

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)(h), 2:00 P.M.

VOL. L, No. 6 BOARD OF TRUSTEES MEETING OCTOBER 14, 2015; 3:00 P.M. Lang Center

REVISED AGENDA

MEMBERS:

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

Sharon Rice
Wendy Weikum

ADMINISTRATION:

Dr. Rita Cavin
Roxanne Kelly
Joyce Coleman
Rebecca Redell

- I. CALL TO ORDER Chair Becker
II. ATTENDANCE Chair Becker
III. PLEDGE OF ALLEGIANCE Marie Gambill, UCCFA President
IV. CONSENT AGENDA Chair Becker pp 1-6
V. CHANGES TO THE AGENDA Chair Becker
VI. INTRODUCTION Roxanne Kelly p 7
VII. ASUCC REPORT Anthony Terra
VIII. ACEUCC REPORT Judy Ode
IX. UCCFA REPORT Marie Gambill
X. PRESIDENT'S REPORT Dr. Cavin pp 8-12
XI. OCCA REP. REPORT Dir. Lathrop

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.

| | | |
|---|-----------------------|-----------------|
| XII. OLD BUSINESS | | |
| A. President Search Committee | Chair Becker | p 13 |
| B. Board Vacancy | Chair Becker | p 14 |
| C. Second Reading of Policies | Dr. Cavin | pp 15-29 |
| XIII. NEW BUSINESS | | |
| A. Financial Reports | Natalya Brown | p 30 |
| B. Resolution No. 3, Local Contract Review Board Declaration of an Emergency | Rebecca Redell | pp 31-33 |
| XIV. BOARD COMMENTS | Chair Becker | |
| XV. ADJOURNMENT | Chair Becker | |

NEXT BOARD MEETING: Wednesday, November 18, 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: October 14, 2015 |
|-------------------------|------------------------|

Recommendation:

Recommend approval of:


Minutes of College Budget Meeting of Sept. 9, 2015 pp 1-5

Personnel Actions p 6

Recommendation by:



Approved for Consideration:



 U.C.C. President

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

The Umpqua Community College Board of Trustees met Wednesday, September 9, 2015, in the Board Room of the Welcome Center at Umpqua Community College, Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:02 p.m. and the pledge of allegiance was given.

Directors Present: Vanessa Becker, Bob Bell, Doris Lathrop, Sharon Rice, Betty Tamm, and Wendy Weikum
Director Excused: Joe Yetter

Others Present:

| | | | |
|--------------------|---------------|------------------|-------------------|
| Rita Cavin | Marie Gambill | Lee Salter | Victoria Sawyer |
| Robynne Wilgus | Ali Mageehon | Cathy Chapman | Kathy Thomason |
| Roxanne Kelly | Martha Joyce | Lynn Johnson | Judy Ode |
| Joyce Coleman | Ellen Brown | Donna McGeehon | Becky Kipperman |
| Rebecca Redell | Susan Taylor | Caroline Hopkins | Elizabeth Bastian |
| Jessica Richardson | Elaine Cheney | Jesse Morrow | |

Consent Agenda

- A. Minutes of College Budget Meeting of July 8, 2015
- B. Minutes of College Board Meeting of July 29, 2015
- C. Minutes of College Board Meeting of August 25, 2015
- D. Personnel Actions

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

Changes to the Agenda

The Strategic Plan Report was removed from the agenda. The Faculty Contract Renewal was moved forward to item "A" under New Business.

Citizen Comments

Elaine Cheney, President of the UCC Foundation Board, expressed pleasure with all of the communication efforts since June between the UCC Board of Trustees and the UCC Foundation Board. She invited the Board of Trustees to all of the UCC Foundation Board's quarterly meetings and in particular to the upcoming December 1 meeting. Chair Becker reminded the Trustees to notify the Board Secretary for proper public notification.

Focus Presentation

Vice President Roxanne Kelly introduced Instructor Martha Joyce to explain the Retail Management Program (RMP) and an Achieve the Dream grant which has made a significant impact to the growth and development of the RMP. Ms. Joyce distributed a packet of program information and reviewed a PowerPoint presentation. The Achieving the Dream Building Stronger Pathways in Retail grant is a part of UCC's efforts to build stronger pathways in its Retail programs. The grant, which ends in December 2016, will help improve wrap-around services and advising for students, create contextualized learning opportunities, create and strengthen pathways, and build and enhance sustainable data-tracking efforts. The Retail Management Certificate (RMC) is nationally recognized. The eight-course certificate is a pathway in UCC's AAS Marketing degree and is a fully articulated with full credit transfer to Western Governor's University (WGU) via a MOU between Western Association of Food Chains (WAFC) and WGU. UCC is recognized by WAFC as the only preferred

**College Board Minutes
September 9, 2015**

national provider. There were 53 students in the program during the summer term and 273 are expected for fall term. The winter 2016 enrollment is projected at 450 students. UCC is in the position to be the “leader of the pack” for this type of program.

ACEUCC Report

Judy Ode, President of ACEUCC, said Classified employees were feeling beaten down and tired; however, they would be ready to get back to work after a few months of rest. Stress reliever foam balls were distributed to the Trustees. The Trustees were invited to the Extraordinary Living conference at the end of the week.

UCCFA Report

Marie Gambill, UCCFA President, said their contract is finally finished and would be presented later in the meeting. Faculty are getting ready for their school year to begin next week.

President’s Report

Dr. Rita Cavin, UCC Interim President, indicated that a draft copy of the Strategic Plan report had been given to the Trustees and that time would be devoted to the report at the October Board meeting. Dr. Cavin explained there were a number of “policies under review” needing attention and that she had been working with the attorney and staff to move them forward in the review process in preparation for the upcoming accreditation visit. Some Board Policies (BPs) needed minor adjustments and most dealt with Administrators. Dr. Cavin has reviewed BP 101, Formulation of Policies, and BP 102, Formulation of Administrative Procedures. Realizing this is an unusual situation, she hoped to have the trust of the College to continue on in an unusual manner. BPs will be brought before the Board in the current meeting for a first reading; some of them still need work. The policies will go to College Council and come back to the Board for a second reading in October. Dir. Bell stressed the importance of having policies online for staff to access.

