

UMPQUA COMMUNITY COLLEGE

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

UCC Board of Trustees Goals 2015-16

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

VOL. LI, No. 2 BOARD OF TRUSTEES MEETING JULY 13, 2016; 3:00 P.M., Board Room

AGENDA

MEMBERS:

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

Sharon Rice _____
Chris Rusch _____
Wendy Weikum _____

ADMINISTRATION:

Dr. Debra Thatcher _____
Dr. Roxanne Kelly _____
Natalya Brown _____
David Farrington _____

- I. CALL TO ORDER Chair Becker
- II. ATTENDANCE Chair Becker
- III. PLEDGE OF ALLEGIANCE Chair Becker
- IV. OATH OF OFFICE Chair Becker
- V. ORGANIZATION Chair Becker
- A. Election of Chair for 2016-17
- B. Election of Vice Chair for 2016-17
- C. Election of OCCA Representative for 2016-17

- VI. CONSENT AGENDA Chair pp 1-5

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

- VII. CHANGES TO THE AGENDA Chair
- VIII. ASUCC REPORT Ali Lape
- IX. ACEUCC REPORT Katie Workman
- X. UCCFA REPORT John Blackwood
- XI. PRESIDENT'S REPORT Dr. Thatcher pp 6-9

XII. OCCA REP. REPORT	Dir. Lathrop	
XIII. RECOVERY REPORT	Chair	p 10
XIV. OLD BUSINESS		
XV. NEW BUSINESS		
A. Res. No. 1, Establishing Clerk, Deputy Clerk, and Budget Officer	Natalya Brown	pp 11-12
B. Res. No. 2, Banking Resolution	Natalya Brown	pp 13-14
C. Res. No. 3, Approval to Spend Funds	Natalya Brown	pp 15-16
XVI. BOARD COMMENTS	Chair Becker	
XVII. ADJOURNMENT	Chair Becker	

NEXT BOARD MEETING:

- Board Meeting, September 14, 2016, 3:00 pm, Board Room

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

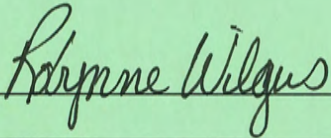
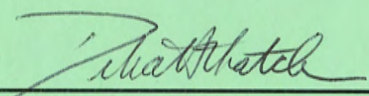
Subject: Consent Agenda	Date: July 13, 2016
-------------------------	---------------------

Recommendation:

Recommend approval of:

Minutes of College Board Meeting of June 8, 2016 pp 1-4

Personnel Actions p 5

Recommendation by:  _____	Approved for Consideration:  _____ U.C.C. President
--	--

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 8, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, June 8, 2016, in the Board Room of the Welcome Center at Umpqua Community College in Roseburg, Oregon. Board Chair Becker called the meeting to order at 3:00 pm and the pledge of allegiance was given.

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

Others present:

Walt Nolte	Jess Miller	Donna McGeehon	Jesse Morrow	Danny Lang
Robynne Wilgus	Anne Marie Levis	Judy Ode	Valerie Miltko	Beth Jessel
Roxanne Kelly	Lee Salter	Cathy Chapman	Kathy Thomason	Patrick Schneider
Rebecca Redell	Susan Taylor	Joshua Friedlein	John Blackwood	
David Farrington	Andrea Henderson	Anthony Terra	Ali Lape	
Vera Westbrook	Marie Gambill	Lynn Johnson	Michelle Bergmann	

Consent Agenda

- A. Minutes of College Budget meeting, May 4, 2016
- B. Minutes of College Board meeting, May 11, 2016
- C. Personnel Actions

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

There were no changes to the agenda.

Focus Presentation

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA), thanked the Board for the opportunity to report. There have been changes in the OCCA office to help focus on member services, board development, and other college needs. The Governance Institute of Student Success (GISS) is coming up in late June. An orientation for new presidents and administrators is planned for July 25 to help them become familiar with the Oregon system. There is also the regular conference being planned which will focus on student success and completion efforts followed by Board Chair and Vice-Chair training. Ms. Henderson reviewed the budget outlook and themes for the 2017 legislature. There was encouragement for Board members to complete the GISS survey. Chair Becker thanked Ms. Henderson for coming.

