

**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 2016-17**

- Develop a dashboard that will aid the Board in policy decisions; include data on student success, fiscal trends, and other relevant high level data points that will be reviewed at least quarterly.
- Support President and staff efforts with accreditation, strategic planning, governance changes, and policy development.
- Support continued recovery efforts.
- Map current student success efforts and gaps; work toward integrating efforts and tracking progress toward increased student success.
- Develop a more comprehensive Board orientation and training plan, based on past efforts and anticipated future Board needs.

**VOL. LI, No. 10 BOARD OF TRUSTEES MEETING FEB. 8, 2017; 3:00 P.M., Board Room**

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**REVISED AGENDA**

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**MEMBERS:**

**Vanessa Becker, Chair** \_\_\_\_\_  
**Bob Bell, V. Chair** \_\_\_\_\_  
**Doris Lathrop** \_\_\_\_\_  
**Sharon Rice** \_\_\_\_\_

**Chris Rusch** \_\_\_\_\_  
**Betty Tamm** \_\_\_\_\_  
**Wendy Weikum** \_\_\_\_\_

**ADMINISTRATION:**

**Dr. Debra Thatcher** \_\_\_\_\_  
**Jason Aase** \_\_\_\_\_  
**David Farrington** \_\_\_\_\_  
**Rebecca Redell** \_\_\_\_\_

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**I. CALL TO ORDER**

**Chair Becker**

**II. ATTENDANCE**

**Chair Becker**

**III. PLEDGE OF ALLEGIANCE**

**Chair Becker**

**IV. CONSENT AGENDA**

**Chair Becker**

**pp 1-4**

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>INTRODUCTION AND FOCUS PRESENTATION</b>		
	<b>A. Presentation: Sabbatical Review</b>	<b>Paula Usrey</b>	<b>p 5</b>
	<b>B. Presentation: Forestry and New Programs</b>	<b>Jason Aase</b>	<b>p 6</b>
<b>VIII.</b>	<b>REPORTS</b>		<b>pp 7-20</b>
	<b>A. ASUCC Report</b>	<b>Ali Lape</b>	
	<b>B. ACEUCC Report</b>	<b>Katie Workman</b>	
	<b>C. UCCPTFA Report</b>	<b>Jeri Frank</b>	
	<b>D. UCCFA Report</b>	<b>John Blackwood</b>	
	<b>E. President's Report</b>	<b>Dr. Thatcher</b>	
	<b>F. OCCA Representative Report</b>	<b>Dir. Lathrop</b>	
	<b>G. Recovery Report</b>	<b>Chair Becker</b>	
<b>IX.</b>	<b>OLD BUSINESS</b>		
<b>X.</b>	<b>NEW BUSINESS</b>		
	<b>A. Budget Committee Appointments</b>	<b>Chair Becker</b>	<b>p 21</b>
	<b>B. Expansion of Athletic Programs</b>	<b>Craig Jackson</b>	<b>p 22</b>
	<b>C. Res. No. 16, Approval to Spend Funds</b>	<b>Rebecca Redell</b>	<b>pp 23-24</b>
	<b>D. Early Retirement Requests</b>	<b>Lynn Johnson</b>	<b>pp 25-27</b>
<b>XI.</b>	<b>BOARD COMMENTS</b>	<b>Chair Becker</b>	
<b>XII.</b>	<b>ADJOURNMENT</b>	<b>Chair Becker</b>	

**NEXT BOARD MEETING:**

- Board Meeting, March 8, 2017, 3:00 pm, Board Room

**IMPORTANT DATES:**

- Pre-Budget Meeting, Feb. 15, Lang Center, 5:30 pm
- Winston Chamber First Citizens Banquet, Feb. 27, Winston Community Center, 6-9 pm
- Myrtle Creek Tri-City Area Chamber First Citizens Banquet, Mar. 4, Myrtle Creek Elks Lodge, 6 pm
- Sutherlin Chamber First Citizens Banquet, Mar. 11, Lang Center, 5-8:30 pm

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

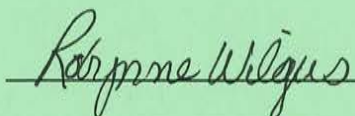
Date: February 8, 2017

Recommend approval of:

Minutes of College Board Meeting of Jan. 11, 2016 pp 1-3

Personnel Actions p 4

Recommendation by:

  
\_\_\_\_\_

Approved for Consideration:

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

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
January 11, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, January 11, 2017, in the Board Room of the Welcome Center at Umpqua Community College in Roseburg, Oregon. Board Vice-Chair Bell called the meeting to order at 3:00 pm and the pledge of allegiance was given.

**Directors present:** Bob Bell, Sharon Rice, Chris Rusch, Betty Tamm, and Wendy Weikum

**Directors excused:** Vanessa Becker and Doris Lathrop

**Others present:**

Debra Thatcher	Jesse Morrow	Alexandra Lape	Carol McGeehon	Katie Workman	Ron Breyne
Robynne Wilgus	Natalya Brown	Corden Drift	Donna McGeehon	Susan Taylor	Kelly Rush
Jason Aase	Xiana Smithhart	Patrick Schneider	John Blackwood	Vera Westbrook	
Rebecca Redell	Missy Olson	Martha Joyce	Leslie Bryant	Charles Van Sickle	

**Consent Agenda**

- A. Minutes of College Board Meeting of Dec. 14, 2016

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

**Changes to the Agenda**

The order of the agenda was changed by moving the UCC Athletic Logos presentation just prior to the Enrollment Report.

**Citizen Comments**

Ron Breyne, Executive Director at Phoenix Charter School, and Kelly Rush, Principal, thanked Dr. Thatcher and Susan Taylor for their recent visit to the school. An update was given on their early college program which is in the second year; currently, there are 30 Phoenix students at the college. UCC support was appreciated with special thanks to Caroline Randall, Missy Olson, and Kira Oerman.

**Presentation**

Dr. Xiana Smithhart reviewed highlights from the 2015-16 Enrollment Report in a PowerPoint presentation. The total full time equivalent (FTE) was 3,021 and the total reimbursable FTE was 2,891. Some of the other highlights reviewed were new programs and certificates, average age distribution of credit and non-credit students, and enrollment by residence.

There were no ACEUCC, OCCA, nor Recovery reports.

**ASUCC Report**

ASUCC President Ali Lape provided an update on recent activities: food drive, club fair, and filling a cabinet vacancy. Over the recent break Patrick Schneider, ASUCC Public Relations Officer, distributed signs of gratitude to the Douglas County Sheriff's Office, Winston and Sutherlin Police Departments, the University of Oregon, and others.