OCCA Report

Dir. Lathrop said there has not been an OCCA meeting since Dir. Bell’s last report. She attended the OCCA Board Training workshop this summer and is planning on attending their fall conference in November.

Student Success Update

Joyce Coleman, Vice President of Student Services, and Caroline Hopkins, TOP Director, provided a month by month update on the Achieving the Dream initiative.

OLD BUSINESS

Referencing the recent Board Retreat, Chair Becker said Dr. Preston Pulliams recommended the Board to develop a search committee. The role of the Search/Advisory Committee is to work with Dr. Pulliams to develop a profile of what the College is looking for in a president. The Committee will also screen and meet potential candidates in order to narrow the pool of candidates for the Trustees. The Committee will inform and advise the Board of Trustees. Chair Becker suggested the following representatives on the Committee: 2 Faculty, 2 Classified, 2 Administrators, 3 Trustees, 2 UCC Foundation Board, 2 students, 2 community members, 2 industry (possibly timber and wine), 1 K-12 CEO/Superintendent. The Board discussed the committee formula.

Motion: **I nominate Directors Weikum, Bell, and Becker as members of the President Search/Advisory Committee. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

Motion: **I move to accept the President Search/Advisory Committee formula with the caveat of either one or two students. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Chair Becker indicated the next step of the process would be Dr. Cavin contacting Dr. Pulliams and checking into contracts regarding Classified and Faculty involvement. There will be an application process for community members. It is hoped that the Search/Advisory Committee meetings would occur in the fall with the possibility of having a final candidate by the early part of the year.

NEW BUSINESS

Human Resources Director Lynn Johnson requested, along with Ms. Gambill, the Board's ratification of the Umpqua Community College Faculty Association Collective Bargaining Agreement (CBA) which is effective from July 1, 2016, to June 30, 2017. A packet was provided to the Board members that included an overview of the contract changes, the contract with changes highlighted, and the final contract. Dir. Bell attended most of the meetings and said negotiations went well.

Motion: **I move to accept the Umpqua Community College Faculty Association contract as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.**

The Board recognized the energy and thought that went into the contract process. Ms. Johnson thanked Dir. Bell for being the observer, said the administrative team did well, and thanked the entire Faculty unit.

A letter of resignation was sent to the Board of Trustees from Dir. Joe Yetter. The Board appreciated his service to the College and will thank him for it.

Motion: **I move to accept Dir. Joe Yetter's resignation from the UCC Board of Trustees as presented. Motion by Dir. Lathrop, seconded by Dir. Rice and carried unanimously.**

Chair Becker has been communicating with the OCCA attorney in regards to filling the vacancy. ORS 341.335 addresses the process of vacancies; BP 100.05 refers to the ORS. Chair Becker suggested holding the position open for 30 days during which interested parties may submit a two-page letter of interest. The Board would review the letters and have an interview process before a final selection is made. Residency is required within Zone 6 of the UCC District. Dir. Yetter had just begun his four-year term on the UCC Board of Trustees. The selected candidate would fill the position until June 2017. At the next Special District election in May 2017, there will be a vote to fill the Zone 6 position until the completion of the four-year term which is June 2019. There will be a press release notifying the community of the opportunity. A special meeting will be held, probably in October, for interviewing the candidates.

A Board Retreat was held in August and was a great meeting. There was good conversation around goals, the master facility plan, president search, and fiscal issues.

Chair Becker explained that the Board not only evaluates the president, but also themselves. The evaluation process led to the development of 2015-16 Trustee Goals. The goals were drafted at the Retreat and then individual input was given through the draft process. Chair Becker read the goals which are attached to the permanent minutes. The goals will be placed in abbreviated form at the top of each agenda as: President's Search, Equity and Cultural Competency, Student Success, Finance, and Capital Projects. Work sessions, informative sessions, and reports throughout the year will be based and categorized on these goals.

Motion: **I move to accept the UCC Board of Trustees Goals for 2015-16 as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

Dr. Kelly was joined by Ali Mageehon, Dean of Academic Support, and shared information regarding the upcoming accreditation visit in October. The accreditation report was previously distributed to the Board. Individuals were recognized for their help in developing the report, which was published and submitted on time.

The accreditation team will arrive on October 19 and have an opening breakfast to which the Board of Trustees is invited. Dr. Kelly and Dr. Mageehon had a recent phone call with the accreditation team chair who has been familiarizing himself with UCC. The team will be on campus for three days ending each day at 4:00 p.m. The "Exit Interview" will be a fifteen-minute report reading recommendations and commendations with no opportunity for questions. The team will leave midday on October 21.

Dr. Kelly and Dean Morrow requested approval for the Retail Business Essentials Pathways Certificate. The certificate is a subset of the Retail Marketing program.

Motion: **I move to approve the Retail Business Essentials Pathways Certificate as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

Dr. Cavin presented the first reading of revised and proposed policies. BP 205 – Gold Card will be moved to an AP relating to AP 325 – Special Admission to College Events. It is being recommended that AP 325 be changed to a BP and be identified as BP 205. The reading order of the policies will be switched at the next Board meeting.

Motion: **I move to approve the first reading of Board Policy 205 and Administrative Policy 325 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

BP 302.4 - Compliance Responsibility, BP 344 - Academic Freedom of Faculty, and BP 345 – Professional Ethics of Faculty are currently listed as "policies under review" and are recommended for deletion. The Compliance Responsibility is a federal law and references following another policy. The CBA covers the information in the other two policies.