ASUCC Report

Anthony Terra, ASUCC President, said it was a great pleasure being a student representative this past year. He provided an update on recent student activities. Ali Lape was introduced as ASUCC President Elect and Patrick Schneider is the new Public Relations Officer. Recruiting will be done to fill other positions. Chair Becker thanked Mr. Terra for his efforts throughout the year.

ACEUCC Report

Judy Ode, ACEUCC President, said the new ACEUCC President is Katie Workman. Becky Kipperman has been re-elected as Secretary and Cathy Chapman will fill in as the OEA Liaison. Congratulations were extended to Victoria Sawyer and Sheri Hilde for being nominated as Outstanding Full-Time and Part-Time Employees respectively.

UCCFA Report

Marie Gambill, UCCFA President, thanked the Board for letting her work with them over the past few years as this is her last report. John Blackwood will be taking over as the UCCFA President. Many faculty members are excited about the upcoming graduations this week. She noted the ABSD Graduation was started by Director Lathrop. Charles Young and Melinda Benton were recognized as this year's Outstanding Faculty Members. Chair Becker thanked both Ms. Gambill and Ms. Ode for their reports.

President's Report

Dr. Nolte recognized two faculty members who recently received awards. John Blackwood was awarded the Oregon Council of Computer Chairs Davis Swenson service award for scholarship, leadership and service. Karen Carroll was the recipient of the 2016 Spirit of TRiO Award. This is Dr. Nolte's last Board meeting and said it has been great working with everyone this past year. He thanked everyone at the college for their efforts on behalf of the students.

OCCA Report

Dir. Lathrop read the official statement from the Attorney General's ruling regarding the illegality of a Board member abstaining from voting unless there is a conflict of interest. On a national level, there will be a full committee hearing this week on the Labor, Health, & Education funding bill which includes the restoration of the year-round Pell Grant.

Recovery Report

Snyder Hall Sub-Committee: Dir. Tamm explained the college has been working with the architects for developing a timeline and process for moving forward. The Committee discussed the possibility of changing the use of the building; however, they had consensus to retain its historical use of teaching Language Arts. Dir. Tamm wanted the Board to be aware of this conversation and also to be sure there was consensus in moving in the same direction; there were no objections. The deconstruction of Snyder Hall will be complicated; it will happen simultaneously with the development of blueprints. Dir. Tamm indicated it would be helpful to have a general contractor on the project early as it will probably take three to four months to go through the RFP process. Consensus is needed from the Board to stay under the emergency provision which would allow a contractor to be assigned earlier. Chair Becker suggested having a Special Board meeting for voting on that proposal. Dir. Tamm indicated the building could be finished prior to the fall of 2018. Dr. Nolte explained that although UCC has received the state funding earlier this year the HECC guidelines for expenditures was only received about six weeks ago.

Remembrance Sub-Committee: Dir. Lathrop shared that the Committee will be staying with their original intent of keeping the plans "low-key" and respectful. Kelly Wright and Bryan Trenkle have been communicating the plans with the families who are on board and agreeable to the ideas. More family input will be gained from a meeting that is planned for August.

Commencement Sub-Committee: Chair Becker indicated the Committee is wrapping up. The next focus will be initiating the Memorial Committee.

UCC Strong: Dir. Weikum provided a brief update indicating Phase 4 of distribution has begun. The distribution of funds was reviewed. There will be \$75,000 left in the account for future needs. Donations are still being accepted. The next meeting is scheduled for November.

Douglas County Responders First Foundation: Chair Becker explained the new Foundation is a nonprofit that has been created to help First Responders deal with trauma.

Chair Becker gave an invitation to attend and provided a brief overview of the upcoming Summit on Safeguarding College Campuses in Portland.