**UCCFA Reports**

John Blackwood, UCCFA President, said faculty are off to a great start for winter term despite having a one day weather disruption. Some faculty will be attending a trauma workshop at Lane Community College on January 27.

### President's Report

- The new Director for Communications & Marketing, Tiffany Coleman, will begin work on Jan. 17.
- The Senior Leadership Team will be attending the HECC Equity Leadership Summit in Salem on Jan. 18.
- Budget preparations have begun for the 2017-18 fiscal year. Instructions have been conveyed to prepare a flat budget with a 10% reduction option. Thinking in a mindset of abundancy has been shared.
- This year's class of Leadership UCC is taking on the project of focusing on school spirit; associated activities are being planned.
- Weekly sessions throughout the term have been planned by the Wellness folks.
- There is a need to go out for a bid on the reconstruction of Snyder Hall. This has presented a delay; the completion goal is March 2018.
- Provost applications will be reviewed next week. There is also an ongoing search for the Executive Assistant to the Provost.
- Reimbursable FTE is up 1.65%, total credit headcount is up by 3.7%, and registered credit hours is down a bit. This term's "drop for non-payment" was about 1/5 of the usual amount. Faculty have been encouraged to help get the message to students for focusing on full-time (15 credits) enrollment.
- The Oregon Department of Justice awarded the community a grant for \$1.3 million; UCC's portion is \$200,000. A message will be sent to the Board regarding the distribution of funds.

### OLD BUSINESS

The second reading of policy #710.07 Tuition Waiver for Dependents of Veterans and policy #404 Animals on Campus was reviewed.

**Motion:** **I move for approval of policy #710.07 Tuition Waiver for Dependents of Veterans, as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

**Motion:** **I move for approval of policy #404 Animals on Campus, as presented. Motion by Dir. Tamm, seconded by Dir. Rusch and carried unanimously.**

### NEW BUSINESS

Craig Jackson, Athletic Director, presented revised athletic logos for the Board's approval. The logos fit the three criteria of branding: unique, affordable, and congruent. A style guide is being developed for the use of the logos. Dir. Tamm indicated the preference for "Riverhawks" over "Hawks"; Mr. Jackson explained the shorter name may be used when space is limited.

**Motion:** **I move for approval of UCC athletic logos, as presented. Motion by Dir. Rice, seconded by Dir. Weikum and carried unanimously.**

Rebecca Redell, Vice President for Financial Services, introduced the auditor, Matt Graves of Pauly Rogers and Co., PC, who will present the Audit Report for 2015-16 via phone; he was unable to travel to Roseburg due to weather conditions in Portland. Vice-Chair Bell shared that just prior to the current meeting the Board had a work session with Mr. Graves reviewing the report in further detail. Mr. Graves commended UCC staff and management for their preparations and financial reporting. The college received a clean opinion on financial statements and no findings were found on compliance; there were no disagreements with staff. Ms. Redell commended Natalya Brown, Director of Accounting and Finance, and her department for doing an outstanding job. In discussion, Dir. Tamm indicated she had not seen the actual audit. Ms. Redell said there are requirements to have the audit approved by January 31; there was agreement to bring back the audit to the February meeting as an informational item for addressing questions.

**Motion:** I move for approval of the Audit Report for 2015-16, as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

The proposed Budget Calendar for 2017-18 was presented as an informational item by Ms. Redell. There will be a pre-budget meeting on February 15 for the Budget Committee.

#### **Resolution No. 15 – Approval to Spend Funds**

Ms. Redell presented Resolution No. 15, Approval to Spend Funds, to increase appropriation in the Special Revenue Fund Grants and Contracts. Spending authority is requested for the Child Care Access grant to carry forward federal funds available to spend in the amount of \$51,815.00 in the last year of the four-year grant award.

**Motion:** I move to approve Res. No. 15, Approval to Spend Funds, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

Ms. Brown presented a review of second quarter financial reports for fiscal year 2016-17, ending December 31, 2016; the reports are attached to the permanent minutes. The Statement of Revenues, Expenses, and Changes in Net Position explains the activities during the year and the impact on the balance sheet. The most significant change in Operating Revenues is attributed mostly to the increase in state financial aid which includes the Oregon Promise and the state recovery grant. Operating expenses had an overall reduction of 2.5%; the largest change was a 24% increase in Community Service which is due to the pool operation. Facilities Acquisition/Construction had a reduction of 33.85% which is due to the construction winding down for the Health, Nursing, & Science Center (HNSC). Highlights from the Statement of Net Position include a decrease of 32% in Cash and Investments because of the status of construction. The reduction in Inventories by nearly 45% is a reflection of the Bookstore's housecleaning of items that had been held on to for years. The changes in Current Liabilities is just a timing issue. Changes under the Net Position by Fund Groups were noted: timing and Oregon Promise funding affected the Financial Aid Fund; HNSC pledges being fulfilled are reflected in the Debt Service Fund; the majority of Grants & Contracts is on a reimbursement basis. When comparing budget to actual amount to date, the General Fund has about a 5% decrease compared to last year. The ending fund balance as of December 31 is \$6.4 million; which is about a 4% decrease compared to last year. Responding to Dir. Tamm's inquiry, Ms. Brown indicated the Bookstore receives a share of online textbook sales through the partnering company.

#### **Board Comments**

- After visiting Spokane for a short time, which has very cold weather, Dir. Rice said she is glad to live in Roseburg.

Meeting adjourned at 4:19 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.  
 Clerk of the Board

Bob Bell  
 Vice-Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Policies 710.07 & 404; athletic logos; 15-16 Audit Report; Res. No. 15; 2<sup>nd</sup> quarter 2016-17 financial reports



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*Serving Douglas County Since 1964*

TO: UCC Board of Directors  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: February 8, 2017

Board approval is requested on the following personnel action:

**Administrative/Confidential-Exempt Contracts:**

Tiffany Coleman, Director of Communications and Marketing, 01/17/2017

**Faculty Contract:**

None

**Separations:**

None

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

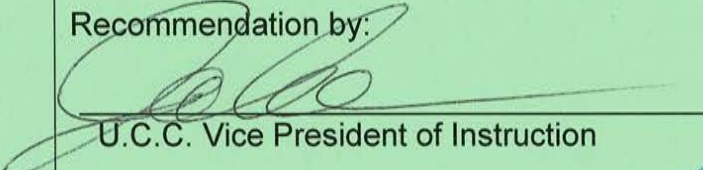
Information Item  
 Action Item

Subject: Sabbatical Presentation

Date: February 8, 2017

Paula Usrey will present on her Sabbatical.