Motion: **I move to approve the first reading of Board Policies 302.4, 344, and 345 for deletion as presented. Motion by Dir. Bell, seconded by Dir. Lathrop and carried unanimously.**

Employment Classification, BP 313.03: Dr. Cavin compared the current and proposed versions of the policy including what is covered in the contracts and Administrative Procedures (APs). Section "B" of the current policy is being replaced with BP 316 – Annual Contracts; all other contracts are covered in CBAs. BP 313.03 is also recommended to be changed to AP 313.03. BP 316 had a title change and a minor change of language. Presented as information (a vote isn't required for APs) was a substantial change to AP 316.01 - Annual Contracts for Administrative Employees; a draft was sent earlier to the Board. Since that draft, the last sentence of section "A" was revised for clarifying a probationary administrative employee transferring to a non-probationary administrative employee. New language in section "B" of the procedure indicates the "notice period" is six months and non-probationary administrative employees will be notified of renewed contracts by May 1.

Motion: **I move to approve the first reading of Board Policy 316 and changing Board Policy 313.03 to an Administrative Procedure as presented. Motion by Dir. Bell, seconded by Dir. Rice and carried unanimously.**

College Board Minutes
September 9, 2015

The name of BP 314 - Grievance and Complaint Procedure was changed to Grievances for Administrative Employees. This policy was written prior to collective bargaining and now only covers administrators. The timeline for grievance has been shortened in the revision. Dr. Cavin indicated there are were still some areas of the policy to be changed by the attorney; she would also like a portion of the proposed policy to become a procedure. The Grievance Form was also presented, but not voted on.

Motion: **I move to approve the first reading of Board Policy 314 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

A handout was provided of BP 313.01 – Standards of Conduct and Discipline, AP 313.01 – Standards of Conduct, and AP 313.02 – Employee Discipline and Due Process. The handout, which is attached to the permanent minutes, replaces the corresponding documents in the Board packet. Dr. Cavin explained that the revised BP 313.01 combines BPs 313.01 and 313.02. The original policy referenced AP 313 which did not exist and language was tweaking for a kinder, slower start of corrective action. Standards of Conduct AP 313.01 is new and defines standards of conduct for administrators; other employees are covered by a CBA. A revision of AP 313.02 - Employee Discipline and Due Process gives a clear description of how to go through the process with someone. Some of the changes include cleaned up language, refers to the CBA, written reprimands, and corrective action; this builds safety for the employee into the procedure. The APs do not need approval from the Board but were presented as information.

Motion: **I move to approve the first reading of Board Policy 313.01 as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Board Comments

- Dir. Weikum encouraged attendance at an upcoming fundraiser for South Umpqua School District and said her daughter and son-in-law would be providing the entertainment.
- Dir. Tamm requested an opportunity to see the new observatory. Dr. Cavin suggested starting the next meeting at the observatory and said an update would be provided at that time.

Meeting adjourned 4:50 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:

UCCFA Contract

UCC Board of Trustees Goals



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: October 14, 2015

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

Administrative/Confidential-Exempt Contracts:

n/a

Faculty Contracts:

n/a

Separations:

Christopher VanDyke, Director of Food Services, 09/22/2015
Dennis O'Neill, Executive Director of UCC Foundation, 01/04/2016

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

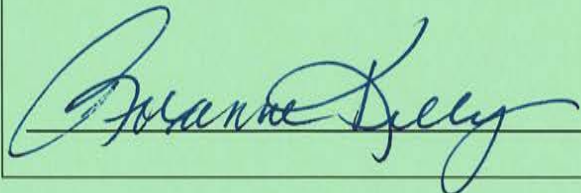
Information Item
 Action Item

Subject: Introduction

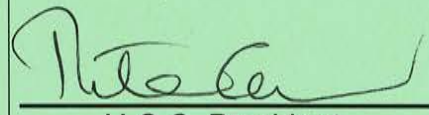
Date: October 14, 2015

Roxanne Kelly will introduce the Open World Delegation from the Ukraine.

Recommendation by:



Approved for Consideration:



U.C.C. President

ADMINISTRATIVE SERVICES

October 2015 Board Report

Rebecca Redell, VP/Chief Financial Officer

- HNS Owner's Construction Team continues to meet bi-weekly
- 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
- Assisting Greg Smith with his transition to Food Services Director
- Continuing to meet with Ford Enrichment Center in regards to budget and funding options

Micque Shoemaker, Bookstore Manager/Budget Administrator

- Book sales have picked up and we are seeing a significant amount of traffic through the store. We expect rush week to be our busiest week yet.
- Training has begun with two work study students and is going well.
- We have received feedback from numerous students that they are happy to see more used books available for purchase. This was a goal for the bookstore, to be able to offer more options to students to keep prices as low as possible.

Greg Smith, Food Services Director

- We are in the process of integrating Loggers Café into the Cafeteria. Establishing boundaries and shared spaces with catering, and getting to know new and familiar faces with the new vendor. (former students and staff coming back working for Loggers)
- New items and pricing are being created for our catering menu to reflect requests and feedback and to reflect current food prices.
- Transferring equipment unused by cafeteria to Ford Childhood Enrichment Center kitchen including mixers, baker's racks, and utensils.
- Catering is presently developing a food menu for SOWI wine tastings to provide more choices and items that will store with longevity.
- Letter we received from a recent Douglas ESD Dinner:

Hi, Greg.

I'm sorry I didn't get to tell you in person... but I wanted to take a moment to tell you that the dinner last night was superb. The food was delicious, the service flawless. Thank you so much for catering for us! - Heidi Larson

Jules DeGiulio, Purchasing Administrator

- Copier Taskforce – Transition to new units is in final phase. All units on site. Staff training @ 80%. Equitrac software implementation to be completed by 10/15. New pricing and invoicing to begin 10/16.
- Food Services/Cafeteria – Local restaurant Loggers Gourmet Pizza was awarded the contract based on the strength of their proposal. The new space will be known as Loggers Café. Successfully opened for business 9/28/15, our first day of Fall Term.
- HNSB - Sourcing and Pricing for HNSB Interior Furnishings is track.