OLD BUSINESS

Chair Becker shared that Chris Rusch has re-expressed interest for being on the Board of Trustees; she was also interested in the vacancy last fall. This is the only applicant who is living in the correct zone. In discussion Dir. Tamm noted recommendations for Ms. Rusch from Bob Allen and former Trustees Lenore Paulson and Joe Yetter.

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

Ms. Rusch's swearing-in will be at the next meeting and she will be informed right away of the decision.

NEW BUSINESS

Resolution No. 11 – Adopting the Budget

Ms. Redell presented the UCC Budget for the 2016-2017 year Board adoption as previously approved by the Budget Committee on May 4, 2016. Resolution No. 11 is attached to permanent Board minutes. There were several points of discussion: money will be moved without changing the bottom line of the Budget for negotiations or a resolution or supplemental Budget would be done as needed; the reserve has been declining regularly in recent years; carryover shouldn't be depended upon when budgeting; it is good to hear the public discussion; even if adjustments are made throughout the year it is important that people know they can ask questions at any time.

Motion: **I move for adoption of the UCC Budget for budget year 2016-2017 in the total amount of \$80,133,714 and to impose the tax rate of \$0.4551/\$1,000 of assessed value of all taxable property within the district. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.**

Resolution No. 12 – Approval to Spend Funds

Ms. Redell requested the Board's approval for Resolution No. 12, Approval to Spend Funds, to increase appropriation in the Grant Fund as UCC was awarded \$529,623 from the Project SERV Grant (School Emergency Response to Violence). Resolution No. 12 is attached to the permanent Board minutes.

Motion: **I move for approval of Resolution No. 12, Approval to Spend Funds, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.**

Resolution No. 13 – Interfund Borrowing

Ms. Redell presented Resolution No. 13, Interfund Borrowing for Fiscal Year 2016-2017, requesting the Board's approval to permit short term use of funds belonging to one fund by another fund for the 2016-2017 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position. Resolution No. 13 is attached to the permanent Board minutes.

Motion: **I move for approval of Resolution No. 13, Interfund Borrowing for FY 2016-17, as presented. Motion by Dir. Bell, seconded by Dir. Lathrop and carried unanimously.**

Board Comments

- Dir. Bell is heading up the Fall 2016 Opening Sub-Committee. He will continue to gather information and have a formal meeting over the summer to finalize plans.
- Dir. Lathrop thanked Andrea Henderson for coming to UCC and providing an OCCA update.

Meeting adjourned at 3:58 p.m.

Respectfully submitted,

Approved,

Walter H. Nolte, Ph.D.
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Personnel Actions
Res. No. 11, 12, & 13



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: July 13, 2016

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

Administrative/Confidential-Exempt Contracts:

Missy Olson, Director of College Transition and eLearning, 07/01/2016

Faculty Contract:

Patrick Harris, Nursing Instructor, 09/15/2016

Deborah Gresham, Assessment Coordinator, 09/15/2016

Separations:

n/a

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports

Date: July 13, 2016

ASUCC Report

Ali Lape

ACEUCC Report

Katie Workman

UCCFA Report

John Blackwood

President's Report


Dr. Debra Thatcher

OCCA Board Report

Dir. Doris Lathrop

Recommendation by:

Approved for Consideration:



U.C.C. President

Instructional Board Report June/July 2016

The Instructional Division has been working on the following:

- Dr. Kelly attended the annual meeting of the Northwest Commission on Colleges and Universities June 22nd. Along with Dr. Nolte, Dr. Kelly answered questions concerning elements of the report generated by the NWCCU visiting team from March 2016. The college will be receiving a letter with before the end of July with any follow up reports or visits that may be required.
- Graduation, both college wide and GED/Adult High School, was a great success. Both ceremonies were well attended and the very best day of the year!
- Work on the new building continues on schedule and on budget. The anticipated move-in date is August 8th.
- Work continues with the local Forestry leaders to get the three new programs off the ground. Discussions have begun concerning additional programs/certificates that may be beneficial to the industry.
- A number of new faculty and staff are being hired to fill recent retirements both faculty and staff. Additionally, a new assessment coordinator has been hired to respond specifically to the recommendations of the NWCCU visiting team.
- Summer term is going smoothly.