Recommendation by:

  
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U.C.C. Vice President of Instruction


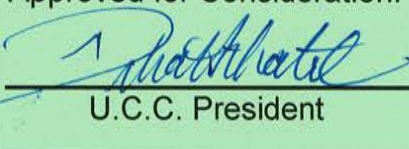
Approved for Consideration:

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



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

X  Information Item  
    Action Item

Subject: Focus Presentation	Date: February 8, 2017
<p>Jason Aase and Clay Baumgartner will present on Forestry and New Programs.</p>	
Recommendation by:  _____ U.C.C. Vice President of Instruction	Approved for Consideration:  _____ U.C.C. President

BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

  X   Information Item  
       Action Item

Subject: Reports

Date: February 8, 2017

ASUCC Report

Ali Lape

ACEUCC Report

Katie Workman

UCCPTFA Report

Jeri Frank

UCCFA Report

John Blackwood

President's Report

Dr. Debra Thatcher

OCCA Board Report

Dir. Doris Lathrop

Recovery Report

Chair Becker

Recommendation by:

Approved for Consideration:

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U.C.C. President

## INSTRUCTIONAL BOARD REPORT

February 2017

**Jason Aase, Interim Vice President**

- The accreditation team has been diligently working on preparing the spring ad hoc and the year one reports for submission. The team is very grateful for the work that has been accomplished across campus relating to the concerns raised by the Commission, and we recognize that we could not have done our job without everyone's help and input.
- We are reviewing and updating policies, as well as identifying gaps where policies need to be created.
- We are analyzing and adjusting the operation of Curriculum Committee and Instructional Council in order to more fully carry out the important work of the college – not only the quality of the curriculum we offer, but the many important local, regional, and national issues impacting UCC.
- Debi Gresham continues excellent work with regard to outcomes and assessment. This critical work will allow us to improve our services as well as track success.
- We eagerly anticipate sending a small team to the upcoming accreditation training offered by the Northwest Commissions on Colleges and Universities (NWCCU). This is invaluable training surrounding accreditation, and will assist us in the continual process of accreditation.

### **College Transitions and eLearning; Missy Olson, Director of College Transitions and eLearning**

- Submitted grant for GED Wraparound Services from the State of Oregon to provide for GED testing fees, transportation, childcare, and program marketing.
- Facilitated brainstorming session on developing a professional learning community during the faculty winter in-service.
- Working on a proposal to continue having UCC act as the fiscal agent during 2017-2019 for the Oregon Community College Distance Learning Association (OCCDLA) Administrative Assistant.

#### *UCC Online*

- Facilitated Technology Tool Session at Winter In-Service and working to develop a schedule of peer sharing sessions about various classroom technologies.

#### *Academic Partnerships*

- Met with North Douglas High School principal and dual credit instructors.
- Assisted high schools with winter term registration.
- Worked on Career Pathways marketing efforts through printed materials and video production.

### **Adult Basic Skills; Andre' Jacob, Department Chair**

- Partnered with Seven Feathers to offer GED classes for their interested employees.

### **Arts and Sciences Division; Martha Joyce, Interim Dean**

- Submitted application to the Fulbright Program to host a Foreign Language Teaching Assistant (FLTA) for the 2017-18 academic year. If granted, the FLTA would teach classes at UCC in their native tongue as well as take classes from UCC.

#### *Fine & Performing Arts:*

- An Angel Donor and other theater supporters participated in a matching grant initiative for the Theatre Department, raising \$10,000.
- The Art Gallery is seeking funding from the Ford Family Foundation to replace current lighting with energy-saving LED lamps, to replace the 30+ year old sculpture stands, and to provide portable seating for gallery events.

#### *Science*

- We welcome Shauna McNulty, our newest FT faculty hire. Shauna is teaching Anatomy and Physiology, and we are thrilled to have her here!

### **Career & Technical Education; Jesse Morrow, Dean of Career & Technical Education-**

*Engineering & CIS; Clay Baumgartner, Department Chair*

- A Forestry and Natural Resources Summer Employment Fair was held at the Lang Center on Tuesday, January 24, 2017. This event connected UCC students with summer employment opportunities in Forestry and Natural Resources career fields.
- UCC's annual Explore Event is scheduled for March 15th. The focus of the Explore Event is for students from middle school to college age to learn about potential careers and educational paths. Over 300 people attended last year's event, and it has been moved to the UCC gym in order to accommodate the large crowd.
- Two UCC surveying students are traveling to Portland this week to attend the Professional Land Surveyors of Oregon annual conference.
- Clay Baumgartner will be a judge at the Southern Oregon Lego Robotics competition on January 21st

### **Community & Workforce Training; Robin Van Winkle, Director**

- Community and Workforce launched the Enrole Registration system to take non-credit enrollments on November 7, 2016. Since that time, we have taken 495 enrollments in the system with 36% being done online.

### **Library and Success Center; Carol McGeehon, Director of Library & Success Center**

- Questions concerning UCC library services increasing due to the Douglas County Library System budget closure announcement.
- Students are utilizing the new study rooms, where each has a large monitor and table/chairs.
- Accreditation website is being updated and the past accreditation reports and meeting minutes are available in a library research guide for accreditation.

### **The Southern Oregon Wine Institute; Andy Swan, SOWI Co-Director**

- We are completing the quarter 3, year 3 reporting for the JRWA (Jobs, Ready, Willing, and Able) Grant through the AACCC (American Association of Community Colleges).
- Andy Swan and Martha Joyce attended the WDI conference.

### **Assessment Report; Debi Gresham, Assessment Coordinator**

*Assessment Reports*

- 54% of faculty submitted Assessment Reports for fall term, and faculty who did not submit for fall term have been asked to submit for winter term.

*Catalog*

- Reviewed program catalog pages (AS, AAS, and Certificates) to ensure outcomes are included and in a consistent format.

*Institutional Outcomes (Universal Student Learner Outcomes)*

- Worked in collaboration with Instructional Leadership Team to revise outcomes 5 and 7.

*Program Outcomes*

- Worked with faculty across campus to identify program outcome changes and presented changes to Curriculum Committee for review.

*Syllabus Template*

- Working with other faculty and UCC Online to develop a standard syllabus template to ensure outcomes and other important information are included in a consistent format.