Natalya Brown, Director of Accounting and Finance

- Finance Office is excited to report that fiscal year 2014-2015 has been closed and Comprehensive Annual Financial report is near completion.
- Final audited report is scheduled to be presented to the Board of Directors by Pauly, Rogers and Co., P.C on November 18th, 2015

- Staff has been preparing for the start of fall term classes. Unfortunately student accounts are in the process of replacing a position that has been currently vacated by Rachael Larson and we will be under-staffed at the beginning of the term
- We just received a confirmation from Department of Health and Human Services that our indirect cost proposal has been accepted and will be in effect until 6/30/2018
- Accounts Payable is participating in the initial stage of document imaging implementation.
- Nelnet payment plan software will be undergoing a major platform upgrade
- The College is working with our merchant providers to prepare our credit card terminals to be EMV (smart chip) ready

Dan Yoder, Director of Information Technology

College Network & Systems Administration:

- Nearly all of the 80+ virtual Windows servers have been updated to Windows 2012.
- Moving the campus to MS Office 2013 is in progress with the following locations left to do:
 - Wayne Crouch Hall, Woolley, WTC, and South Umpqua location through the network
 - SBDC – is not on our network so will be a manual process
- Ricoh printer/copier/fax/update – all devices are physically in place with the implementation of Equitrac in progress
- Equitrac – tracks document printing by department allowing appropriate budgets to be charged. The set up for each department is in progress.

Desktop Support:

- 31 Computers have been ordered to update faculty, staff, and teaching stations in Snyder Hall, Science Building, and Wayne Crouch Hall. This work will be accomplished during Fall term.
 - Provided support for numerous staff moves around campus this summer and fall
 - Ordered and Installed grant funded workstation in the Childcare Center.
 - Reviewed and cleaned up desktop workstation network naming convention for computers on and off campus to facilitate remote support.
 - Virtual non-persisting desktop student computer labs –
 - ESB 32 and JH 15 computer labs have been converted to virtual desktops that are centrally managed. They were tested through the summer to find and fix any problems prior to fall term.
 - WCH 11 and 17 computer labs are next on the list to convert to virtual desktops.
 - The college has used nearly every phone number and phone switch port available in the phone system. We are looking at options to better support conference phones and the implementation for the new HNS Building at this time.
 - Updating all Oracle Linux servers to current operating system and patch levels planning
 - Support HR Dept. for Web Time Entry project
 - Support student Advising and Admissions Dept. for Degree Works project
 - Support IR D4A data submission and ad-hoc reporting development
 - Providing support for the annual College financial audit
- Multiple reports currently in progress

Executive Director's Report October 2015

BOARD OF DIRECTORS

Elaine Cheney
President

Steve Feldkamp
Vice President

Jeff Ackerman

Dick Baltus

Vanessa Becker

Neal Brown

Ronnie Bruce

Rita Cavin, Ph.D

Jerald Cochran

Renee Coen

Bob Dannenhoffer, MD

Brent Eichman

Lynn Engle

Steve Feldkamp

Bruce Hanna

Greg Henderson

Scott Henry III

Neil Hummel

Greg Johnson

Tom Keel

Danny Lang

Melony Marsh

Perry Murray

Tom Nelson

Kathleen Nickel

Mo Nichols

Alex Palm

Brian Pargeter

Lee Paterson

Bob Ragon

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 Board will hold its next General Board meeting on December 1, 2015 in the Lang Center at 11:30 a.m..

Foundation Business

The *Charley Williams Demonstration Vineyard* has been graded on the west end of the campus. The 2.36 acre vineyard was authorized by the Board of Trustees on July 13, 2011. Plans are to have the vineyard installed in early spring at which time a public naming event will be held. Charley Williams was the Vineyard Manager for Mondavi Wines in California. He pioneered a grafting technique that transformed vineyard management. When Charley and his wife Dorothy moved to Roseburg he began teaching this technique to local vintners.

A formal request will be submitted to the Board of Trustees in October for renaming *The Library* the *Sue Shaffer Learning Commons & Library*. Sue Shaffer is one of the most distinguished individuals in Douglas County history. Sue gained recognition for the Cow Creek Band of the Umpqua Tribe of Indians in 1982. From 1982-1999 Sue served on the Board of Trustees at Umpqua Community College and was its first Chairwoman. Upon her beloved husband's passing Sue established the *George Shaffer Memorial Veteran's Scholarship Endowment Fund* with the UCC Foundation. Sue has served on the UCC Foundation's Board since 2010.

The Foundation's annual Employee Giving Campaign will kick-off on October 19th and run through November 13th. The committee is in the process of planning fundraising events to be held during the campaign.

Ellen Brown and Honey McNamara will be attending the annual Academic Works Conference in Austin, Texas, October 7-10. Honey will then continue on to attend the annual conference of the National Scholarship Providers Association in Charleston, South Carolina from October 11-15. Funding for these conferences is provided by Title III.

Scholarships

One-hundred thirty-five (135) students submitted complete applications during the last scholarship process that was held in late August. Of those students, 66 were awarded a total of \$109,250. A total of \$322,600 was awarded the first round bringing the grand total to \$431,850 for the 2015-16 academic year.

Grants Business

UCC and the UCC Foundation have received several new grants this summer:

- U.S. Department of Education, TRiO Student Support Services - \$1,349,230
- Walmart Foundation - \$112,000 for an Achieving the Dream program for retail management pathways
- The Ford Family Foundation - \$25,000 for the Ice House for Student Success curriculum faculty training
- City of Roseburg - \$10,000 for the Bonnie J. Ford Health, Nursing, and Science Center
- Cow Creek Foundation - \$5,000 for child care scholarships to student parents
- Dr. John Wm. And Betty Long Unruh Fund of the Oregon Community Foundation - \$1,500 to support the Oregon One Acts (Theater Dept.)
- Betty Gray Early Childhood Development Endowment Fund of OCF - \$4,000 for scholarships for Early Childhood Education students
- Bessie Minor Swift Foundation - \$2,536 for the Pre-K Literacy in Action Program at the Ford Childhood Enrichment Center

National journal article

Susan Taylor published an article in a national journal, the spring/summer issue of *Community College Entrepreneurship*. The article is titled, “Bird-in-Hand: Tapping nearby Resources for Fundraising” and can be found by visiting www.nacce.com.

