

# UMPQUA COMMUNITY COLLEGE

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

## UCC Board of Trustees Goals 2014-15

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

VOL. L, No. 4 BOARD OF TRUSTEES MEETING  
3:00 P.M. Board Room, SEPTEMBER 9, 2015

### AMENDED AGENDA

#### MEMBERS:

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

Sharon Rice \_\_\_\_\_  
Wendy Weikum \_\_\_\_\_  
Joe Yetter \_\_\_\_\_

#### ADMINISTRATION:

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

- |      |                      |                            |
|------|----------------------|----------------------------|
| I.   | CALL TO ORDER        | Chair Becker               |
| II.  | ATTENDANCE           | Chair Becker               |
| III. | PLEDGE OF ALLEGIANCE | Judy Ode, ACEUCC President |
| IV.  | CONSENT AGENDA       | pp 1-8                     |

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.

- |    |                       |              |
|----|-----------------------|--------------|
| V. | CHANGES TO THE AGENDA | Chair Becker |
|----|-----------------------|--------------|

#### VI. CITIZEN COMMENTS

Each citizen wishing to address the Board will, prior to speaking, fill in his or her name and city of residence on the sign-in sheet. At the time specified in the agenda, the citizen will begin by stating his or her name and city of residence. Comments will be limited to three to five minutes per individual, at the discretion of the Board Chair. At the conclusion of public comment, Board members may respond to the comments, may ask staff to review a matter, may ask that a matter be put on a future agenda, or may move directly to the next item on the agenda.

<b>VII.</b>	<b>FOCUS PRESENTATION</b>		
	<b>A. Marketing Program</b>	<b>Martha Joyce &amp; Gary Gray</b>	<b>p 9</b>
<b>VIII.</b>	<b>ASUCC REPORT</b>	<b>Anthony Terra</b>	
<b>IX.</b>	<b>ACEUCC REPORT</b>	<b>Judy Ode</b>	
<b>X.</b>	<b>UCCFA REPORT</b>	<b>Marie Gambill</b>	
<b>XI.</b>	<b>PRESIDENT’S REPORT</b>	<b>Dr. Cavin</b>	<b>pp 10-23</b>
<b>XII.</b>	<b>OCCA REP. REPORT</b>	<b>Dir. Lathrop</b>	
<b>XIII.</b>	<b>STUDENT SUCCESS UPDATE</b>	<b>Joyce Coleman &amp; Caroline Hopkins</b>	<b>p 24</b>
<b>XIV.</b>	<b>OLD BUSINESS</b>		
	<b>A. President Search</b>	<b>Chair Becker</b>	<b>p 25</b>
<b>XV.</b>	<b>NEW BUSINESS</b>		
	<b>A. Board Vacancy</b>	<b>Chair Becker</b>	<b>p 26</b>
	<b>B. Board Retreat Summary</b>	<b>Chair Becker</b>	<b>p 27</b>
	<b>C. Board Self-Evaluation</b>	<b>Chair Becker</b>	<b>p 28</b>
	<b>D. Board of Trustees Goals for 2015-2016</b>	<b>Chair Becker</b>	<b>p 29</b>
	<b>E. Accreditation</b>	<b>Dr. Roxanne Kelly</b>	<b>p 30</b>
	<b>F. Instructional Program Approval</b>	<b>Dr. Roxanne Kelly &amp; Jesse Morrow</b>	<b>p 31</b>
	<b>G. Strategic Plan Report</b>	<b>Xiana Smithhart</b>	<b>p 32</b>
	<b>H. First Reading of Policy Revisions</b>	<b>Dr. Cavin</b>	<b>pp 33-49</b>
	<b>I. Faculty Contract Renewal</b>	<b>Lynn Johnson</b>	<b>p 50</b>
<b>XVI.</b>	<b>BOARD COMMENTS</b>	<b>Chair</b>	
<b>XVII.</b>	<b>ADJOURNMENT</b>	<b>Chair</b>	

**NEXT BOARD MEETING:** Wednesday, October 14, 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: September 9, 2015

Recommendation:

Recommend approval of:

Minutes of College Budget Meeting of July 8, 2015 pp 1-4

Minutes of College Board Meeting of July 29, 2015 pp 5-6

Minutes of College Board Meeting of August 25, 2015 p 7

Personnel Actions p 8

Recommendation by:

\_\_\_\_\_

Approved for Consideration:



\_\_\_\_\_  
U.C.C. President

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
July 8, 2015**

The Umpqua Community College Board of Trustees met Wednesday, July 8, 2015, in the Lang Center at Umpqua Community College, Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:00 p.m. and the pledge of allegiance was given.

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

**Others Present:**

Rita Cavin	Jennifer Roth	Dennis O’Neill	Jessica Richardson	Chris Lake
Robynne Wilgus	Ethan Snyder	Carol McGeehon	Sylvia Metsig	Shelly Prater
Joyce Coleman	Cathy Chapman	Victoria Sawyer	Kristopher Yates	Katie Workman
Micque Shoemaker	Kristi Hurt	Kathy Thomason	Marjan Coester	Lynn Johnson
Leslie Bryant	Donna McGeehon	Danielle Haskett	Joshua Friedlein	Linda K. Vellines
Mary Trzaskowski	Honey McNamara	Mandie Pritchard	Marcie Russell	Rachael Larson
Gloria Walkemeyer	Ellen Brown	Michelle Bergmann	Aria Blackwood	Natalya Brown
Louis Lathrop	Susan Taylor	Cynthia Horkey	David Farrington	Lee Salter

**Oath of Office**

Judge George Ambrosini was welcomed and introduced. He administered the oath of office to Doris Lathrop.

**Organization**

The Board held their election of officers for the FY 2015-2016.

**Chair of the Board:** Dir. Weikum nominated Chair Becker, seconded by Dir. Rice and a unanimous vote was cast.

**Vice Chair:** Dir. Yetter declined the nomination by Dir. Rice. Dir. Lathrop nominated Dir. Bell, seconded by Dir. Yetter; Dir. Weikum nominated Dir. Tamm, seconded by Dir. Rice. Written ballots were cast and Dir. Tamm was chosen for the Vice Chair position.

**OCCA Board Representative:** Dir. Bell declined the nomination by Dir. Rice. Dir. Bell nominated Dir. Lathrop, seconded by Dir. Yetter and a unanimous vote was cast.

**Consent Agenda**

- A. Minutes of College Budget Meeting of May 20, 2015
- B. Minutes of College Board Meeting of June 9, 2015
- C. Minutes of College Board Meeting of June 10, 2015
- D. Minutes of College Board Meeting of June 15, 2015
- E. Personnel Actions

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

### **Citizen Comments**

Leslie Bryant introduced herself as speaking on behalf of the Classified employees regarding recent decisions made by the Board. Her comments are attached to the permanent minutes. Rachael Larson stated her desire to echo Ms. Bryant's comments. She also expressed concern about the college is now faced with paying the salaries for two presidents, has difficulty in retaining good employees because of lower salaries, and even further budget cuts will be necessary since there was no administrator reduction in force. Charlie VanSickle expressed concern about the budget, the reduction of security, and the recent retirements of two cafeteria employees. Rod Cotton and Jean Melo presented a statement on behalf of local neighbors; the statement was read by Ms. Melo and is attached to the permanent minutes. Responding to Dir. Rice's inquiry, Dr. Cavin noted the intention of reviewing Budget Committee recommendations for options to fill the budget gap.

### **ASUCC Report**

ASUCC President Anthony Terra provided an update on student leadership team positions and introduced members in attendance. ASUCC has been distributing replenished backpacks, bus passes, and food boxes.

### **ACEUCC Report**

Victoria Sawyer presented the ACEUCC report on behalf of Judy Ode, ACEUCC President. The report is attached to the permanent minutes.

**UCCFA Report** – there was no report.

### **President's Report**

Dr. Cavin thanked the Board for bringing her back and indicated it is a pleasure to be at UCC. The community has been very welcoming and supportive to her. She appreciated Judge Ambrosini taking time from his busy day to administer the oath of office to Dir. Lathrop. Dr. Cavin also appreciated Elin Miller's helpfulness during the transition. She encouraged the college to move forward as quickly as possible in finding a permanent candidate for president. Topics were identified for the Board Retreat in August. Vice President of Student Services Joyce Coleman provided an update on four UCC students who were recently involved in a non-college trip accident. Dr. Cavin said this is a very sad tragedy to our students and even though it wasn't a college activity we do care about them and want to take good care of them as they re-enter the UCC community. Dr. Cavin reviewed and summarized a draft of her goals that was recently sent to the Board and said she is open to other areas of concern.

### **OCCA Report**

Dir. Bell shared that community college state funding for the biennium is \$550 million and this is a big victory for OCCA. The OEIB has been completely changed: they no longer have a board, achievement compacts are no longer required, and HECC does not report to them. They will continue to be a

clearinghouse for educational ideas, but no longer have investment capabilities. Dir. Bell explained that transitional support is needed to bridge the gap from high school to college/university. CCWD is talking about the relationship between high schools and community colleges. Free tuition will begin at Oregon community colleges in 2017. OCCA's lobbying efforts resulted in a 20% funding designation to create enhancements for wrap-around student services. More state funding is needed for community colleges in order to achieve the goals that have been mandated by the legislature.