*Exit Interviews*

- Met with Exit Interview team to begin planning graduate exit interviews for this year.
- Data gathered will be used to assess the Universal Student Learner Outcomes and gather information on students' post-graduation plans.

**Student Services**  
**February 8, 2017**  
**David Farrington, Interim Vice President & Registrar**

**Student & Enrollment Services- David Farrington, Interim Vice President & Registrar of Student Services:**

- In support of accreditation standards to secure records enrollment services continues to go paperless by scanning office files for the upcoming summer move.
- The governance taskforce continues their work on the reporting structure. The report should be to the president in the next couple week.
- Marjan Coester has been assigned to the policy committee as the student services representative. They are currently working on out dated policies.

**Advising, Testing, & Accessibility Services, Brian Tiemeier, Director**

- Advising: Reached out to 896 'applied but not enrolled' FA16 potential students:
  - 43.4% (389) no response
  - 13.6% (122) unable to contact (no answer/voicemail, no number)
  - 11.5% (103) unable to contact (wrong number, number no longer in service)
  - 5.1% (46) didn't want to talk
- Testing: Almost finished implementing agreements with fifteen (15) local high schools to provide placement testing at those schools for their students.
- Accessibility Services: Happy to have the revised Animals on Campus policy, with Service Animals/Emotional Support Animals procedures, approved.

**Educational Talent Search / Upward Bound , Matthew Droscher, Director:**

- Educational Talent Search- Current participant number is at 557 students, and continue to get a slow influx of applicants.

One of the newest activities is one called IMPACT, working with students on academic supports and mentorship. Initial responses to IMPACT have been good and students report being pleased.

- Upward Bound- Current participant number is at 49 students, with staff still actively recruiting.

Upward Bound is busy working hard with students as they get through semester finals, and staff are guiding students towards college preparedness well. This is also the time Upward Bound begins preparing for Summer Academy and related summer activities.

**Student Life and Campus Engagement, Marjan Coester, Director of Student Life and Campus Engagement:**

- ASUCC Leadership Team: Is currently seeking to fill an officer position and senators positions.
  - ASUCC Activities (end of Fall, beginning of Winter):
    - Governance Forums
    - Welcome to Winter
    - Club Fair
    - Spirit Events (in conjunction/collaboration with Leadership UCC)
  - Members of the Board will be attending the Annual Northwest Student Leadership Conference at the end of February
- Peer Mentors:
  - Are assisting Campus Mental Health, Recovery and Wellness with several of the Wellness Workshops
  - Developed an informational display for Holocaust Awareness Day (January 27) and are looking at a larger event for Days of Remembrance in April.
  - Are hosting information and assistance tables in the Student Center and Success Center
  - In collaboration with the Student Ambassadors are working collaboratively on the Blood Drive (January 31, February 1)
- Student Life: Has developed and shared information regarding Dr. Martin Luther King Jr commemoration, Inauguration Day, and Holocaust Awareness Day

- UCC Scholars: The application for the fourth UCC Scholars Cohort (2017-2019) opened on January 30. An informational night was held at UCC on January 24.
- Student Veterans Center: Will be holding a Fly Fishing Workshop for student veterans and their families

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

- Our office has the first batch containing over 1,500 FAFSA applications for the 17/18 FAFSA year. We anticipate bringing in the next batch the beginning of February.
- Our packaging for 16/17 is up to date after an influx with the beginning of winter term. 1,708 awards have been processed to date up 141 from the 15/16 aid year.
- Several Financial Aid staff will be attending the annual Oregon Association of Student Financial Aid Administrators (OASFAA) Conference from February 1<sup>st</sup> thru the 3<sup>rd</sup>. This is a fantastic training opportunity for staff with the latest Federal updates provided by the US Department of Education, OSAC (Oregon Student Access and Completion) updates along with numerous other tanning opportunities.

#### **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.

- 3 TOP students have submitted applications to University of Oregon's competitive Family and Human Services program for fall 2017. They will find out if they are selected for interview March 2017.
- Feb. 3, TRiO students will travel to the University of Oregon for a campus visit and we will also attend a talk by Ta-Nehisi Coates, a nationally renowned speaker and correspondent for the Atlantic.

13 TOP students are enrolled in a new non-credit experimental course created and delivered by Paula Usrey and Susan Rochester combining Art and goal setting to keep students focused on their futures.

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

- 61 children enrolled (including 4 sets of twins)
- Immunization report completed for Douglas County Health Department
- 6 Early Childhood Education students doing practicum work at the center. Mentored by UCC ECE graduates, students plan lessons and observe and evaluate.
- FCEC partnership with Douglas ESD provides space for Early Intervention classes and allows for collaboration between FCEC staff and EI specialist

#### **Campus Mental Health, Recovery and Wellness, Mandie Pritchard, Director:**

Wellness Workshops: Our wellness workshops are designed to promote student success by engaging student in the campus community, find a sense of belonging and promoting resiliency. Workshops are offered weeks 1-9 on Wednesdays at noon and Thursdays at 2 pm in ESB 9 or 15. January workshops include:

- Discover Your Community Resources: Common campus and community resources CMHRW is referring students to access
- Balancing College Life: Helpful tips to address time & stress management and self-care
- Substance Abuse & Co-Dependency: Signs and symptoms; when and how to get help

Resilience: Moving to Post-Traumatic Growth: Dr. Eric Gustafson with Reliant Behavioral Health will be provide two 2-hour seminars. Participants will be able to identify the varying nature of post-trauma experiences; discover emerging science of post-traumatic growth; and learn research-based resilience strategies to:

- Improve one's relationship with daily and life-altering stress
- Recognize the cost of stress-avoidance mindsets
- Adopts resilient mindset skills
- Promote community resilience
- Identify personal meaning and paths to healing in the wake of tragedy
- Move from post-traumatic stress to post =-traumatic growth

**FINANCIAL SERVICES BOARD REPORT**  
**February 2017**  
**Rebecca Redell, Vice President of Financial Services/CFO**

Policy review and development has begun in earnest. The main focus has been on those policies that have not been reviewed in the last five years. Staff have been supporting accreditation efforts by serving on committees and writing reports.