Partnership events

NC3 - Susan Taylor attended two partner events – the National Coalition for Certification Centers (NC3) Leadership Summit in Kenosha, Wisconsin, and the NC3 board meeting in Lebanon, Oregon. Both events were tremendous opportunities to network with our partners and future partners with NC3, Snap-On, Fiat-Chrysler, Sterrett, and more. Both were great learning opportunities.

ALF - In July, Susan Taylor also started the year-long class with the American Leadership Forum of Oregon. The class consists of 26 remarkable Oregonians, including the CEO of the Oregon Community Foundation, Press Secretary to Governor Brown, several legislators, and corporate executives.

NACCE – In October, Susan Taylor will be presenting two breakout sessions at the National Association of Community Colleges for Entrepreneurship (NACCE) national conference in Houston, TX.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item


Subject: President Search Committee

Date: October 14, 2015

Chair Becker will provide an update on the President Search Committee.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

 X Information Item
 Action Item

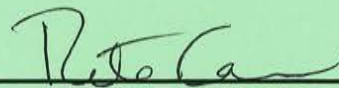
Subject: Board Vacancy

Date: October 14, 2015

Chair Becker will provide an update on the vacant Board position.

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: Oct. 14, 2015

The following policy and administrative procedure revisions are coming to the Board for a second reading:

| Pol. # | Title |
|--------------------|--|
| 205 | Gold Card Policy (Change from Board Policy to Administrative Procedure) |
| 325 AP | Special Admission to College Events (Number change from 325 to 205 and change from Administrative Procedure to Board Policy) |
| 302.4 | Compliance Responsibility (Recommended to delete; redundant to Policy #302) |
| 313.01 & 313.02 | Standards of Conduct, Discipline and Discharge (Revised into one policy) |
| 313.02 AP | Discipline, Discharge, and Due Process (Number change from 313.02AP to 313.01AP, name change, and revision) |
| 313.03 AP | Employment Classifications (Was a policy under review; change to Administrative Procedure) |
| 316 | Annual Contracts (Name change and delete reference to employees covered by collective bargaining agreement) |
| 314 | Grievance and Complaint Procedure (Name change and revision) Grievance Form for use when following Policy 314 |
| 344 | Academic Freedom of Faculty (Recommended to delete; covered by collective bargaining agreement) |
| 345 | Professional Ethics of Faculty (Recommended to delete; covered by collective bargaining agreement) |

Recommendation by:

Approved for Consideration:



U.C.C. President



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO. 205

RELATED TO POLICY NO. 205

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 holders may enroll in a credit course providing space is available. Gold Card holders will pay 50% of the tuition cost and 100% of the fees.

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

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

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 07/15/09 by Board

DATE OF LAST REVIEW:



BOARD POLICY

BOARD POLICY SERIES NUMBER: 325

TITLE: SPECIAL ADMISSION TO COLLEGE EVENTS

A. 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.

B. 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.)

C. It is the policy of the College Board that all "Gold Card" holders (60 years or over) 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):

DATE OF LAST REVIEW: 04/26/11

Policy Revision

POLICY #302.4 Compliance Responsibility

9/9/2015

| Current Policy | Proposed Policy |
|--|----------------------|
| <p>Umpqua Community College will continue its efforts to actively encourage minorities and women to seek employment with the College. The President will assure active support to implement these efforts and will reaffirm each year the College's equal employment opportunity and affirmative action policy. The President will insure that all employees are fully aware of their responsibility to actively support Affirmative Action and will keep the Board of Directors informed of the progress being made.</p> <p>A. The President:</p> <ol style="list-style-type: none"> 1. Assigns the responsibility for implementing this policy and program to Joanne Hayes, Director of Human Resources, who also serves as the College Equal Employment opportunity / Affirmative Action (EEO/AA) officer. 2. Assigns the Personnel Policies/Affirmative Action Committee the responsibility for: <ol style="list-style-type: none"> a) Preparing goals and time-tables for approval as a component of the Umpqua Community College Affirmative Action Program. b) Recommending additional or amended policy statements as needed by the President. c) Helping to identify and resolve problems in administering the policy, including hearing complaints and recommending action. d) Providing recruitment assistance to achieve the goals of the program. <p>B. The EEO/AA Officer for the College is responsible for:</p> <ol style="list-style-type: none"> 1. Recommending and assisting in developing an affirmative action program of equal opportunity by race, sex, and disability. 2. Examining the recruiting, hiring, and promotion policies of the Affirmative Action Program and recommending, with the approval of the Personnel Policies/Affirmative Action Committee, changes to assure the continual effectiveness of the Program. 3. Assisting in identifying problems and in resolving them. 4. Serving as a member of the President's staff to advise management personnel of their responsibilities in this area. 5. Designing and implementing audit and reporting systems that will: <ol style="list-style-type: none"> a) Measure effectiveness of programs. b) Indicate need for remedial action. c) Meet the Affirmative Action Regulations for evaluation and record keeping. 6. Serving as a liaison between the College and enforcement agencies. 7. Keeping the College administration informed of the latest developments in the equal employment opportunity and affirmative action area. 8. Orienting supervisors and employees with regard to state and federal anti-discrimination laws. 9. Assisting in resolving grievances. 10. Updating the Affirmative Action Policy. | <p>Delete</p> |



BOARD POLICY

BOARD POLICY SERIES NUMBER: 313.01

TITLE: STANDARDS OF CONDUCT AND DISCIPLINE

It is UCC's policy to employ individuals who satisfactorily perform their job while adhering to College policies. Supervisors should provide employees with the training and tools necessary to perform their jobs, clearly communicate to employees their job duties, and give employees regular feedback regarding their performance.