#### **Student Success Update**

Caroline Hopkins, TOP Director presented how the TRiO/SSS TOP program coincides with the 25 Best Practices and the Achieving the Dream initiatives.

#### **OLD BUSINESS**

Dennis O'Neill, Executive Director of the UCC Foundation, provided a review of the past year when the Foundation requested the Board's authorization to do a capital campaign and subsequently raising \$5.7 million. Naming opportunities are encouragements for community members to participate in a capital campaign. Mr. O'Neill presented 18 naming opportunities for the Board's approval; six of them are honorary or memorial gifts. The list of naming opportunities is attached to the permanent minutes. Dr. Cavin thanked Mr. O'Neill for all of his work with the community. Dir. Yetter appreciated the incredible hard work that was put forth in this effort.

**Motion:**           **I move to approve the Naming Opportunities as presented. Motion by Dir. Yetter, seconded by Dir. Weikum and carried unanimously.**

#### **NEW BUSINESS**

##### **Resolution No. 1 – Establishing Clerk of the Board**

Natalya Brown, Director of Accounting and Finance, presented the request for Board approval to designate Dr. Rita Cavin as the Clerk of the Board for the 2015-2016 fiscal year.

**Motion:**           **I move to approve Resolution No. 1, Establishing Clerk of the Board as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.**

##### **Resolution No. 2 – Approval to Spend Funds**

Ms. Brown presented the resolution to increase appropriations in the Special Revenue Fund – Grants and Contracts. Martha Joyce was awarded \$112,000.00 from Achieving the Dream for building stronger pathways to retail careers.

**Motion:**           **I move to approve Resolution No. 2, Approval to Spend Funds of \$112,000 as presented. Motion by Dir. Weikum, seconded by Dir. Yetter and carried unanimously.**

Lynn Johnson, Director of Human Resources, requested Board approval of early retirement requests from two staff members. Dana Fotheringham, Custodian, is retiring effective June 30, 2015, from PERS, and is requesting continued employment to December 31, 2015. This is in accordance with the ACEUCC collective bargaining agreement, Article XV, Employee Benefits, Section F, Early Retirement. Dana's benefits as a retiree will be effective January 1, 2016. Dana has worked more than 20 years full service

College Board Minutes  
July 8, 2015

for UCC beginning in February 1995 and was originally hired as a part-time employee in August 1994. Sue Archer, Transfer Opportunity Program Assistant, plans to retire December 31, 2015. Sue is requesting early retirement as specified in the ACEUCC collective bargaining agreement, Article XV, Paragraph F.2.a. Sue plans to retire from PERS on December 31, 20215, and is requesting employment as a part-time or contracted employee for the Transfer Opportunity Program as needed to meet Federal deadlines, which is also addressed in the CBA. Sue has worked 15 plus years as a full-time employee and part-time beginning November 1998.

**Motion:**        **I move to approve the early retirement requests of Dana Fotheringham and Sue Archer as presented. Motion by Dir. Rice, seconded by Dir. Lathrop and carried unanimously.**

**Board Comments**

Chair Becker made the following comments:

- Those who addressed the Board at the beginning of the meeting were thanked for their participation. She said the Board listens to the comments and takes them into consideration during their thought processes.
- Dr. Cavin and Dir. Lathrop were welcomed.
- A special sub-committee will be appointed to identify a firm to assist with the president search. Directors Weikum, Bell, and Tamm were appointed. A special meeting will be held to approve a contract.
- Please send our thoughts to the students and families affected by the car accident and keep the Board informed.

Meeting adjourned at 4:12 pm.

Respectfully submitted,

Approved,

Rita Cavin  
Clerk of the Board

Vanessa Becker  
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Statements by L. Bryant and J. Melo  
ACEUCC Report  
B. Ford HNS Center Naming Opportunities  
Resolutions #1 and #2  
Retirement Letters: D. Fotheringham and S. Archer

**Umpqua Community College  
Board Minutes  
July 29, 2015**

The Umpqua Community College Board of Trustees met on Wednesday, July 29, 2015, in the Board Room of the UCC Welcome Center, Roseburg, Oregon. Board Vice-Chair Yetter called the meeting to order at 3:05 p.m. and the pledge of allegiance was given.

**Directors Present:** Vanessa Becker (via phone), Bob Bell, Doris Lathrop, Sharon Rice, Wendy Weikum and Joe Yetter.

**Director Absent:** Betty Tamm

**Others Present:**

Rita Cavin	Victoria Sawyer	Jesse Morrow	Jessica Richardson
Lisa Fields	Carol McGeehon	Joyce Coleman	Michael Lewis
Roxanne Kelly	Jennifer Roth	Diana Kelly	
Jason Aase	Rebecca Redell	David Farrington	
Leslie Bryant	Lee Salter	Cathy Chapman	

There were no changes to the agenda.

**NEW BUSINESS**

Dir. Bell shared how the Board of Trustees sub-committee reviewed and gathered information from two entities desiring to provide presidential search services to the college. He compared services and costs of each proposal; there was a discussion of costs the college can control. It was thought that ACCT would provide a more national focused search and Gold Hill is more regionally focused. Dr. Preston Pulliams, from Gold Hill, is a former president from Portland Community College; he has a lot information about who is qualified and might be available from this area. The subcommittee also considered the option of the Board doing the search on their own and did not see it as a viable option. The sub-committee's final recommendation for a president search consultant is Gold Hill Associates with a contract proposal of \$35,000.

Dr. Rita Cavin, Interim President, followed-up by clarifying the company is there to receive and gather all contacts and receive all the telephone calls for the position. Dr. Pulliams will move quickly and follow the direction he is told. We have seen the history of Gold Hill's hires at other colleges.

**Motion:** I move to approve the contract for Gold Hill Associates as the president search consultant. Motion made by Chair Becker, seconded by Dir. Rice and carried unanimously.



#### Board Comments

- Dir. Rice said Dir. Weikum is wonderful in “Kiss Me Kate” and encouraged attendance at the play.
- Dir. Weikum shared a new email address; she was having difficulty receiving emails at the prior address.
- Dr. Cavin will notify ACCT of the college’s decision on the search consultant. Chair Becker will contact Dr. Pulliams with Gold Hill in that regard.
- Dir. Bell invited Lee Salter to talk about the groundbreaking ceremony for the Observatory. Ms. Salter invited everyone to attend the event at 4:30 p.m.

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Approved,

Rita Cavin  
Clerk of the Board

Dr. Joe Yetter  
Vice-Chair of the Board

Recorded by Lisa Fields

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
August 25, 2015**

The Umpqua Community College Board of Trustees met Wednesday, August 25, 2015, in the Lang 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

There were no changes to the agenda.

**NEW BUSINESS**

Lynn Johnson, Director of Human Resources, requested the Board's ratification of the ACEUCC Collective Bargaining Agreement which is effective from July 1, 2015, through June 30, 2017. Each Trustee was given a copy of the contract along with a listing of notable changes to the contract. The list of changes is attached to the permanent minutes. Upon questioning, Ms. Johnson indicated the college's contribution towards insurance benefits increased \$10 from \$1,170 to \$1,180. She also indicated the college is affected by the Affordable Care Act and uses best practices, tools, and resources provided by the OCCA and a human resources group.

**Motion:** **I move for approval of the ACEUCC Collective Bargaining Agreement, as presented, to be effective from July 1, 2015 through June 30, 2015. Motion by Dir. Tamm, seconded by Dir. Rice and carried unanimously.**

Chair Becker thanked the bargaining group for the hard work.

**Board Comments**

- Dir. Tamm thanked everyone who put effort into the morning's retreat; she realized it took a lot of coordination. She also thanked Dr. Cavin.
- Dir. Weikum highlighted an upcoming fundraiser on Sept. 26 for South Umpqua School District in which her daughter and son-in-law will be providing entertainment.
- The next Board meeting is Sept. 9.

Meeting adjourned at 3:08 p.m.

Respectfully submitted,

Approved,

Rita Cavin  
Clerk of the Board

Vanessa Becker  
Chair of the Board

Recorded by Robynne Wilgus

Attached to Permanent Minutes: ACEUCC CBA Changes for FY2015-2017



*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: September 9, 2015

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

**Administrative/Confidential-Exempt Contracts:**

Joel Mann – Associate Director of the Southern Oregon Wine Institute/Enology Instructor, 09/08/2015

**Faculty Contract:**

Mitchell Cugley, Automotive Instructor, 09/15/2015  
Anita Roberts, Nursing Instructor, 09/15/2015  
Duane Thompson, Welding Instructor, 09/15/2015

**Separations:**

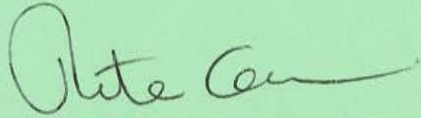
Anya Petersen-Frey, SBDC Director, 07/24/2015 – Resignation  
Ethan Snyder, Learning Skills Director, 08/03/2015 - Resignation  
Chris Grant, Counselor, 08/31/2015 - Resignation

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Focus Presentation: Marketing Program	Date: Sept. 9, 2015
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Martha Joyce and Gary Gray will present information regarding UCC's Marketing Program.