**Purchasing; Jules DeGiulio, Purchasing Administrator**

- Custodial Supplies: Completed program evaluation and entered into an agreement with Walter E. Nelson Co for all Custodial Supplies and Service as of 1/1/17. This is a change from Coast Wide Supply. Pricing is based on a Cooperative Price Agreement and is estimated to save \$16% over previous year. It is set as a renewable contract to be evaluated annually.
- RFB for Chiller/Cooling Tower: Request for Bid for the replacement Chiller and Cooling Tower was approved by legal review and published to the marketplace on 1/19/2017. Bidders will respond by 1/31/17. Target to receive equipment is 4/15/17.
- Financial Audit RFB: Purchasing Administrator is working with the Finance Director and the Foundation to draft the proper Solicitation document for this service.
- Snyder Reconstruction: Design Documents in final phase with the Architect. Construction Documents in process. Discussions have commenced around the type of construction contract to best suit the project. Timeline to publish the construction Solicitation is no later than early April.

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

- 1099 MISC forms were issued to vendors and reported to IRS.
- 1098T forms are complete and are available to electronic retrieval/mail delivery.
- Finance office is in the process of finalizing single audit report requirement with the Federal Audit Clearing House, EMMA (Electronic Municipal Market Access system), SAM, etc..
- RFP is being developed to seek audit services effective 06/30/2017 as our current contract ended.
- Flat rate tuition group discussions are continuing for UCC.
- Recovery grants have been reviewed and reimbursement requests/reporting issued to the State.
- Draw No.7 (pre-final draw) has been submitted to the State of Oregon for reimbursement of the expenses for the Bonnie J Ford Health, Nursing and Science Building.

**Bookstore; Mique Shoemaker, Bookstore Manager**

- Book sales for Winter Term have wrapped up.
- Requests to Faculty for Spring Term course materials adoptions have been distributed via VERBA.
- Sourcing for Spring Term course materials has begun with a focused effort on obtaining as many used textbooks as possible for students.
- Pin pads attached to the POS system are being upgraded to accept credit cards with the chip technology.
- The second wave of the Student Watch Survey will be emailed to students during the weeks of February 13<sup>th</sup> and February 20<sup>th</sup>.

**Special Events, Greg Smith, Food Services Director**

- Participation in preliminary meetings regarding Shrek production by UACT in the summer and the possibility of a Little Mermaid production in 2018.
- Possibility of 'The Grinch' in December and a production of White Christmas.
- TEDX Talk co-sponsored by the Foundation in August.
- Women's Health Event in HNS booked by Mercy Medical and co-sponsored by Community Ed for April.
- Bridal show booth successful with samples of our more popular appetizers and leads on Event Center weddings.

**FACILITIES & SECURITY BOARD REPORT**  
**January, 2017**  
**Jess Miller – Director of Facilities and Security**

**Maintenance**

- Continue preventative maintenance on all HVAC systems. (Filters, oil, belts, grease, calibration, etc.) 18 systems complete and 4 to go.
- Modular removal Completed.
- Continued installation of Soffit LED retrofit.
- Work requests include 117 requests with 110 complete and 35 pending.
- Coordination of space committee campus wide good progress.
- Coordination of space committee for Industrial Technology and backfill continued.
- Chiller out for bid, plans for installation continued.

**Custodial**

- Assisting in bad weather mitigation.
- Many special event set ups.

**Grounds**

- Assisting in bad weather mitigation.
- Landscape on the back side of Bonnie Ford Center – Gabion Rock bank with trees for stabilizing bank and aesthetics continues... delayed due to bad weather.
- Pruning some of the larger trees completed beginning stump removal.

**Security**

- Provided training of all part time faculty in ALICE emergency response training.
- Continue to work on identifying further security measures. Assist with taskforce to identify needs on campus for second legislative ask.

**Construction**

- Landscape near completion awaiting contractor's return, weather permitting.
- Working with Mahlum to continue construction drawings and prepare for hard bid.

**Note:**

I want to extend an invitation to see drawings of the new Snyder Hall building design located in the lobby of the Del Blanchard Welcome Center. This design was developed with Mahlum Architecture, and our Snyder Hall Oversight Taskforce for the design process. This was a taskforce consisting of Faculty, Admin, Classified, Board of Trustees, Students, Foundation, and other community members. At this point, Schematic Design and Design Development documents are wrapped up and we are moving into the construction document phase.

Mahlum Architecture has been working continuously to provide the documents necessary to open bidding for construction. We met a delay as UCC made a decision to designate a contractor we believe would do a great job and shared a commitment to this project. Unfortunately, after review of estimates and conducting a follow up third party estimate, it was determined UCC would need to extend solicitation for a competitive bid. UCC will advertise for bids from March 6-19 with the decision being made no later than the 19<sup>th</sup> of March. The anticipated date of completion is March 2<sup>nd</sup> of 2018.



**INFORMATION TECHNOLOGY BOARD REPORT**  
**January 2017**  
**Dan Yoder, Director of Information Technology Department**

In addition to our normal support service work –

**Network Support Team**

- Installed the new network server system and network storage in the computer room. Transition to the new equipment is scheduled for the 1<sup>st</sup> week of February.
- Phase 1 and 2 of the network fiber installation is complete. 2 more phases to go!
- Public Address System planning is in progress.

**Desktop Support and Media Services Team**

- Update the Testing Lab's located in the Campus Center and ESB buildings with new PC's

**Instructional Lab Support and Team**

- Assisted the Tittle III Coordinator with compliance reporting for the 2015-16 academic year.
- Solved the virtual lab CASAS testing software problem so students can use virtual computer labs to accomplish these tests.

**Information Systems Support Team**

- Banner has been updated with required beginning of the 2017 calendar year patches and updates.
- Project to automate the Oregon Financial Aid transcript exchange system is in progress.
- Added operational reports to the Crystal Reports menu in support of 1098T generation and other operational matters.

**Applications Support (Facilities Scheduling, TutorTrac, AdvisorTrac, Manage Engine – Help Desk Software, etc...)**

- Support staff are scheduled for training in support of the Campus Help Desk systems.

**Institutional Research, Xiana Smithhart**

- Completed the IPEDS Graduation Rate Graduation Rate 200% Survey reports.
- Provided Math placement test analysis data
- Assisted grant funded programs with compliance analytics

**College Web Support**

- Presented example of Google analytics related to applications for admission to Presidents staff
- Streamlined Home page by reducing the amount of links in the Resources & Services dropdown menu
- New pages in High School Connections section of the website and added new graphical navigation
- Added Maddie Gidcumb testimonial video to UCC YouTube Channel and UCC Foundation website
- Added web page dedicated to Provost Employment search. Has received 200 page hits since launch

## **COMMUNICATIONS AND MARKETING BOARD REPORT**

**January, 2017**

**Tiffany Coleman, Director of Communications and Marketing**

January has been declared “Get to Know You” month in the Communications and Marketing Department. The department is transitioning leadership from Anne Marie Levis to the new director. We are currently focused on getting to know each other, refining internal processes, and working to create efficiencies.