We also believe that most employees prefer to work in an environment where the expectations are clear and employees are expected to adhere to them. Therefore, Umpqua Community College has established standards of conduct that all employees are required to observe, as stated in the Standards of Conduct Administrative Procedure No.313.01. The College will issue corrective action or discipline (including oral warnings and counseling, written reprimands, suspensions without pay, demotions, and dismissal) as it deems appropriate for violations of its policies and procedures. However, nothing in this policy or any administrative procedure is intended to modify the requirement of "just cause" for administering discipline under an applicable collective bargaining agreement or individual employment contract.

In all forms of discipline, action should be handled in a timely manner. Employees have the right to utilize due process proceedings prior to disciplinary action, if required by applicable law. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outlined in their CBA.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: 04/13/11 by Board



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 313.02

RELATED TO POLICY NO. 313.01

TITLE: EMPLOYEE DISCIPLINE AND DUE PROCESS

A. Supervisor Responsibilities

When an employee's performance or conduct is unsatisfactory, the supervisor shall apply the following guidelines:

- Discuss the circumstances which indicate a need for corrective action (other than oral warnings or counseling) with the Human Resources Department before initiating any action;
- Utilize progressive discipline according to the Standards of Conduct Administrative Procedure, AP 313.01;
- Take action in a timely manner;
- Administer all employee reprimands confidentially unless disclosure is required by law or an applicable collective bargaining agreement;
- For employees working under a CBA, ensure that any meeting concerning a matter that could reasonably be expected to lead to disciplinary action is performed in the manner described in the CBA; and
- Recognize that nothing in this Administrative Procedure is intended to alter the requirements of just cause and/or due process, if any, under a CBA, individual employment agreement or applicable law.

An employee may be disciplined for failure to meet job performance standards, attendance standards or behavior standards, for misconduct, and/or for failure to follow employment-related policies and procedures.

B. Progressive Discipline

Progressive discipline steps may include the following:

1. Oral Warnings or Employee Counseling

Supervisors should use these informal methods where appropriate to address employee deficiencies. Oral warnings and performance counseling may eliminate the need for further corrective action. Supervisors should make a note documenting the oral warning or counseling and provide the employee with a copy. The original should be retained in the supervisor's records and a copy given to the Human Resources Department for retention in the employee's personnel file.

TITLE: EMPLOYEE DISCIPLINE AND DUE PROCESS (AP 313.02)**2. Written Reprimands**

Employee deficiencies may require a written reprimand. Written reprimands must contain the following:

- A dated statement describing the nature of the deficiency and the expected improvement;
- A course of action and any necessary follow-up;
- The time frame in which improvement must be achieved, if applicable;
- The consequences of failing to make the improvement;
- A section for the signature of the employee acknowledging receipt of the written reprimand; and
- A space for the employee's written response to the reprimand if the employee wishes to respond.

Supervisors must file written warnings and any employee responses with the Human Resources Department so the documents may be placed in the employee's personnel file.

3. Formal Disciplinary Action

When suspension without pay, demotion, disciplinary reassignment or dismissal is deemed necessary, the employee's supervisor or unit administrator will work with the Director of Human Resources to complete a Disciplinary Notice. The notice shall include:

- The deficiency or policy violated;
- A description of the situation with supporting facts, including prior counseling, warnings or disciplinary action for the same or similar actions; and
- The recommended disciplinary action.

If immediate removal of the employee from the College is appropriate, the employee may be placed on administrative leave when the disciplinary notice is given. For employees covered by just cause provisions, the administrative leave shall be paid. Administrative leave status will be noted on the Disciplinary Notice.

The Director of Human Resources will notify the College President and establish a disciplinary file within five (5) business days from receiving the notice. This confidential file will contain all relevant information and documentation regarding the proposed disciplinary action. Disciplinary files may be reviewed by the Director of Human Resources, the supervisor, the disciplined employee, legal counsel, and the College President or his/her designee, or as required by law. Upon request, a single copy of the file contents will be provided to the employee at no charge.

C. Due Process

After receiving a Disciplinary Notice and prior to a final decision regarding any suspension without pay, demotion, disciplinary reassignment or dismissal, an employee has the option of requesting a due process meeting with the President. This request shall be made in writing to the Director of Human Resources within five (5) business days from receiving the Disciplinary Notice. If the employee does not request a due process meeting, the proposed disciplinary action will become final at that time.

TITLE: EMPLOYEE DISCIPLINE AND DUE PROCESS (AP 313.02)

If the employee does request a due process meeting with the President, the Human Resources Director will schedule a date, time, and location. The meeting will be held within

(10) business days from the date of the employee's request, unless the President is not available. If that is the case, then the meeting will be scheduled as soon as the President or his/her designee is available. If the employee is unable to be present at the meeting, the employee may request a rescheduling. The President will consider the employee's request and decide if the meeting should be rescheduled.

The College President, Director of Human Resources, the supervisor or unit administrator recommending the disciplinary action, and the employee shall participate in the due process meeting. The employee may be represented by an advocate or legal counsel. If the employee's legal counsel will be present, the College may also have its legal counsel participate.

The purpose of this meeting is to provide the employee with an opportunity:

- To present his or her side of the story;
- To express any reasons why he or she believes that the proposed disciplinary action, or any disciplinary action, should not occur; and
- For the decision-maker to request clarifying information, if needed.

The Director of Human Resources will arrange for the electronic recording of the meeting.

The President will review the documentation from the meeting and the disciplinary file and determine if there are grounds for discipline and if so, what level of discipline is appropriate. The President will render a written decision on the matter within ten (10) business days after the due process meeting takes place. The President's written decision will include detailed findings and conclusions. Copies will be sent to all parties involved.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 313.03

RELATED TO POLICY NO.