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

X  Information Item  
 \_\_\_\_\_ Action Item

Subject: Reports	Date: September 9, 2015
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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
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## **Board Report Instructional Services September 2015**

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

- The accreditation self-study document has been completed, bound and ready for distribution. NWCCU has notified us that we will host an 8 member visiting team October 19 – 21. A big thank you to Ali Mageehon, Martha Joyce, Jill Michell and the entire accreditation committee for their hard work and dedication to this process.
- Participating in the Bonnie Ford Allied Health and Science Center planning meetings. Collaborating with Larry and the construction team as the college moves forward with the construction of the building.
- Faculty and classified bargaining has concluded
- In-service Planning Committee has put together a great in-service schedule for all staff and faculty. It will be good to have everyone on campus again.
- Instruction has hired two part time administrators who started during the summer: Debbie Caterson Interim Director of SBDC will be supervising activities at the SBDC/UBC until a new director can be hired; and Corrie Sommerfeld Educational Partnerships Coordinator, will be working on dual credit, EOP and the Perkins reserve grant.

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

- Participating in STEM/STEAM related events and meetings; new grant for 2015-16.
- Participating in the Allied Health and Science Center planning meetings
- Working with Accreditation Task Force to prepare for the visit this fall
- Preparing for the 2015 Open World visit on October 9-17.
- Participated in bargaining with Associations
- Attended summer CIA meeting in Astoria; will serve as the CIA representative for the OCCDLA Emergent Technology Workgroup.

### **Science**

- Groundbreaking took place for the new UCC Observatory next to the track. Construction is moving along nicely. It will be completed by end of September.

### **Fine & Performing Arts**

- Haley Stammen has been hired as a 19-hour/week administrative secretary for the FPA department for the 2015-16 year.

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

#### **Educational Partnerships**

- Corrie Sommerfeld joined the Educational Partnerships team in mid-August as the new Educational Partnerships Coordinator.
- Educational Partnerships Specialist Kristi Hurt attended the CTE Summer Network Meeting at Lane Community College.
- All proposed Umpqua Perkins projects were approved by the state for the 2015-2016 school year. UCC co-submitted the grant this year jointly with the Douglas Educational Service District in preparation for the expected shift to a shared county-wide Perkins grant in 2016.

- Technical Skill Assessment (TSA) scores were submitted for all Perkins CTE programs.
- The Educational Partnerships team delivered new school year packets to every dual credit teacher in every school in the county.
- The Educational Partnerships team, along with Jesse Morrow, Jason Aase, and John Blakely met with Roseburg High School Principal Jill Weber and CTE lead Sheri Carson to discuss the possibility of re-opening the automotive program at RHS.
- Several new dual credit teachers have been approved in Business Agriculture, Welding, and Science.
- Educational Partnerships Specialist Kristi Hurt and Enrollment Specialist LaVera Noland registered RHS students for UCC classes as part of RHS' annual registration days.

#### UCCOnline

- UCC said goodbye to the ANGEL learning management system on August 31st. All courses have been migrated to Canvas.
- IT's Kathy Thomason worked with UCCOnline to close and extract data from servers that have been hosting ANGEL since its inception on campus.
- UCCOnline and Accessibility Services are in the final stages of development of training for UCC faculty and staff on accessibility. The training will be delivered to campus in multiple modalities over the course of fall term.
- UCCOnline provided an orientation to online learning for TOP students.

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

- Attended Annual Oregon Career and Technical Conference on August 5th & 6th at Lane Community College.
- Accepted position to serve on Southwestern Oregon Workforce Investment Board for a three year term. Attended Orientation in July and monthly meeting in August, both were held in Coos Bay.
- Met with staff at Roseburg and South Umpqua High schools to discuss dual credit CTE courses.
- Attended Wolf Creek Job Corps Open House & Graduation
- Continuing to work with Health, Nursing and Science Center committee

#### Apprenticeship:

- Inside Electrical interviews in June produced 8 eligible apprentices; 7 have been hired. Application is open again with interviews scheduled for September.
- Industrial Maintenance program is submitting proposed fabricator/welder standard at state council in September. Two new training agents are planning to hire apprentices under this trade/standard, and also high level of interest from current training agents.
- The apprenticeship program is growing; current number is just short of 100 students!

#### Community & Workforce Training:

- The department hosted 7 weeks of day camp on campus for elementary through early high school age groups. Camp themes focused on technology, science, adventure, culture and performing arts. Enrollment increased from 272 in 2014 to 356 in 2015.
- The Director is participating on the statewide implementation task force for the recently approved Community College Non-credit Training Certificate. A UCC workgroup is being put together to set up the internal process for approving and transcription of qualifying short-term training classes.

- Registration is currently underway for the 33rd annual Conference on Extraordinary Living event. This annual event will take place on campus Friday, September 11th and features exhibitors, keynote speaker and workshop choices. Geared toward residents 50 years and older, workshops will focus on health, legal matters, lifestyle technology, and finance.

#### Fire Science:

- Fire Science has stayed busy throughout the summer with initial Wildland Firefighter and annual refresher training.
- The Fireblast trailer is currently at the City of Sutherlin Fire Department.
- High school fire science classes begin soon. We have confirmed classes at Douglas, South Umpqua and Sutherlin high schools and Glide High School is looking for students to fill an Elementary Fire Science Class at that location.

#### Carol McGeehon, Library Director:

- We are beginning the Learning Commons project. The first step is moving the library book collection from the east side of the building to the west side.
- The library will be closed on September 14<sup>th</sup> for a library staff training day.
- Jennifer Lantrip, our reference librarian, attended the American Library Association annual conference in San Francisco in June.

#### Chris Lake, Director of Southern Oregon Wine Institute:

- Joel Mann joined UCC on September 8th and will be in charge of wine production and sales. Joel has an MBA in Marketing and General Management from University of Arizona and a Master's in Viticulture and Enology from UC Davis. He has winemaking experience in Portugal, Australia, Georgia, and Napa Valley. Joel is moving to Roseburg from Phoenix, Arizona so please give him a warm welcome and help him find his way around his new community.
- The wine incubator has one new client and we anticipate processing 40 tons of fruit for this client. In preparation for this harvest, equipment is being prepared for service. The wine press has been commission by the manufacturer and is, in fact, the only one of its kind in North America. It has a unique capacity to recycle inert gas that is used to protect the fruit in the press from oxidation. Harvest this season will begin in early September, about 14-20 days earlier than normal.
- Fall enrollment is on track to be about the same as last year. With the announcement of the hiring of Joel Mann, we hope to generate renewed interest in the program.



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

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

- Participated in an Achieving the Dream conference call with the Rural Oregon Consortium on July 1<sup>st</sup>
- Met with Jill Weber, Roseburg High School new Principal on July 7; Camas Valley Superintendent and High School Principal Patrick Lee on July 13; John Lahley, North Douglas Superintendent on Thursday, July 30<sup>th</sup>; Jan Zarate, Yoncalla Superintendent and Brian Berry, Yoncalla H.S. Principal on August 20 to discuss 2015-2016 shared goals and past roadblocks.
- We welcome our newest Academic Advisor- Justin Lott to the team. Justin is a Treasure Valley Community College graduate and has a master's degree in management and leadership from Liberty University; he has been the assistant men's basketball coach since November 2014.
- Met with Community Health Alliance staff twice to discuss county and campus mental health needs and avenues to provide services to students.
- Co-facilitated second Safe Space training on July 16<sup>th</sup> with 17 faculty, staff, and students in attendance. Additional Safe Space trainings scheduled for the month of October, November and December.
- Establishing a Career Resource Center to support current students in discovering their education goals and current students and alumni in their job-seeking efforts.
- July 18<sup>th</sup> several students, staff and faculty participated in a benefit car wash for the UCC students who were in a car accident earlier this term. The car wash brought in over \$700.00.
- Met with Carrie Davis from Yoncalla Gear Up to discuss collaboration and student success.
- Friday, July 24<sup>th</sup> met with Tammy Hunt at Cow Creek Tribal Services to discuss and develop structures to support Native American students.
- Student Services has undergone some reorganization with the Academic Advisors reporting to the Vice President of Student Services. We are working on setting goals and reorganizing student advising.
- Implementation of the Online Student Orientation scheduled to launch on September 1 along with a campus virtual tour and pre-orientation video. Dr. Cynthia Horkey, Title III and several others have been instrumental in making this a fast reality! Moving online relieves the advisors of this responsibility, and they are now able to invest more time in advising and building relationships with the students they serve.
- Attended Achieving the Dream Conference in Oregon City August 5<sup>th</sup> and 6<sup>th</sup>
- August 12<sup>th</sup> I attended a Gear-Up Student Leadership and Growth Mindset workshop at Oregon State University.
- Facilitated Advisors' Retreat on August 26.
- Now a member of the Oregon Campus Compact Board of Directors.
- Facilitated four Intercultural Developmental Inventory one-on-ones.
- Met with Intercultural Developmental Inventory Qualified Administrators to develop skills and begin developing the Professional Development Equity Series scheduled for October 2015.

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

For the second year, I had the opportunity to coordinate the Oregon Community College Student Leadership and Activities Conference. Over 100 student leaders representing 15 community college campuses participated in this year's conference, held at Menucha Retreat Center in early September.

