X___ None reported
Type of auditors' report issued on compliance for major programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	_____ Yes	___X___ No

Identification of major programs

CFDA Number(s):

84.063, 84.268, 84.033, 94.007
84.031

Name of Federal Program:

Student Financial Assistance Cluster
Title III – Higher Education Institutional Aid

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

Auditee qualified as low-risk auditee? ___X___ Yes _____ No

NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS

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

**UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON**

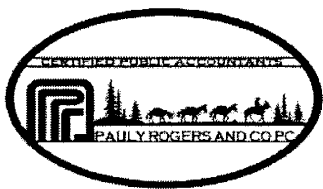
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section II – Financial Statement Findings

None Reported

Section III – Federal Award Findings and Question Costs

None Reported



PAULY, ROGERS AND CO., P.C.
 12700 SW 72nd Ave. ♦ Tigard, OR 97223
 (503) 620-2632 ♦ (503) 684-7523 FAX
 www.paulyrogersandcocpas.com

November 5, 2015

To the Board of Trustees
 Umpqua Community College
 Roseburg, Oregon

We have audited the basic financial statements of Umpqua Community College for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the financial statements and compliance with:

- generally accepted accounting principles and auditing standards
- the Oregon Municipal Audit Law and the related administrative rules
- federal, state and other agency rules and regulations related to financial awards

Our Responsibility under U.S. Generally Accepted Auditing Standards and OMB Circular A-133

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we examined, on a test basis, evidence about compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of the major federal programs for the purpose of expressing an opinion on compliance with those requirements. While our audit provided a reasonable basis for our opinion, it does not provide a legal determination on compliance with those requirements.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Pauly, Rogers and Co., P.C.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the College and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the College or to acts by management or employees acting on behalf of the College. We also communicated any internal control related matters that are required to be communicated under professional standards.

Results of Audit

1. Audit opinion letter - an unmodified opinion on the financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions requiring comment.
3. Federal Awards - We found no issues of non-compliance and no questioned costs. We have responsibility to review these programs and give our opinion on the schedule of expenditures of federal awards, the internal control system, compliance with laws and regulations, and general and specific requirements mandated by the various awards.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in the notes to the financial statements. New accounting policies were adopted and the application of existing policies were changed during 2015 for the implementation of GASB Statement No. 68, *Accounting and Reporting for Pensions*, as well as the provisions of GASB Statement No. 71, *Pensions Transition for Contributions Made Subsequent to the Measurement Date*, for the year ended June 30, 2015. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were Management’s estimate of Accounts Receivable and Capital Asset Depreciation, which is based on estimated collectability of receivables and useful lives of assets. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in performing and completing our audit.

Pauly, Rogers and Co., P.C.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. There were no uncorrected misstatements noted during the audit which were discussed with management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Supplementary Information

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Information

With respect to the other information accompanying the financial statements, we read the information to identify if any material inconsistencies or misstatement of facts existed with the audited financial statements. Our results noted no material inconsistencies or misstatement of facts.

Best Practices – Foundation Liaison

The Umpqua Community College Foundation is included in the College's reporting entity as a component unit. As such it is considered a best practice for there to be ongoing monitoring by the College of Foundation financial activities. With the ongoing changes in the President's position, you may consider the CFO for this role.

Pauly, Rogers and Co., P.C.

Emphasis of Matter – New Pension Reporting Requirements

During the 2014-2015 fiscal year a new accounting requirement went into effect called Government Accounting Standards Board Statement 68 - *Accounting and Financial Reporting for Pensions* as well as the provisions of GASB Statement No. 71, *Pensions Transition for Contributions Made Subsequent to the Measurement Date*. Every government in the United States was required to comply with these new accounting rules. In the past, governments have not recorded a liability for the amount of money owed to current and former employees for future retirement benefit payments that have already been earned by the employees. This new requirement made financial reports for governments more transparent and accurate by quantifying a debt that has always existed but not reported.