TITLE: EMPLOYMENT CLASSIFICATIONS

The following employment classifications apply at UCC:

A. Represented Employees

See faculty Association Bargaining Agreement, Part-Time Faculty Association Bargaining Agreement and Classified Employee Bargaining Agreement.

B. Administrative Employment

See Board Policy 316 and Administrative Procedure 316.01

C. Exempt/Non-Exempt Status

Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive a minimum wage or overtime pay for hours worked. Exempt employees include supervisory employees and professional employees, in accordance with applicable law.

Non-exempt employees are entitled to receive a minimum wage for all hours worked, as well as overtime pay for all hours worked over 40 hours in a workweek. Non-exempt employees are also entitled to rest periods and meal breaks in accordance with Oregon law.

D. Confidential Employees

Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act, ORS 243.650(6): "Confidential employee means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining."

E. Temporary Employees

Temporary employees in faculty positions are defined in the Faculty Bargaining Agreement, and temporary employees in classified positions are defined in the Classified Association Bargaining Agreement. Temporary employees in administrative positions are those hired for a limited duration or limited purpose, and are not entitled to receive employment benefits unless required by law.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BOARD POLICY SERIES NUMBER: 316

TITLE: ANNUAL CONTRACTS FOR ADMINISTRATIVE EMPLOYEES

Contracts with Administrative Employees shall be in writing and shall state the length of time the contract is in force as well as the salary. These contracts shall not exceed one year in duration, with the exception of the president's contract, the terms of which are determined by the Board.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:



BOARD POLICY

BOARD POLICY SERIES NUMBER: 314

TITLE: GRIEVANCES FOR ADMINISTRATIVE EMPLOYEES

Purpose:

This policy is intended to provide a method for non-represented employees to seek a fair and impartial review of employment-related concerns.

This policy does not apply to represented employees who are covered by the grievance and arbitration procedures in their applicable collective bargaining agreements.

This policy also does not apply to concerns regarding discrimination, harassment or retaliation, or requests for workplace accommodations. In those situations, employees should refer to the College's EEO Policy and Administrative Procedure.

Steps in the Grievance Process:

Step 1 – Supervisor

Employees should discuss their concern with their supervisor as soon as possible. Concerns raised more than five (5) business days after the issue occurs will be considered untimely unless this was beyond the employee's control, and will be addressed at the supervisor's discretion. The supervisor should attempt to resolve the concern as quickly as possible, and provide a written response within five (5) business days. If the grievance concerns a decision or action by the supervisor, the employee may skip this step and proceed to Step 2.

Step 2 – Unit Administrator

If the employee is not satisfied with the supervisor's response at Step 1, or Step 1 has been skipped, the employee may submit a written grievance to his or her Unit Administrator, or the Vice President of the division if there is no Unit Administrator. The grievance will be considered untimely and will be addressed at the Unit Administrator's discretion if raised more than five (5) business days after the supervisor's resolution in Step 2, or five (5) business days after the occurrence if Step 1 was skipped. Grievance forms are available from the Human Resources Office. A written response from the Unit Administrator should be made within five (5) business days after receiving the employee's written grievance. If the grievance concerns a disciplinary action by the Unit Administrator, the employee may skip this step and proceed to Step 3. Otherwise, the response by the Unit Administrator is final.

Step 3 – President

If an employee is not satisfied with a Unit Administrator's response at Step 2 regarding a disciplinary action, or if Step 2 has been skipped, the employee may submit the written

TITLE: GRIEVANCES FOR ADMINISTRATIVE EMPLOYEES (BP 314)

grievance, along with any written response from Step 1 or Step 2, to the President. Grievances submitted to the President more than five (5) business days after the Step 2 decision, or five (5) business days after issuance of the disciplinary action if Step 2 has been skipped, shall be considered untimely and will be addressed solely at the President's discretion. The President should issue a written response within ten (10) business days. The President's decision is final.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW:

Umpqua Community College

Administrative Employee Step 2 Grievance Form

To file a grievance under Step 2 of Board Policy 314, Administrative Employee Grievance and Complaint Process, please complete this document and submit it by hand delivery, fax, or email to the appropriate administrator within the time established in the Policy. Attach a separate sheet if necessary.

1. Name: _____ Work Phone or Email: _____

2. Position: _____ Supervisor: _____

3. Please describe the decision or circumstances causing your complaint or concern, including specific facts. (Attach documentation, if any, of the decision or circumstance.)

4. When was the decision or circumstance causing the complaint? _____
Who made the decision, if known? _____

5. Please explain how you have been harmed by this decision or circumstance:

6. Please describe any prior attempts to resolve the grievance or complaint, and any Step 1 response by the supervisor. Attach any written documentation of a Step 1 response. _____

7. Please describe the remedy or solution you are seeking.

Employee Signature

Date

Received: _____, 2015

By: _____

Policy Revision

POLICY #344 ACADEMIC FREEDOM OF FACULTY

9/9/2015

| Current Policy | Proposed Policy |
|--|----------------------|
| <p>Introduction:</p> <p>Umpqua Community College is deeply committed to the proposition that institutions of higher education are conducted for the common good and not to further the interests of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free expression.</p> <p>Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. It carries with it duties correlative with rights as set forth in the 1940 Statement of Principles on Academic Freedom to which the college hereby subscribes. (The word "faculty" as used in this document includes the investigator who is attached to Umpqua Community College without teaching duties.)</p> <p>Statement:</p> <ol style="list-style-type: none"> 1. The faculty member is entitled to freedom in the classroom in discussing subject matter, but will be careful not to introduce controversial matter which has no relation to the subject. 2. The college faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as citizens, faculty members are free from institutional censorship or discipline, but their special position in the community imposes special obligations. The public may judge Umpqua Community College by the utterances of faculty members. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not an institutional spokesperson. 3. A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the administration of the College. | <p>Delete</p> |