### Student Leadership

- ASUCC student leadership officers participated in weekly leadership training beginning July 1 and wrapping up at the end of August. We've taken advantage of our ETC/On-line learning space to video conference in one officer, who has been in LA recovering from an automobile accident. We've been utilizing the Magna Publications Certified Student Leader videos and materials and they have been a great addition to summer training.
- Phi Theta Kappa provided concessions for the Oregon Music Theater Festival performances. The students were able to raise just over \$500 for their organization.

### Information Desk

At the end of July we began tracking phone calls and walk in traffic, to gain a better sense of traffic and patterns. For the first week, we logged 373 phone calls and in-person contacts.

### Student Ambassadors

The Ambassadors hosted UCC's first ever summer term blood drive. The Red Cross was very pleased that we were able to collect 20 pints of blood.

### UCC Scholars

- Our new UCC Scholars cohort, comprised of 68 students from thirteen high schools will begin their academic year with a Boot Camp experience. The full day of activities include getting familiar with campus services and systems and mini classroom experiences based in college success skills and strategies. We are grateful to all the staff and student volunteers who are helping to make the three Boot Camp sessions engaging and meaningful.
- Sixty of the 89 Scholars from the 2014-2015 cohort will be returning to UCC for their final year in the program.

### Veterans Student Center

- Throughout most of summer, we assisted the HD107 class with "Operation Not Forgotten," a class service project to recognize and honor local veterans/veterans students and their families. The class did an amazing job organizing and implementing the event.
- Diana Kelly and Justin Lott attended the August 18 "Mental Health Summit" for veterans, hosted in the Danny Lang Center. The purpose of the summit was to bring together key stakeholders in the community with the goal of enhancing access to mental health services and addressing the mental healthcare needs of Veterans and their families residing in Coos, Curry and Douglas counties. We made some excellent connections and lasting resources for the Veteran Center.

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

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

Activities related to meeting grant objectives:

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

- All TRiO SSS staff went over participant final grades and tracked those in need of additional supports and those who met their academic goals. Plans for supporting and congratulating them were made.

- Took students on a hike up the N. Umpqua River to visit two waterfalls – a new experience for many.
- The federal government announced that UCC's SSS grant will be renewed for the 2015-2020 cycle!!
- The entire TRiO SSS staff completed an Intercultural Development Inventory and has begun working on their professional development plans to increase their cultural competency skills which lead to supporting the inclusion of all students.
- Two TRiO SSS staff members participated in Safe Space training to increase their cultural competency skill set.
- The Director of TRiO SSS met with Phoenix High School to discuss college partnership support for SSS eligible Phoenix middle college students.
- Seven SSS participants went to Tenmile Cemetery for a volunteer clean-up day. The cemetery is volunteer run.
- SSS staff have begun enrolling new participants for the 2015/16 academic year.

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

- Summer term funded by the federal CCAMPIS grant has not slowed things down at the Ford Childhood Enrichment Center. We continue to accept registrations for fall term child care and have an active curriculum going on as well. Two of our three classrooms are at full capacity for fall term, and we anticipate our infant/Toddler class will fill up as well.
- The Director and Lead teachers are working on preparing portfolios to present to the National Association of the Education of Young Children (NAEYC). Successful completion of NAEYC certification will help support future grant funds for the Center.
- The children continue to explore the campus this summer with walks to main campus, the Lang Center, science labs, Jacoby Auditorium and the Whipple Fine Arts Center. Our youngest students are always greeted with smiles and are encouraged to explore and learn. We are very excited to be offering swimming lessons for the first time to our Treehouse friends. According to the *U.S. Centers for Disease Control and Prevention (CDC)*, drowning is the number one cause of accidental death for infants and young children between the ages of 1-4. Of all preschoolers who drown, 70 percent are in the care of one or both parents at the time of the drowning and 75 percent are missing from sight for five minutes or less. Children enrolled in swimming lessons learn safety rules, how to tread water, float and stay by the shore.
- The Child and Adult Care Food Program (CACFP) we are involved in with USDA supports healthy nutrition and reimburses us for food costs. We must prove every year that we purchase more food, supplies and wages than the amount of our reimbursements. For the 2014-15 year the remaining balance is \$1656.22. Each year the USDA fund must be cleared. Reviewing the remaining balances from the past three years shows that for the 2012-13 year our remaining USDA balance was \$7700.00 and \$6156.00 for the 2013-14 year. It is encouraging to report that the remaining balance for the 2014-15 year of \$1656.22 is very small in comparison.



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

### **Financial Aid Applications**

2597 - Total applications to date for 2015-16

### **Financial Aid Awards**

Disbursements for the 2015-16 award year through 08/18/2015 total over \$502 thousand to 894 students in Grants, Loans and Federal Work-Study. This does not include outside sources such as Veteran's benefits or Umpqua Training & Employment.

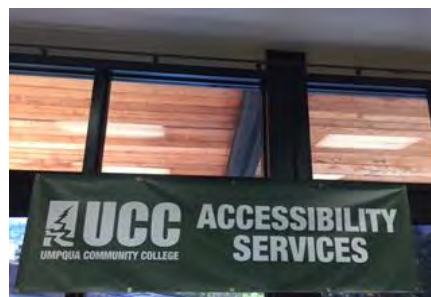
- 894 students have be packaged and offered financial aid awards for the 15/16 aid year. There are currently 53 students on the list to be verified.
- Our office had the pleasure of providing Dr. Rita Cavin with a tour of our area and processes. We were very grateful for her time and interest.
- The Financial Aid Office staff has made some recent changes to our work area to increase student privacy, which is a big issue to our students. We have made modifications will assist our students to feel comfortable when discussing issues regarding their financial aid.
- Office staff met with the new 15/16 Student Government Ambassadors for a training session regarding areas of financial aid that they will be assisting UCC students with. It has been extremely helpful to have these student providing assistance to their fellow students in need of additional help with Financial Aid.
- Federal Work Study placement for Fall term students begins 08/18/15, so students who will begin attending Fall term will now be able to begin the job placement process.
- Brian Proctor is currently serving as part of the In-Service committee and has played an active role in the upcoming September activities.

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

- Americans with Disabilities Act Celebrates 25th Anniversary



- The summer months have consisted of Accessibility Services receiving their mobility cart paid for with Student development funding, a large banner and access team t-shirts in preparation for fall term. In July, the access team serviced seventy-four students in the Student Center with advising, accommodations and assistive technology. Thirty-one students registered for summer accommodations.



### **High School Connections/Recruitment Specialist, Kira Oerman**

- Throughout the summer, I have been working on a new outreach program (to be implemented this fall term) called, *The Student 2 Student (S2S) Program*. The outreach program will consist of 16 trained mentors who will return to their former high schools and facilitate interactive workshops focused on encouraging students to plan for their future. The workshops will cover such topics as: The Value of College, The Application Process, Financial Aid, and Money Management.
- I have been reaching out to local agencies within Douglas County in an attempt to see what type of recruitment/presentation opportunities might exist within each agency. I have contacted approximately 25 different people within 20 agencies throughout Douglas County; I am hoping to continue to increase recruitment efforts by developing these relationships.
- I presented to an ESL class on 7/23 and hope to continue to visit ESL classes throughout the 2015/2016 academic year.
- I have been doing research for a “College Conversations” series that will take place at local high schools. The objective of this project is to create a “college-going” culture by facilitating presentations with students and parents at high schools throughout Douglas County.

Other notes include:

- I worked at the UCC Fair Booth on August 6<sup>th</sup> and 7<sup>th</sup>
- I have given one campus tour to a group of five individuals
- I presented to a GED class in Tri-City on 8/12. There were four students present and we talked about the value of college, UCC programs, etc.
- Southern Oregon Regional Brokerage (SORB) will be visiting UCC on 8/25 and will be going on a campus tour.

Prospective student data (as of 8/17):

- 17 phone calls from prospective students wondering about the process to become a student at UCC/general questions about UCC
- 9 emails from prospective students
- 6 1:1 meetings with students interested in coming to UCC
- 2 information packets sent out

### **Testing Services Coordinator, Roger Sanchez**

- The Testing Coordinator has administered various university-proctored tests.
- The Testing Center has administered 125 COMPASS Placement test; administered 60 GED Test (PearsonVue); administered various other tests with PearsonVue, --ODA, DSST, ASE, Metro Institute, Building Codes and Millwright w/ Apprentice program.
- The Testing Coordinator facilitated a free COMPASS Math Refresher on Saturday, Aug 15 2015. There were ten individuals in attendance. The session was taught by Math faculty, Mike Matteo. This is the first of several four-hour monthly opportunities for prospective students to prepare for the COMPASS.
- Roger Sanchez is working on the Pre-Student Orientation and Campus-walk through video.
- The Testing Coordinator participated in webinar by INSIDE HIGHER ED: *A World without Placement Tests*. (ACT COMPASS Placement will be discontinued effective December 2016)

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

- Cathy Chapman has joined the Enrollment Services team at the Welcome Center counter; she replaces Mandy Waardenburg who moved out of the area;
- Staffing has been reduced by two positions this summer; so, we are working on additional cross training.
- The summer term is coming to an end soon; so, we are beginning to turn our attention the fall which is right around the corner. Fall applications for admissions are up over last year;
- We've been assisting with the documentation for Online-Orientation as the face-to-face orientation gets phased out;
- We recently successfully completed our first graduation evaluation using the new Degree Works software. The student responded to us the next day with questions that we were able to address quickly because of the process;
- Amanda Shirley just completed the UCC Leadership program and Leanna Chapman prepares to be our next year's representative in the program. To date we have had a total of five of our staff complete the program.