**Umpqua Community College
Vice President for Student Services
July 2016**

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

- There have been many changes in the Student Services department with retirements, new adventures and transitions. We would like to congratulate Chery Yoder on her retirement, Hanna Culbertson on her new adventure of pursuing her Master's degree and Missy Olson as she transitions to her new position as the Director of College Transitions and E-Learning.
- Interview for the Manager of Advising, Accessibility Services and Testing begin this week.
- Interviews for replacement of a full-time Advisor (Hanna) begin this week.
- Interviews for the Athletic Director position begin on July 11.
- Advertisement for the Director of Upward Bound & ETS has been posted and closes July 11.
- UCC has received one-year Senate Bill money in support of the Oregon Promise. The money is to be used in support of advising and first year experiences of incoming students.
- We will be utilizing those funds with the following hires:
 - Two part-time Academic Advisors;
 - First Year Experience Coordinator;

Administrative Services
July 2016 Board Report
Natalya Brown, Director of Finance, Interim CFO

Finance

- The Finance office is focusing our efforts to prepare for the fiscal year end on June 30, including the reconciliation of accounts and reviewing petty cash. External auditors will be on campus June 30 to observe physical counts of inventory with several departments: Bookstore, SOWI, and Catering.
- We continue to test DocuWare for electronic approval of invoices and electronic storing of data.
- The office is preparing for grant reporting and close out, monitoring cash flows and reviewing requirements and set up for new Project SERV and Umpqua Recovery (legislative ask) grants.
- Liability insurance coverages for Students, Property, and Nursing & Professional Services have all been completed for the 16/17 year.

Budget Office

- Presented the 2016-17 Budget to the Board of Trustees on June 8th, 2016, Budget Passed.
- Data entry for budget and budget roll completed for FY2017.
- Budget document now available on the web (will be no later than the end of the day on Thursday)
- Documentation sent for certification of taxes for FY 2017 (no later than the end of the day tomorrow)
- Documentation sent to the Oregon Department of Revenue for FY2017.

Events/Food Services

- Campus presently hosting summer youth camps, including use of the Bistro kitchen for food event.
- Productive review meeting with Loggers Café vendor to share best practices, give feedback from customers on food, and other items to work on.

Bookstore

- Counter service is now being offered for textbook/course materials. This will help ensure students are receiving the correct books and course material.
- The "Cathy Vaughn Scholarship Fund" is being created and funded by the Bookstore and other donations. The purpose is to provide a \$250 scholarship to one student each term for textbooks & course materials. Cathy worked in the store for 25 years and we are proud to be able to honor her years of service in this way.

Purchasing

- HNSB Furnishings, Fixtures & Equipment: Furniture purchases are completed for HNSB. Delivery and Installation to match building completion schedule and are within budget.
- Snyder Remodel: Contract with Architect in Draft Form. Expected to submit to execute in early July.

Information Technology

Institutional Research:

- The annual state FTE Audit is currently in progress, next is the annual enrollment report!

HNS Building:

- Supporting emergency communications set up for elevator

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item

 Action Item

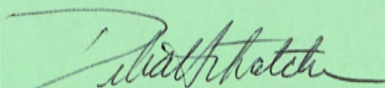
Subject: Recovery Report

Date: July 13, 2016

Information will be provided regarding UCC's recovery efforts.

Recommendation by:

Approved for Consideration:



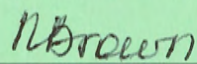
U.C.C. President

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

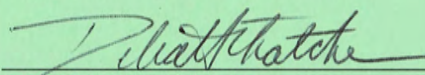
Information Item
 Action Item

Subject: Resolution #1, Establishing Clerk, Deputy Clerk, and Budget Officer	Date: July 13th, 2016
--	-----------------------

Board approval is requested to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2016-2017 fiscal year.