Policy Revision
POLICY #345: PROFESSIONAL ETHICS OF FACULTY
 9/9/2015

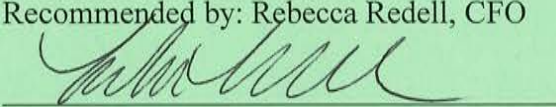
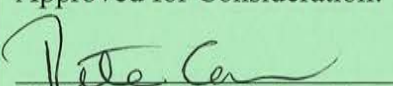
| Current Policy | Proposed Policy |
|---|----------------------|
| <p>Introduction: The Faculty Association has recognized that membership in the academic profession carries with it special responsibilities. It therefore wishes to provide guidance to the faculty members in the exercise of their responsibilities to students, in their utterances as citizens, and in their conduct as employees of Umpqua Community College. The Statement on Professional Ethics that follows, necessarily presented in terms of the ideal, sets forth those general standards assumed by all members of the profession.</p> <p>Statement: The faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests will never seriously hamper or compromise their freedom of inquiry and professional responsibility.</p> <p>As instructors, faculty members encourage the free pursuit of learning in students. They hold the best scholarly standards of their discipline before their students. They demonstrate respect for the student as individuals, and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid the exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.</p> <p>As colleagues, the faculty have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others, and strive to be objective in their professional judgment of colleagues. They acknowledge their academic debts. They accept their share of faculty responsibilities for the governance of the college.</p> <p>As faculty of Umpqua Community College, they seek to be effective teachers and scholars. Instructors, as officers of the College, have the dual responsibility of exercising academic freedom in their search for truth and furthering this concept in the formation and application of the regulations of the college. They will utilize formal procedures to resolve questions of policy. They will determine the amount and character of the work they do outside the College with due regard to their paramount responsibilities within the College. When considering the interruption or termination of their services, they recognize the effects of their decision upon the programs of the College and will give due notice of their intentions.</p> <p>As members of the community, faculty members have the rights and obligations of all citizens. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the College.</p> <p>When speaking or acting as private persons, they avoid creating the impression that they are speaking or acting for the College. As a citizen engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of the academic freedom.</p> | <p>Delete</p> |

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

| | |
|--|----------------|
| Subject: Financial Reports for FY 2015-16 | Date: 10/14/15 |
|--|----------------|

Natalya Brown, Director of Accounting and Finance, will present financial reports for fiscal year 2015-16, ending September 30, 2015.

| | |
|--|---|
| Recommended by: Rebecca Redell, CFO  | Approved for Consideration:  Rita Cavin, U.C.C. President |
|--|---|

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution No. 3, Local Contract
Review Board Declaration of an Emergency

Date: Oct. 14, 2015

Rebecca Redell will present Res. No. 3.

Recommendation by:



Approved for Consideration:



U.C.C. President

BOARD RESOLUTION NO. 3:
DECLARING AN EMERGENCY AND EXEMPTION FROM THE COMPETITIVE
BIDDING REQUIREMENTS FOR
EMERGENCY RESPONSE CONTRACTS

The Board of Education, acting as the College's Local Contract Review Board, finds that an emergency exists and thereby authorizes the College administration to waive competitive bidding procedures within the parameters established within this Resolution.

THE BOARD FINDS:

1. Oregon statutes (ORS 279.010(1)(f) and ORS 279B.080) and the Community College Rules of Procurement (CCR 206) allow Umpqua Community College to enter into public contracts without competitive bidding if an emergency exists. An emergency means circumstances that: 1) could not have been reasonably foreseen; 2) which create a substantial risk of loss, damage or interruption of services, or a substantial threat to property, public health, welfare or safety; and 3) require prompt execution of a contract to remedy the condition.
2. **The events of October 1, 2015 on campus could not have reasonably been foreseen.** The unexpected violent acts of the shooter on October 1, 2015 that resulted in death and injury to students and an instructor and property damage to College facilities were beyond any circumstances that the college could have reasonably anticipated.
3. **This situation has created a substantial risk to interruption of services and a substantial threat to public health, welfare or safety.** The shooting on campus resulted in loss of life, injuries and property damage. Umpqua Community College would face a significant risk of additional injury, loss, damage, interruption of services, and threat to the public health or safety if immediate corrective action to remedy the damage is not taken. The College needs to restore a sense of security to the campus immediately.
4. **The resolution of this emergency requires the prompt execution of contracts.** Use of standard bid procedures to hire contractors to assist Umpqua Community College in remedying the post-incident situation and damage is not feasible, as it would result in unacceptable multi-week delays. Any delay would have an immediate detrimental impact on students, faculty, and members of the Campus community.

Based on the above, the UCC Board of Education, acting as the College's Contract Review Board, does declare an emergency, pursuant to Umpqua Community College policy CCR207. This declaration of emergency authorizes the immediate negotiation and execution of contracts with one or more qualified contractors to assist the Campus in its response to the violent acts of October 1, 2015 and in implementing any strategies

Board Resolution No. 3
October 14, 2015
Page 2

determined to be necessary to address the damage caused directly and indirectly by the campus shooting.

5. An emergency declaration adopted by the College Local Contract Review Board is consistent with the emergency needs of the College. The circumstances presently existing meet those established by Umpqua Community College Policy CCR207 as an emergency.

THEREFORE, BE IT RESOLVED that the Board of Education, acting as the College's Local Contract Review Board, and based on the above findings, hereby declares that an emergency exists and approves the temporary revisions in the Community College Rules of Procurement for Oregon for all contracts required for the College's comprehensive response to the shooting incident of October 1, 2015.

Adopted by the Board of Education acting as the Local Contracting Review Board this 14th day of October, 2015.

ATTEST:

Rita Cavin,
Interim President
Clerk

Vanessa Becker,
Board Chair