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

#### **Educational Talent Search:**

- Although the ETS staff have the summers off, there has been some transition in the staffing make-up. We will be rehiring a FT advisor, as well as temporary FT advisor (using carryover funds plus the PT position already in place).
- We are heading into the fifth year of the grant cycle, which means it is time to rewrite the grant. Currently, the deadline is December or January, but we have yet to hear of any changes from Department of Education. Until that time, we are moving forward on changes based on best practices.

#### **Upward Bound:**

- The Upward Bound Summer Academy concluded with the End-of-Year Banquet on Tuesday, July 28. Around 100 students and parents attended this event at the Winston Community Center.
- The final trip of the year was July 22-24, and it was a great success. Students concluded their "soaring" theme with a visit to the Evergreen Aviation and Space Museum in McMinnville, trips to OMSI and the Oregon Zoo, and visits to WOU, PSU and Willamette.

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

- Completed the ATD Taskforce for Financial Aid and co-presented the information to the Committee.
- Title III Steering Committee meetings were held on June 9<sup>th</sup> and July 7<sup>th</sup>.
- Continue support for the Peer Mentor program by attending interviews for new mentors for the 2015-2016 year.
- Working with the Learning Commons group to ensure progress towards a proposed project plan.
- The student tracking and early alert system, AdvisorTrac, has been purchased by Title III and the Project Director is working with IT for implementation of this new software with a proposed start-up date to coincide with the fall term.
- A newly created Online Orientation is being sponsored by Title III and the Director has been managing the outsourcing and timely implementation of this important resource.
- Attended the three day training from Ellucian for the Student Educational Planner, an additional module add-on of Degree Works.
- Worked with the grant sponsored Lab Coordinator to prepare lab usage data for presentation..

- The Project Director is working on the creation of an Online Orientation to start on September 1<sup>st</sup>. This affects student service processes, which are being streamlined to work with the new orientation.
- The quarterly budget for April, May, and June was completed.
- Title III Steering Committee meeting was held on August 10<sup>th</sup>. Lab usage data was presented to the Committee.
- The Project Director has collaborated with the Testing Coordinator to sponsor the 4-Hour COMPASS Refresher workshops being held in August and September.
- The IT department and the Project Director continue making progress toward implementation of the new student tracking and early alert system, AdvisorTrac.

**Athletic Director, Cheryl Yoder**

- All Camps concluded Aug. 1<sup>st</sup>. We had great turn outs in both the Basketball and Volley Ball camps.
- The Volley Ball lady Riverhawks are all here on campus and will be starting practice Aug. 15.
- The Men and Women's Basketball teams will be arriving around mid-Sept.

**Achieving the Dream Board Report  
September 2015**

- The ATD taskforce proposals are being implemented. (Funded primarily with the ATD budgeted funds.)
  - Student Orientation has completed their redesign and will launch September 1, 2015
  - Advising processes are currently shifting based on the taskforce proposal and will continue to shift throughout the year
  - Placement Preparation changes based on the proposal has been planned and will be implemented in August
  - Faculty advising proposal will begin with a pilot to include Engineering and CIS faculty.
  - The groundwork for First Year Experience programs and mandatory student success classes will be set in August because of an HD100 training for faculty
  - Early Alert Network changes have begun based on the spring proposal and will roll out fall 2015
  - Umpqua secured Josh Todd, the Director of the Oregon Campus Compact Executive Learning Series on Equity and Empowerment to be the speaker at the summer Oregon ATD meeting that happens in August

**ADMINISTRATIVE SERVICES**  
**August 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
- Continuing to work with Micque and her transition to the Bookstore
- Assisting Chris Van Dyke with his transition to Food Services Director
- Reviewed the Copier Task Forces 5-year lease finalization with Ricoh & signed agreement
- Completed Bargaining Agreements with Classified and Faculty Associations
- Presented Industrial Arts Building funding options at Board retreat
- Attended Legal seminar with UCC Attorney Dian Rubanoff
- Participated in hiring committee for SOWI Associate Director

**Micque Shoemaker, Bookstore Manager/Budget Administrator**

- The Bookstore staff has been working hard to prepare the store for the Fall Term. We have incorporated some changes to the floor to make shopping easier for students and staff
- Weekly staff meetings are being used to create goals for the Bookstore and employees. Each week the goals are reviewed and progress is shared and documented.
- Beginning with the Fall Term we are continuing to offer in store textbook rentals and the UCC Bookstore website has a new link to RedShelf for students to order eBooks if they choose
- This summer, with the Cafeteria closed, the Bookstore has worked to offer additional food items for those on Campus. This has worked out well for all
- We are beginning to receive books for the Fall Term and are busy getting that area ready for book sales that begin September 14th. Jasmine has worked very hard to build up our used book choices and keep prices low. This has been possible due to the Faculty submitting their adoptions earlier, which gives us a better chance at finding better pricing. As a result, most of the textbooks this year fall under \$200
- Preparations to have everything in order for the upcoming audit in September
- The budget for FY16 was loaded into Banner and reviews of budgets have been done in preparation for Finance to close out FY15
- Working with Rebecca and Jennifer on cross training

**Jules DeGiulio, Purchasing Administrator**

- HNSB – RFP for Special Testing & Inspection Services was completed and Award made to WPI of Roseburg. Sourcing and Pricing for HNSB Interior Furnishings continues on track
- Copier Taskforce – Contract with Ricoh for 5 year lease of new Copier/Printer Fleet signed and executed. Secured terms below U.S. Communities Coop contract pricing. New units are being brought onto campus, configured and networked. As of 8/3 @ 50%. Expected completion date is 8/10



- Digital Document Management – DocuWare Software chosen as best and most complete option for UCC. RFQ drafted, sent and Awarded to Ricoh-USA.
- Annual Standing Order Project completed 7/31/15. Department funds encumbered for known future purchases in FY 15/16
- Food Services/Cafeteria – Working Committee formed and project is underway. 306 responses to Survey clarified campus needs and wants. RFP being drafted is expected to be sent 8/13/15. Goal is to have Food Services in place for Fall Term

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

- The Finance office is getting ready for the external audit scheduled on September 8th, 2015
- We are on the final stretch with making sure that we are ready to close out fiscal year 14/15
- The Finance office successfully transitioned to using web-time entry for payroll
- Nicki Day, Accounts Payable, has joined the Finance team in July and has been a tremendous help in making sure we are up and running with processing payments to vendors
- Finance is in the process of testing Banner Finance 8.10. We have identified some issues in the test environment with the upgrade and are in the process of working with IT and Ellucian support to resolve them prior to updating our “live” production environment
- We have recently updated our check printer through a renewed Ricoh’s contract that started in the 15/16 fiscal year. The replacement came just in time as our old equipment has been failing
- Student Accounts are preparing for the start of the fall term with setting up contracts, third party billings, working on student accounts with outstanding balances

**Chris Van Dyke, Food Services Director**

- Currently transitioning from Culinary Arts Director to Food Services Director



## Executive Director's Report

September 2015

### BOARD OF DIRECTORS

Elaine Cheney  
*President*

Steve Feldkamp  
*Vice President*

Jeff Ackeman  
Dick Baltus  
Vanessa Becker  
Neal Brown  
Ronnie Eruce  
Rita Cavin, Ph.D.  
Jerald Cochran  
Renee Coen  
Bob Dannenhoffer, MD  
Brent Eichman  
Lynn Engle  
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 September 8, 2015 in the Lang Center at 11:30 a.m. Members of the Board of Trustees are always invited to attend and meet with members of the Foundation.

### Board of Trustees Retreat

The Board of Trustees was provided with information regarding the Foundation's efforts on student housing, the building site for the Industrial Technology Building, and a possible planned gift. The conversation was relaxed and productive.

### New Board Member

Perry Murray will be sworn in as a new Foundation board member at our September 8<sup>th</sup> meeting. Perry has a long history with UCC, noting that he was enrolled in the first class UCC offered before the campus was even completed. Perry has been assisting the UCC Riverhawk's Women's Basketball program for the past two years while volunteering for many other organizations throughout the community.

### Charley Williams Vineyard

The *Charley Williams Vineyard* naming opportunity was approved by the Board of Trustees on July 13, 2011. The demonstration vineyard will be 2.3 acres located in front of and to the west of the Ford Child Enrichment Center. Chris Lake is making the arrangements to till and amend the site, then fence, irrigate and terrace it before Thanksgiving. Charley Williams was Dorothy Williams husband and a longtime vineyard manager for Mondavi Wines. He pioneered a cloning technique that transformed the viticulture industry.