The new accounting standard created a method for calculating the entire amount of money owed to all current and former employees in the future, which will need to be included as a liability in the June 30, 2015 financial report. As a result, it was possible that some governments would have a lower, and possibly negative, financial position, or net worth as of the beginning of the fiscal year than what was reported in the prior year under old standards, as well as at the end of the current fiscal year. Some governments elected to “fund” their future debt to PERS by borrowing money using “Pension Obligation Bonds” which was used by the state’s actuaries, Milliman, to calculate the College’s proportionate share of the overall state unfunded liability or asset. Due to the results of the valuation as of June 30, 2015 there was a state-wide asset that was proportionately allocated to each employer based on the actuarial study. This study did not take into account the results of the *Moro v. State of Oregon* decision by the Oregon Supreme Court in April of 2015.

The Statement of Net Position now has new accounts listed. The Net Pension Asset represents the College’s proportionate share of the state-wide actuarially determined asset as of the measurement date. The Net Pension Related Deferrals include a combination of calculations made by the actuaries based on potential changes in assumptions and the difference between actual and expected returns on investments, as well as contributions made to PERS by the College after the date of the actuarial valuation which were not accounted for in the state-wide asset.

These **new requirements do not change anything related to the budgets** of the governments, do not require additional spending and have no bearing on the amount of money available to spend. Governments make payments to PERS each month based on a rate already calculated by an actuary, and this will not change as a result of the new pronouncements.

Other Matters – Future Accounting and Auditing Issues

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accounts and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

FEDERAL COMPLIANCE

On December 26, 2013, the Office of Management and Budget (“OMB”) issued the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, for state and local governments, non-profit entities, institutions of higher education and tribal governments. This guidance (also referred to as the “Supercircular”) supersedes the requirements from eight OMB Circulars down into one. As a result of this circular, there will be changes to the single audit requirements previously specified under OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Beyond making changes to auditor requirements the new standards required that non federal entities follow the new Cost Principles in 2 CFR 200 for any grants that were awarded after December 26, 2014.

Pauly, Rogers and Co., P.C.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD PRONOUNCEMENTS

GASB issued Statement No. 72, Fair Value Measurement and Application, which prescribes how state and local governments should define and measure fair value. It also prescribes which assets and liabilities should be measured at fair value, and expands disclosures related to fair value measurements. This standard is required to be implemented in fiscal year 2015-16.

This information is intended solely for the use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.



Matthew Graves, CPA
PAULY, ROGERS AND CO., P.C.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Informational Item

Action Item

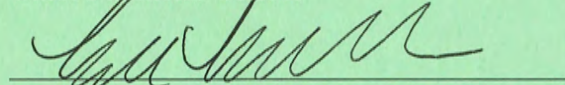
Subject:

Resolution #4, Approval to Spend Funds

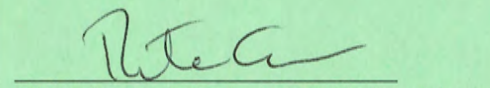
Date: 11/19/15

This is a resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Umpqua Community College has been awarded \$145,000 from the State strategic fund for UCC Incident Recovery and \$114,995 from the State of Oregon for administrative support staff position for the Oregon Community College Distance Learning Association (OCCDLA) through the period ending on June 30, 2017. Of the \$114,995, \$57,497 is designated for fiscal year 2015-16.

Recommended by: Rebecca Redell,
 Chief Financial Officer



Approved for Consideration:



Rita Cavin, Interim U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 4 - FY 15-16
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$ 145,000 from the State of Oregon Strategic Fund for incident recovery and \$57,497 from the State of Oregon for administrative support staff position for the Oregon Community College Distance Learning Association 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 \$ 202,497 for the implementation of this project.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	15-16 Budget Through Resolution 2	Adjustment	15-16 Budget Through Resolution 4
REVENUES:	\$ 4,864,215	\$ 202,497	\$ 5,066,712
EXPENDITURES:			
Instruction	\$ 907,497		\$ 907,497
Instruction Support	819,056		819,056
Student Services	3,021,519		3,021,519
College Support Services	116,143	\$ 202,497	318,640
TOTAL	<u>\$ 4,864,215</u>	<u>\$ 202,497</u>	<u>\$ 5,066,712</u>

ADOPTED this 19th day of November, 2015

Clerk of the Board

Chairman of the Board