### **Marketing Materials**

Production is wrapping up on the Spring Quarterly Schedule. The current piece is 56 pages. It will be sent out to roughly 50,000 households in Douglas County, and will begin arriving in homes on February 15. This is a great way for us to showcase what is happening at UCC. Moving forward, we will place more emphasis on telling and showing student success stories. Given the widespread reach of this valuable touchpoint, we want to make sure UCC is putting its best foot forward. After this publication is out, we will go through and identify some of the areas within it that are targeted for improvement.

### **UCC Website**

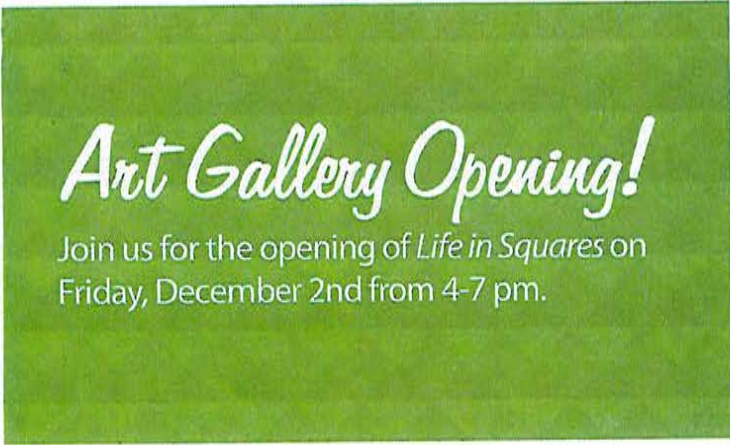
A priority has been placed on cleaning up the UCC website in order to make it more user friendly and appealing to our internal and external communities. Art Lucero, UCC’s webmaster, recently presented the Senior Leadership Team with a web metrics presentation. By using Google Analytics, we will be able to hone in on trends, demographics, and areas for opportunity on the website. The website, which is UCC’s most important, tangible marketing tool, will be an area for continuous improvement.

### **Imagery**

We will soon begin the process of improving our campus photo library. The goal is to get away from using stock images in publications, on the website, and in social media postings. We want our brand to be reflected in the use of our own people/students.

### **Marketing Tools**

The team has spent the past few months creating templates that faculty and staff can use as part of self-service marketing tools. A variety of templates can be used for creating flyers, posters, social media posts, and web announcements. A copy that contains a number of samples is attached with this report for reference.



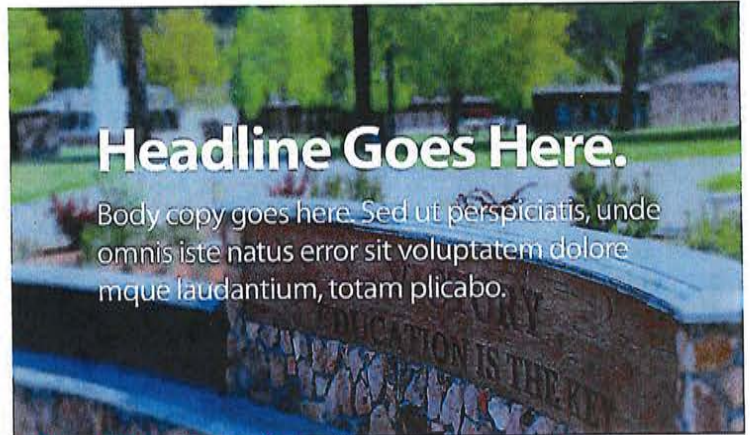
Art Gallery FB Template.jpg



*For very short text*  
General Announcement FB Template 1.jpg



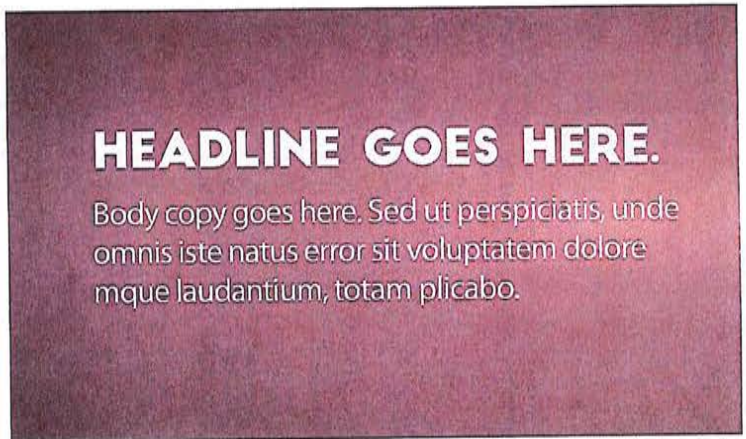
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General Announcement FB Template 2.jpg



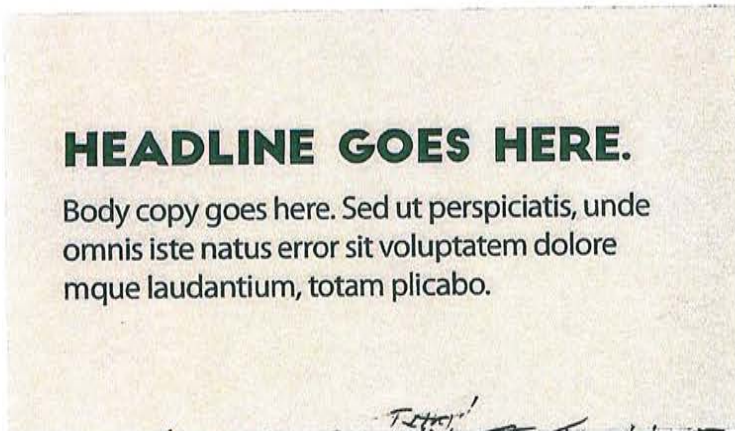
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General Announcement FB Template 3.jpg



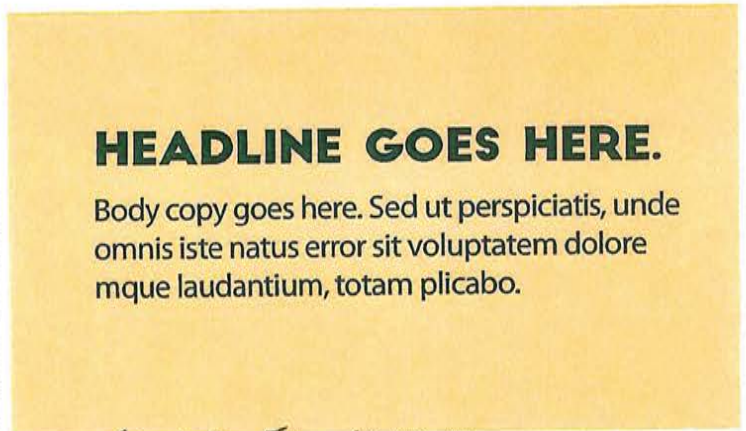
Generic FB Template 3.jpg



Generic FB Template 4.jpg



*Generic FB Slider 5 Template 5*



*Generic FB Template 6*

CAMPUS EVENT

# Art Gallery Opening!

Join us for the opening of *Life in Squares* on Friday, December 2nd from 4-7 pm.