### Scholarship Office

Last April 16<sup>th</sup> we awarded 173 scholarships for a grand total of \$352,306 for Academic Year 2015-2016. The Foundation re-opened the scholarship process August 15<sup>th</sup> – 31<sup>st</sup>. At the time of this report, 101 applications were submitted and an additional 101 were in a draft status. The Foundation has \$228,000.00 to award during this round. The Scholarship Committee will be meeting on September 17<sup>th</sup> to award the recipients.



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

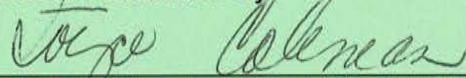
Action Item

Subject: Student Success Update

Date: September 9, 2015

Joyce Coleman, VPSS and Caroline Hopkins, Director SSS Trio-TOP will give an Achieving the Dream taskforce update.

Recommendation by:



U.C.C. Vice President Student Services

Approved for Consideration:



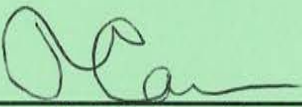
U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: President Search	Date: Sept. 9, 2015
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The Board of Trustees will decide upon the composition of the President Search Committee.

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: Board Vacancy

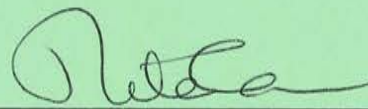
Date: Sept. 9, 2015

The Board of Trustees will accept a Board member resignation and outline the process for filling the vacancy.

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 Retreat Summary	Date: Sept. 9, 2015
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The Board will review the topics from their recent Board Retreat.

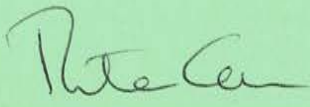
Recommendation by:  _____	Approved for Consideration:   _____ U.C.C. President
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BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

X  Information Item  
    Action Item

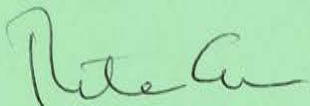
Subject: Board Self-Evaluation	Date: Sept. 9, 2015
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The Board will share information from their self-evaluation.

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: Board of Trustees Goals for 2015-16	Date: Sept. 9, 2015
The Board will set goals for the 2015-16 year.	
Recommendation by:  _____	Approved for Consideration:   _____ U.C.C. President



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

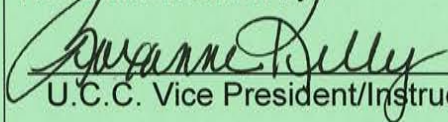
Action Item

Subject: Accreditation

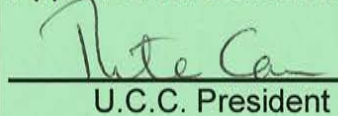
Date: September 9, 2015

Year 7 Accreditation Report

Recommendation by:

  
\_\_\_\_\_  
U.C.C. Vice President/Instructional Services

Approved for Consideration:

  
\_\_\_\_\_  
U.C.C. President

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Instructional Program Approval

Date: September 9, 2015

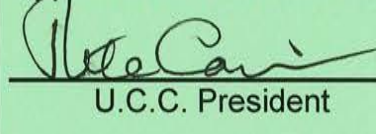
Dr. Roxanne Kelly and Dean Morrow are requesting approval for the Retail Business Essentials Pathways Certificate.

Recommendation by:

  
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U.C.C. Vice President/Instructional Services

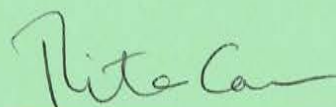
Approved for Consideration:

  
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U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Strategic Planning Report	Date: September 10, 2015
<p>Xiana Smithhart will present on the 2014-15 Strategic Plan.</p>	
Recommendation by:  Dan Yoder _____	Approved for Consideration:   _____ U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject:  
1<sup>st</sup> Reading Proposed Policy Revisions

Date: September 9, 2015

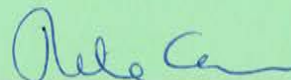
The following policy and administrative procedure revisions are coming to the Board for a first reading:

Pol. #	Title
205	Gold Card Policy (Change from Board Policy to Administrative Procedure)
302.4	Compliance Responsibility (Recommended to delete; redundant to Policy #302)
313.01 & 313.02	Standards of Conduct, Discipline and Discharge (Revision to 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)
314	Grievance and Complaint Procedure (Name change and revision)
316	Annual Contracts (Name change and delete reference to employees covered by collective bargaining agreement)
325 AP	Special Admission to College Events (Number change from 325 to 205 and change from Administrative Procedure to Board Policy)
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



## BOARD POLICY

~~BOARD POLICY SERIES NUMBER:~~ 205

ADMINISTRATIVE PROCEDURE  
RELATED TO POLICY NO. 205

**TITLE: GOLD CARD ~~POLICY~~**

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:

## 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"> <li>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.</li> <li>2. Assigns the Personnel Policies/Affirmative Action Committee the responsibility for: <ol style="list-style-type: none"> <li>a) Preparing goals and time-tables for approval as a component of the Umpqua Community College Affirmative Action Program.</li> <li>b) Recommending additional or amended policy statements as needed by the President.</li> <li>c) Helping to identify and resolve problems in administering the policy, including hearing complaints and recommending action.</li> <li>d) Providing recruitment assistance to achieve the goals of the program.</li> </ol> </li> </ol> <p>B. The EEO/AA Officer for the College is responsible for:</p> <ol style="list-style-type: none"> <li>1. Recommending and assisting in developing an affirmative action program of equal opportunity by race, sex, and disability.</li> <li>2. Examining the recruiting, hiring, and promotion policies of the Affirmative Action</li> <li>3. Program and recommending, with the approval of the Personnel Policies/Affirmative</li> <li>4. Action Committee, changes to assure the continual effectiveness of the Program.</li> <li>5. Assisting in identifying problems and in resolving them.</li> <li>6. Serving as a member of the President's staff to advise management personnel of their responsibilities in this area.</li> <li>7. Designing and implementing audit and reporting systems that will: <ol style="list-style-type: none"> <li>a) Measure effective of programs.</li> <li>b) Indicate need for remedial action.</li> <li>c) Meet the Affirmative Action Regulations for evaluation and record keeping.</li> </ol> </li> <li>8. Serving as a liaison between the College and enforcement agencies.</li> <li>9. Keeping the College administration informed of the latest developments in the equal employment opportunity and affirmative action area.</li> <li>10. Orienting supervisors and employees with regard to state and federal anti-discrimination laws.</li> <li>11. Assisting in resolving grievances.</li> <li>12. Updating the Affirmative Action Policy.</li> </ol>	<p><b>Delete</b></p>

Policy Revision

~~POLICY#313.01: STANDARDS OF CONDUCT~~

~~POLICY#313.02 DISCIPLINE AND DISCHARGE~~

**POLICY #313.01 STANDARDS OF CONDUCT AND DISCIPLINE**

9/9/15

**NOTE: This Policy combines the current “Standards of Conduct” Policy, 313.01, and the current “Discipline and Discharge” Policy, 313.02. The second paragraph is from 313.01, and the other paragraphs are from 313.02. Please also note that there currently is not a “Standards of Conduct Administrative Procedure 313.01” contrary to the current policy; so a draft administrative procedure is being provided.**

Current Policy	Proposed Policy
<p><b>BOARD POLICY SERIES NUMBER: 313.01</b>  <b>TITLE: STANDARDS OF CONDUCT</b>                      We believe that all 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. The College will issue discipline (including oral and written warnings, suspensions, demotions, and termination of employment) as it deems appropriate for violations of its policies and procedures. However, nothing in this policy or the Standards of Conduct Administrative Procedure is intended to modify the requirement of "just cause" for administering discipline under an applicable collective bargaining agreement or individual employment contract.</p> <p><b>BOARD POLICY SERIES NUMBER: 313.02</b>  <b>TITLE: DISCIPLINE AND DISCHARGE</b>                      It is UCC’s policy to employ individuals who satisfactorily perform their job while adhering to College policies. Supervisors shall make every effort to provide employees with the training and tools necessary to perform their jobs, clearly communicating to employees their job duties, and giving employees regular feedback regarding their performance. Counseling or discipline may become necessary if an employee’s performance or conduct is unsatisfactory. The supervisor shall utilize progressive steps to arrive at resolution. Depending upon the severity of the infraction, steps in the disciplinary process may be omitted. In all forms of discipline, action will be handled in a timely manner.                      Employees have the right to utilize due process proceedings. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outline in their CBA.</p>	<p><b>BOARD POLICY SERIES NUMBER: 313.01</b>  <b>TITLE: STANDARDS OF CONDUCT AND DISCIPLINE</b></p> <p>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.</p> <p>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.</p> <p>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.</p>

Administrative Procedure Revision

**ADMINISTRATIVE PROCEDURE#: ~~313.02~~ 313.01**

**~~Discipline, Discharge, and Due Process~~**

**Standards of Conduct Administrative Procedure**

9/9/15

Current Policy	Proposed Policy
<p><b>DISCIPLINE, DISCHARGE, AND DUE PROCESS</b></p> <p>When an employee's performance or conduct is unsatisfactory, the supervisor shall:</p> <ol style="list-style-type: none"> <li>1. Discuss the circumstances which indicate a need for any disciplinary procedure with the Human Resources Department before initiating any action;</li> <li>2. Utilize the following progressive steps to arrive at resolution. Steps in the disciplinary process may be omitted depending on the severity of the infraction;</li> <li>3. Take action in a timely manner; and</li> <li>4. Administer all employee reprimands confidentially.</li> </ol> <p>The employee shall:</p> <ol style="list-style-type: none"> <li>1. Follow the supervisor's recommendations for improving conduct and/or behavior; and</li> <li>2. Openly communicate with the supervisor.</li> </ol> <p>An employee may be dismissed for failure to meet standards of job performance, attendance and behavior, for misconduct, and/or for failure to follow employment-related policies and procedures.</p> <p>Non-probationary and non-temporary employees being dismissed shall receive written notice stating reasons for the action. Employees shall be given an opportunity to appeal the action according to the timeframe and provision set forth in this procedure, EXCEPT, employees working under a collective bargaining agreement (CBA) shall appeal through the grievance procedures outlined in their CBA rather than this procedure. For employees working under a CBA, any meeting concerning any matter which could lead to discipline or adversely affect the continuation of the employees in their position or their salary, must be performed in the manner described in their CBA.</p> <p><b>Progressive Discipline Steps:</b></p> <ol style="list-style-type: none"> <li>a. Oral Reprimand or Employee Counseling</li> </ol> <p>Whenever possible, supervisors should use informal methods to address employee deficiencies. Verbal warnings and performance counseling may eliminate the need for further disciplinary action. Supervisors should make a note documenting the oral reprimand and provide the</p>	<p style="text-align: center;"><b><u>AP #313.01</u></b> <b><u>STANDARDS OF CONDUCT</u></b> <b><u>ADMINISTRATIVE PROCEDURE</u></b></p> <p>Umpqua Community College has established performance and behavior standards that employees are expected to follow. As discussed below, the College may issue oral or written warnings, suspend, demote, or take other disciplinary action for violations of our rules or policies as we deem appropriate. <u>However, nothing in this Administrative Procedure is intended to alter the requirements of just cause, if any, under an applicable CBA or individual employment agreement.</u></p> <p>When we determine that an employee has committed a minor violation, the employee will receive a warning prior to more serious disciplinary action. When we feel an employee has committed a major violation, that employee is subject to more serious discipline, including termination of employment. Please note that temporary employees may be terminated for a minor violation without receiving any prior warning.</p> <p>Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary depending on our assessment of the seriousness of the violation. Also, warnings for different violations may be combined to determine the appropriate level of discipline.</p> <p>An employee's overall record will generally be considered in determining the appropriate level of discipline in a particular case.</p> <p>The following are examples of prohibited conduct that may be viewed as either major or</p>



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.

**b. Written Reprimand**

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

- a. A dated statement describing the nature of the deficiency;
- b. A suggested course of action and any necessary follow-up;
- c. The time frame in which improvement must be achieved;
- d. The consequences in the absence of improvement;
- e. A section for the signature of both the employee and the supervisor. (If the employee refuses to sign, the supervisor will note it on the reprimand document); and
- f. The employee's written response to the reprimand if the employee wishes to respond.

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

**c. Disciplinary Action**

When all attempts at employee counseling, oral and written reprimand have been exhausted, disciplinary action may be necessary.

The supervisor will work with the Director of Human Resources to complete a Disciplinary Notice. The notice shall include:

- a. The deficiency or policy violated;
- b. A description of the situation with supporting facts; and
- c. Suggested discipline (suspension, demotion/reassignment or discharge).

The notice will be hand delivered to the employee or sent certified mail. If the employee has an incorrect address filed with the College, the postmark will become the notification date.

If immediate removal of the employee from the College is appropriate, the employee may be placed on paid administrative leave when the disciplinary notice is given. 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. 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. Upon request, a single copy of the file contents will be provided to the employee.

**Due Process**

The employee, if not working under a CBA, has the option of requesting a due process meeting with the President. This

minor violations, depending on the severity of the conduct:

- Unsatisfactory attendance, including excessive or unauthorized absenteeism or tardiness, or failure to comply with UCC's notification procedures.
- Using abusive or threatening language toward co-workers, customers or visitors to our workplace.
- Careless, inaccurate, unreliable, unprofessional or otherwise unsatisfactory work performance.
- Failure to follow safe working practices or violation of safety rules or procedures.
- Personal use of UCC's property (i.e. equipment, supplies, materials, etc.) or removing UCC's property, without advance approval from the appropriate supervisory authority.
- Discriminatory behavior, harassment, or retaliation in violation of UCC's Equal Employment Opportunity Policies.
- Insubordination in carrying out job duties, including refusing to follow any lawful instructions issued by a person in a supervisory position.
- Violation of UCC's policies or procedures regarding smoking, the use of intoxicants or the use of controlled substances.
- Threatening behavior, bullying, or possession of guns, weapons or dangerous items.
- Provoking or instigating physical fights during working hours or on UCC premises, or engaging in horseplay or roughhousing.
- Unauthorized release of confidential information, including information regarding UCC's employees or students.
- Unlawful conduct, including theft.  
NOTE: Evidence of criminal activity will be provided to law enforcement except as prohibited by law.
- Job-related dishonesty or falsification of any kind, including but not limited to unauthorized altering or falsifying of documents (e.g. time records, absence and sickness reports, expense reports, production records, employment

request shall be made in writing to the Director of Human Resources within five (5) business days from receiving the disciplinary notice. 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.

The College President, Director of Human Resources, the supervisor, and the employee shall participate in the due process meeting. Both the College and the employee may be represented by an advocate or legal counsel. This meeting is to provide the employee with an opportunity:

1. To ask questions regarding the disciplinary action;
2. To present his or her side of the story;
3. To express any reasons why he or she believes the disciplinary action should not occur; and
4. To recommend any actions the employee and the supervisor should take to resolve the concern.

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 appropriate grounds for discipline. 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.

If an employee does not request a due process meeting within the timeline above, the discipline notice will become final.

If extenuating circumstances cause the employee's absenteeism from the due process meeting, the President will consider the situation and decide if another meeting should be scheduled.

#### Costs

Employees are responsible for their own personal costs associated with disciplinary proceedings. A single copy of the due process record and discipline file contents will be given to the employee by the Human Resources Director. Additional copies of documentation requested by the employee may be provided, at the Human Resources Director's discretion, for a reasonable fee.

DATE OF ADOPTION: 04/24/13

DATE OF REVISION(S):

DATE OF LAST REVIEW:

applications, etc.), or providing false or misleading information including in any work-related investigation.

- Destroying or damaging property belonging to UCC, a co-worker, or another person or business connected with UCC.
- Failure to immediately report any accident, injury or property damage, as according to the College's safety rules or procedures;
- Sleeping on the job.
- Violating UCC's vehicle use policy or procedures.
- Violating any College policy, rule or procedure.
- Any other conduct that the College views as serious enough to justify disciplinary action.

Obviously, we cannot list prohibited conduct that covers every situation, and these are merely some common examples of conduct that are prohibited by UCC. We believe these examples are clear and require little explanation. However, if you have any questions, please seek clarification from the Director of Human Resources.

Policy Revision

~~POLICY #313.03: EMPLOYMENT CLASSIFICATIONS~~  
**ADMINISTRATIVE PROCEDURE #313.03**  
**TITLE: EMPLOYMENT CLASSIFICATIONS**

9/9/15

Current Policy	Proposed Administrative Procedure
<p><b>A. Classified Employment</b>                      Employees who work in the following areas are considered "classified" employees of Umpqua Community College: Custodial/Grounds/Maintenance; Clerical/Secretarial; Cafeteria; Technicians; Coordinators, Information Technology, and Security. This list is not all inclusive.</p> <p>All full-time Classified employees of Umpqua Community College are offered an annual letter of understanding outlining the terms under which they are hired including salary, number of weeks worked per year, classification, and job title. Full-time classified employees may be dismissed for just cause. "Just cause" shall include uncorrected unsatisfactory performance; employment and anti-harassment obligations; insubordination; dishonesty; inability or unwillingness to perform work responsibilities and other repeated or serious violations of College policies or standards of conduct. Conduct which does not, in the view of the College, justify immediate termination, will be addressed by use of progressive disciplinary action. Only established and approved College policy can be relied upon for personnel related issues.</p> <p>The College requires a probationary period of employment of all classified positions. The probationary period for employees who are hired for on-going employment is six months from the last date of hire. During this period employees have an opportunity to evaluate whether the work, co-workers and conditions of the College meet their expectations. At the same time, the College will evaluate the performance of the new employee.</p> <p>Completion of the probationary period is not intended to provide an employee with any particular job rights or guarantees. Employees should understand that the College has no obligation to retain them as an employee for the entire probationary period, if performance or other business considerations warrant termination of employment.</p> <p>Classified employees who have been hired for on-going employment and who have successfully completed the probationary period are considered "regular" employees.</p> <p>Full-time: A regular full-time classified employee is one who is hired for on-going employment and has successfully completed the probationary period and consistently works 40 hours per week on behalf of Umpqua Community College. Regular full-time</p>	<p>The following employment classifications apply at UCC:</p> <p><b>A. Represented Employees</b></p> <p>See Faculty Association Bargaining Agreement, Part-Time Faculty Association Bargaining Agreement and Classified Employee Bargaining Agreement.</p> <p><b>B. Administrative Employment</b></p> <p>See Board Policy 316 and Administrative Procedure 316.01.</p> <p><b>C. Exempt/Non-Exempt Status</b></p> <p>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.</p> <p>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.</p> <p><b>D. Confidential Employees</b></p> <p>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</p>

employees are eligible for all benefits offered by the College provided that they meet the eligibility criteria.