Learn more! **Go**

Art Gallery Slider Template.jpg

CAMPUS ANNOUNCEMENT

# HEADLINE GOES HERE.

Body copy goes here. Sed ut perspiciatis, unde omnis iste natus error sit voluptatem dolore mque laudantium, totam plicabo.

Learn more! **Go**

*For very short text*  
General Announcement Slider Template 1.jpg

CAMPUS ANNOUNCEMENT

# Headline Goes Here.

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Learn more! **Go**

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General Announcement Slider Template 2.jpg

CAMPUS ANNOUNCEMENT

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Learn more! **Go**

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General Announcement Slider Template 3.jpg

KEEPING YOU INFORMED

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Learn more! **Go**

Generic Slider 3.jpg

KEEPING YOU INFORMED

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Learn more! **Go**

Generic Slider 4.jpg

KEEPING YOU INFORMED

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Learn more! **Go**

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KEEPING YOU INFORMED

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Learn more! **Go**

*Generic Slider 6*

**UCC FOUNDATION BOARD REPORT**  
**February 2017**  
**Susan Taylor, Executive Director**

**2016-2017 Board Goals and How the UCC Foundation is Addressing Them:**

- Support President and staff efforts with accreditation, strategic planning, governance changes, and policy development.
  - The Foundation ED participated in the Higher Education Coordinating Commission Equity Summit in Salem with the Senior Leadership Team. We learned many strategies that will be applicable to weaving equity into our systems during the strategic planning process.
  - The Foundation staff, with others in attendance, held a three-hour governance discussion at the end of 2016 to provide useful feedback to the governance committee.
  - All Foundation staff are involved in policy development as active members of College Council, the Policy Committee, or SLT.
  
- Support continued recovery efforts.
  - Foundation staff are liaising with Senator Jeff Kruse's office regarding the 2017-2019 Biennium Recovery Request. **Senate Bill 653** is our request in the amount of \$504,300 for continuation of funding for security patrol positions and IT network systems security specialist.
  - April and Susan are assisting Mandie Pritchard in her efforts to request the next U.S. Department of Education Project SERV (School Emergency Response to Violence) grant for continuation of recovery-related staffing.
  - Ellen continues to be UCC's representative on UCC Strong, and participates in CHART.
  - Some funding from the Legacy Ball was set aside for the UCC Memorial.
  
- Map current student success efforts and gaps; work toward integrating efforts and tracking progress toward increased student success.
  - The UCC Foundation 2017-2018 scholarship season opens on February 1<sup>st</sup>! With the lead from the UCC Foundation Scholarship Committee and Honey McNamara, the Scholarship and Donor Relations Coordinator, the Foundation awards approximately \$500,000 in scholarships to students in addition to the outside agencies that support UCC students as well.
  
- Additional News:
  - The UCC Foundation is planning a Retiree Luncheon at 11:30 AM on Tuesday, March 14<sup>th</sup> for UCC retirees to have a chance to meet Dr. Thatcher and reconnect with friends.

**HUMAN RESOURCES / PAYROLL BOARD REPORT**  
**February, 2017**  
**Lynn M. Johnson, Director of Human Resources**

**Human Resources**

- To assist the College with accreditation initiatives, the Human Resources Department hosted new employees to a newly formatted New Hire Orientation. The event was held Thursday, January 26, in The Bistro. Invited were 25 guests; 15 attendees; a 60% show rate. The goal is to reach-out to the new hires sooner, which is intended to improve the show rate. Recommendation to offer refresher sessions was made, and the Team will incorporate in the calendar this quarter.
- Recruitment for the Provost position continues. January 30, candidate screening for first round interviews was held by the Selection Committee. Director of Human Resources offered recommendations based on strategic planning through an equity lens.
- Work has begun on the annual human resources IPEDS report, due April 12, 2017.
- Accreditation project work continues. HR Generalist Kelley Plueard is working on the Governance recommendations.
- SafeColleges for Student modules under consideration with the Senior Leadership Team to assist with the recovery efforts and safety training at the College.
- NeoGov integration with Banner project work continues in partnership with Information Technology. These upgrades will assist the College in the accreditation requirements towards updated evaluation tools, better on-boarding of employees, and streamlining of the hiring process.
- HR Director attended the HECC Equity Leadership Summit in Salem January 18. This knowledge will better assist the Director in leading the team with a stronger equity lens, thus assisting the College with strategic planning.
- HR Director attended Quarterly HR Managers/Directors and Business Officers meeting, Lane Community College, January 26-27. Discussed were topics such as the Fair Labor Standards Act new overtime rules and how it is affecting our institution, EEO/Affirmative Action plan, I-9's and the potential of E-verify mandate (UCC already uses E-verify), and post retirement work options/agreements for PERS retirees.

**Payroll**

- Cross Training of Payroll Assistant continues successfully and on-track with established timeline. Training completion target is March 2017. This assists the College with secession planning in the Payroll Department.
- The following documents and or reports were prepared or in process:
  - W2 processing - completed January 23
  - Quarterly State and Federal reports – completed January 20
  - Affordable Care Act (ACA) 1095-C – in process / Due March 2
  - PERS Reconciliation due March 5, 2017 – in process/on track

## **UCCPTFA Board Report**

**February 2017**

**Jeri Frank, President, UCCPTFA**

The part-time faculty appreciated the safety training presented on January 23. Some faculty members would also like to see follow-ups in the future with an active participatory component.

An informational packet for part-time faculty is being formulated so that people will have more convenient access to basic necessary information, especially when they are first starting their employment at UCC. Dustin Cosby, one of our Executive Committee members, is heading this effort and coordinating with Human Resources.