Part-time: A regular part-time classified employee is one who is hired for on-going employment, has successfully completed the probationary period, and consistently works fewer than 40 hours per week on behalf of Umpqua Community College. Part-time employees are not eligible for any employee benefits, unless specifically provided in these policies or required by law. Part-time classified employees are employed on an at-will basis. This means that the employment relationship may be terminated at any time by the employee or the College for any reason not prohibited by law.

#### B. Administrative Employment

Employees who have leadership, management and/or program responsibilities are considered Administrative employees of Umpqua Community College. Administrative employees are employed by the College on an annual contract basis. Administrative employees may be terminated during the term of their contract only for just cause. "Just cause" shall include uncorrected unsatisfactory performance; uncorrected unsatisfactory attendance; unprofessional conduct; noncompliance with equal employment and anti-harassment obligations; insubordination, dishonesty; inability or unwillingness to perform contracted work responsibilities and other repeated or serious violations of College policies or standards of conduct. Conduct which does not, in the view of the College, justify immediate termination, will be addressed by use of progressive disciplinary action.

#### C. Contract Employment for Instructors (Faculty)

Umpqua Community College hires full time instructors ("Faculty members") on either a probationary or on a continuing contract basis.

Faculty members will be considered to be on probation until they are granted continuing contract status.

Continuing contract status is granted based on the College's evaluation of the quality of the instructors performance and contribution to the College. In order to be eligible for continuing contract status, a full time instructor must have had three continuous years of employment at Umpqua Community College and be approved for a continuing contract by the College Board before April 1 of the year preceding the date the continuing contract status begins.

Faculty members may be terminated during the term of their contract only for just cause. "Just cause" shall include uncorrected unsatisfactory performance; uncorrected unsatisfactory attendance; unprofessional conduct; noncompliance with equal employment and anti-harassment obligations; insubordination; dishonesty; inability or unwillingness to perform contracted work responsibilities and other repeated or serious violations of College policies or standards of conduct.

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 Association 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.

Conduct which does not, in the view of the College, justify immediate termination, will be addressed by use of progressive disciplinary action.

The College also reserves the right to lay off all faculty members, including faculty members who have been granted Continuing Contract status, during the term of their contract in the event the College determines that layoffs are necessary. Layoffs will be made in accordance with the "Layoff/Reduction in Force" policy. Faculty members with continuing contracts are considered to be "Associate Professors" while probationary and part-time credit faculty are "Assistant Professors."

#### D. Professional Employment

A professional employee is one who meets the Fair Labor Standards Act (FSLA) definition of exempt due to the nature of their job responsibilities, and, who does not ordinarily have supervisory responsibilities.

#### E. Temporary Employment

Temporary employees are individuals who are hired by the College for a specific job assignment involving a limited period of time, generally not longer than one year or more than 40 hours per week, and/or whose position may be funded by external grants. Temporary part-time employees are not eligible for any employment benefits except as required by law. All temporary employees of the College are employed on an at-will basis. This means that the employment relationship may be terminated at any time by the employee or Umpqua Community College for any reason not prohibited by law.

#### F. Exempt/Non-Exempt Status

In addition to the above classifications, employees are classified as exempt or non-exempt for the purpose of determining eligibility for overtime. Non-exempt employees, including all hourly employees, are entitled to receive overtime pay. Employees who have been determined to be exempt employees based on the nature of their job responsibilities are paid a salary to cover all their hours worked and are not entitled to overtime.

Additional information on Umpqua Community College's affirmative action policies, criteria and selection procedures for all employees, minimum qualifications for instructors, and salary schedules is available upon request from the Human Resources Department.

Policy Revision

**POL#314: ~~GRIEVANCE AND COMPLAINT PROCEDURE~~  
GRIEVANCES FOR ADMINISTRATIVE EMPLOYEES**

8/11/2015

Current Policy	Proposed Policy
<p>314 GRIEVANCE AND COMPLAINT PROCEDURE (0705)</p> <p><b>Purpose:</b> This policy is to provide a method for employees to seek fair, equitable, and consistent treatment regarding employment issues through involvement of the President and Director of Human Resources.</p> <p>Generally, a satisfactory solution can be worked out provided the problem is known. Problems, concerns, or complaints can only be dealt with when reported.</p> <p><b>Policy:</b> A grievance within the meaning of this policy may be based on concern by any employee arising out of conditions of employment including but not limited to, compensation, working hours, working conditions, reasonable accommodation, or the interpretation of applicable laws, regulations and policies.</p> <p>Retaliation against an employee who files a grievance is prohibited. Using the grievance procedure in no way affects an employee’s job standing, salary, or advancement.</p> <p>This policy does not pertain to discrimination, harassment or disciplinary action. Refer to those policies elsewhere in the Personnel Policy manual.</p> <p>The employee bringing a grievance may, at their own expense, have another individual advise or represent them at any step in the grievance process. The Director of Human Resources is available to all parties while arriving at an acceptable resolution at the various stages of this process.</p> <p><b>Step 1 – Supervisor</b> Employees should discuss their concern with their supervisor as soon as possible, but no later than fifteen (15) “business days” after the issue occurs. The supervisor will attempt to resolve the complaint as quickly as possible. The supervisor must give the employee a written response within fifteen (15) business days of the discussion for resolution. If the employee is not satisfied with the supervisor’s response, they would</p>	<p><b>Purpose:</b> This policy is intended to provide a method for non-represented employees to seek a fair and impartial review of employment-related concerns.</p> <p>This policy does not apply to represented employees who are covered by the grievance and arbitration procedures in their applicable collective bargaining agreements.</p> <p>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.</p> <p><u>Steps in the Grievance Process:</u> <b>Step 1 – Supervisor</b> 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.</p> <p><b>Step 2 – Unit Administrator</b> 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</p>

proceed to Step 2.

Step 2 –Administrator, Division Head, Dean or Vice President Appeals must be filed no later than ten (10) “business days” after the receipt of the supervisor’s response. Appeal forms are available from the Human Resources Office. A written response from the applicable Administrator must be made within five (5) “business days” of receipt of the employee’s written appeal.

Step 3 –President

Employees who are dissatisfied after receiving the Step 2 decision may appeal in writing to the President. Appeals must be filed with the President on an official appeal form no later than ten (10) “business days” after receipt of the Step 2 decision.

The President, in conjunction with the Director of Human Resources, will work with a pre-established advisory panel to assist in resolving the concern. The panel will consist of individuals who have been trained by the Director of Human Resources to review and respond to grievance issues. Panel members will serve a two-year rotational term and will be appointed or volunteer through their associations. An alternate person from each association will be chosen for back-up in the event permanent members are unavailable. If there are not enough panel members or alternates available, the Chair of the Senate will appoint the necessary replacements.

The three (3) member panel will be chaired by the Director of Human Resources as a non-voting member. The remainder of the panel will consist of two (2) employees from the appropriate representative association, and one (1) Administrator who is not directly involved in the concern. The advisory panel will make a non-binding written recommendation to the President within five (5) “business days” of the receipt of the employee’s request for appeal. The President will issue a written decision within five (5) “business days” from receipt of the advisory panel’s recommendation. The President’s decision is final.

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 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.

### 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

**POL#316: ~~ANNUAL CONTRACTS~~**  
**ANNUAL CONTRACTS FOR ADMINISTRATIVE EMPLOYEES**  
 9/9/15

Current Policy	Proposed Policy
<p>Contracts with Administrative/Confidential-Exempt employees and probationary faculty 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.</p>	<p>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.</p>



## ADMINISTRATIVE PROCEDURE

~~ADMINISTRATIVE PROCEDURE NO. AP-325~~ BOARD POLICY NO. 205  
~~RELATED TO POLICY NO.~~

### 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 #344 ACADEMIC FREEDOM OF FACULTY**

9/9/2015

Current Policy	Proposed Policy
<p><b>Introduction:</b> 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><b>Statement:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	<p><b>Delete</b></p>

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

Current Policy	Proposed Policy
<p><b>Introduction:</b>            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><b>Statement:</b>            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><b>Delete</b></p>

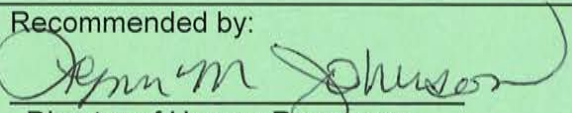
BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

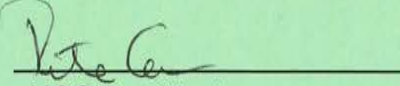
Informational Item  
 Action Item

Subject: Umpqua Community College  
Faculty Contract Renewal

Date: September 9, 2015

Board approval is requested to ratify the Umpqua Community College Faculty Association Collective Bargaining Agreement which is effective from July 1, 2015, to June 30, 2017.

Recommended by:  
  
Director of Human Resources

Approved for Consideration:  
  
UCC President