We are planning our winter term General Membership meeting in March. We have a continuing commitment to keeping our members informed and involved.

BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Budget Committee Appointments

Date: February 8, 2017

Board approval of the appointment of the following Budget Committee members is requested. Term of appointment is July 2015 – June 2018 (3 years).

Zone 1: Dir. Tamm recommends re-appointment of Hop Jackson

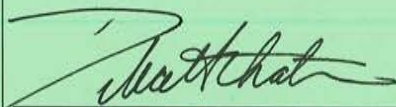
Zone 4: Dir. Rice recommends re-appointment of Sally Dunn

Zone 7: Chair Becker recommends re-appointment of Janet Morse

Recommendation by:

\_\_\_\_\_

Approved for Consideration:



U.C.C. President



BOARD OF DIRECTORS  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

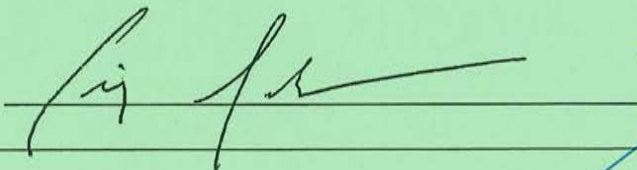
Information Item  
 Action Item

Subject: Expansion of Athletic Programs

Date: February 8, 2017

Craig Jackson, UCC Director of Athletics, requests the Board's approval for additional athletic programs: Men's and Women's Cross Country, Men's and Women's Wrestling, and Men's and Women's Obstacle Course Racing.

Recommendation by:



Approved for Consideration:



U.C.C. President

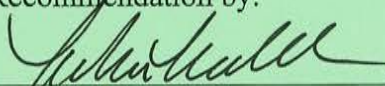
BOARD OF DIRECTORS  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON


Information Item  
 Action Item

Subject: Resolution #16, Approval to Spend Funds	Date: February 8, 2017
--	------------------------

This is a resolution to increase appropriation in the Special Revenue Fund \_\_ Grants and Contracts.

UCC was awarded \$9,000 from the Higher Education Coordinating Commission for work on data quality and \$2,878.36 from Linn Benton Community College for OER work.

Recommendation by:  
  
 \_\_\_\_\_  
 U.C.C. Vice President/Chief Financial Officer

Approved for Consideration:  
  
 \_\_\_\_\_  
 U.C.C. President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 16 - FY 16-17  
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$9,000 from the Higher Education Coordinating Commission and \$2,878.36 from Linn Benton Community College, and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees at Umpqua Community College hereby adopts this resolution for the grant expenditures of \$11,878.36 for the implementation of these contracts.

Special Revenue Fund - Grants and Contracts

	16-17 Budget Through Resolution 15	Adjustment	16-17 Budget Through Resolution 16
REVENUES:	\$ 7,259,557	\$ 48,015	\$ 7,307,572
EXPENDITURES:			
Instruction	\$ 1,112,969		\$ 1,112,969
Instruction Support	1,194,552	2,878	\$ 1,197,430
Student Services	3,042,326	9,000	\$ 3,051,326
College Support Services	1,909,710	\$ -	\$ 1,909,710
TOTAL	<u>\$ 7,259,557</u>	<u>\$ 11,878</u>	<u>\$ 7,271,435</u>

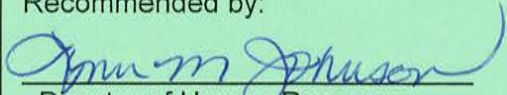

ADOPTED February 8, 2017

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair

BOARD OF DIRECTORS UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON
--

<input type="checkbox"/> Informational Item <input checked="" type="checkbox"/> Action Item
--

Subject: Early Retirement Requests	Date: January 8, 2017
<p><b>Recommendation:</b></p> <p>Board approval is requested for two early retirements:</p> <p><b>Dan Yoder</b>, Director of Information Technology, is requesting early retirement effective June 30, 2017. He is also requesting early retirement benefits as per UCC Board Policy 326, effective July 1, 2017. Mr. Yoder has worked for Umpqua Community College full time for 32 years as of June 25, of this year. Mr. Yoder is also requesting the option to continue employment, as allowed under PERS rules, in his current capacity for a period to be determined later. Mr. Yoder has served and supported students, staff and community members during his time at the College.</p> <p><b>Dr. Kenneth Carloni</b>, Science Department Chair and Instructor, is requesting early retirement from PERS effective December 1, 2017. Dr. Carloni requests to continue teaching through the end of the 2017-2018 academic year, with intentions of becoming an adjunct professor. Hired full time September 1991, Dr. Carloni has provided over 25 years of service to the College.</p>	
Recommended by:  Director of Human Resources	Approved for Consideration:  UCC President

Umpqua Community College Board

Jan 24, 2017

Request for early retirement:

Please accept my request for early retirement effective June 30, 2017. I also request early retirement benefits as per UCC Board Policy 326, effective July 1, 2017. I will have worked for the College full time for 32 years as of June 25<sup>th</sup> of this year. I believe I've worked under the leadership of 11 College Presidents during this time.

I also request the option to continue employment as allowed under PERS rules in my current capacity for a period to be determined later.

It has been my pleasure to serve and support our students, staff and community members. I've had the opportunity to see education change lives and open doors for both students and staff members alike. Umpqua Community College has impacted me tremendously and I would not be the person I am today without the experiences and perspectives gained here. I have the deepest respect and appreciation for the dedicated work of our staff and faculty. The support, respect, and comradery that I have experienced here will be with me always.

Thank you!

A handwritten signature in black ink that reads "Dan Yoder". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dan Yoder

Director of Information Technology

Umpqua Community College

**Lynn M. Johnson**

---

**From:** Ken Carloni  
**Sent:** Saturday, January 21, 2017 4:37 PM  
**To:** Lynn M. Johnson  
**Cc:** Jason Aase; Debra Thatcher; Robynne Wilgus; Martha Joyce  
**Subject:** Retirement

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Lynn et al. -- Article XIX.F.4 of our contract states: "A minimum of six (6) months' notice must be given prior to the planned date of retirement. This requirement may be waived by the College President." I just wanted to date stamp the beginning of the process and clarify my timeline.

My plan is to have my first day of retirement under PERS be Dec. 1, 2017 but to continue to teach through the end of the 2017-18 academic year and become an adjunct after that. I have been working on a plan that should fully crystallize as I finalize my department budget. I will run a few scenarios for us to compare at that time.

Thanks All -- KC