Recommendation by:


 U.C.C. Interim Chief Financial Officer

Approved for Consideration:


 U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 1 - FY 2016-17
Establishing Clerk, Deputy Clerk and Budget Officer

WHEREAS, it is in the interest of the Umpqua Community College District that a Clerk, Deputy Clerk and Budget Officer be established, and;

WHEREAS, state law provides that the administrative head of the District shall be Clerk, therefore,

BE IT RESOLVED, that Dr. Debra Thatcher be and is hereby designated as Clerk of the Board for the budget year 2016-2017, and;

BE IT FURTHER RESOLVED, that Natalya Brown be and is hereby designated as a Deputy Clerk and Budget Officer for Umpqua Community College for the fiscal year 2016-2017.

ADOPTED this 13th day of July, 2016

UMPQUA COMMUNITY COLLEGE BOARD OF DIRECTORS
DOUGLAS COUNTY, OREGON

Clerk of the Board

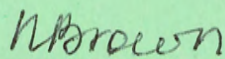
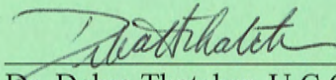
UCC Chair of the Board

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Informational Item
 Action Item

Subject: Resolution#2, Banking Resolution	Date: July 13 th , 2016
--	------------------------------------

Board approval is requested to update authorized signors for Umpqua Community College and to add the Bank of New York Mellon Trust Company to the list of financial institutions.

Recommended by: Natalya Brown, Interim CFO  _____	Approved for Consideration:  _____ Dr. Debra Thatcher, U.C.C. President
--	---

RESOLUTION #2 – BANKING RESOLUTION

RESOLVED, that Umpqua Bank, Wells Fargo Bank, the Bank of New York Mellon Trust Company and the State of Oregon Local Government Investment Pool (“Financial Institutions”) at any one or more of their offices or branches, be and they hereby are designated as a depository for the funds of this College, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: any two (2) of the following names officers or employees of this College (“Agents”), whose actual signatures are shown below:



NATALYA BROWN, INTERIM CFO/DIRECTOR OF ACCOUNTING AND FINANCE

REBECCA REDELL, VICE PRESIDENT/CFO



DR. DEBRA THATCHER, PRESIDENT OF UMPQUA COMMUNITY COLLEGE

and that the Financial Institutions shall be and are authorized to honor and pay the same whether or not they are payable to the bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institutions are hereby directed to accept and pay without further inquiry any item drawn against any of the College’s accounts with the Financial Institutions bearing the signatures of the Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent’s personal account, and the Financial Institutions shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes, and other items payable to or owned by this College for deposit with the Financial Institutions, or for collection of discount by the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposed for which fund, checks, or items of the College may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other act may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institutions at each location where an account is maintained. Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by them in continuing to act in accordance with this resolution. Any such notice shall not affect any times in process at the time notice is given.

WE FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the College; that they are in full force and effect.

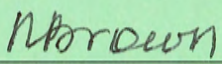
ADOPTED by the Board of Umpqua Community College this 13th day of July 2016.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

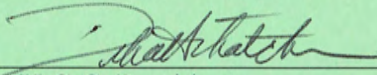
Information Item
 Action Item

Subject: Resolution #3, Approval to Spend Funds	Date: July 13th, 2016
---	-----------------------

This resolution is to increase appropriation in the Special Revenue Fund – Grants and Contracts. David Farrington was awarded \$82,990 from the State of Oregon and the Higher Education Coordinating Commission (HECC) for Oregon Promise support services through HB4076.

Recommendation by:


 U.C.C. Interim Chief Financial Officer

Approved for Consideration:


 U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No.3 - FY 16-17
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$ 82,990 from the State of Oregon and the Higher Education Coordinating Commission, 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 that the Board of Directors of Umpqua Community College hereby adopts this
BE IT RESOLVED, resolution for the grant expenditures of \$ 82,990 for the implementation of this contract.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	16-17 Budget Through Adoption	Adjustment	16-17 Budget Through Resolution 3
REVENUES:	\$ 6,144,760	\$ 82,990	\$ 6,227,750
EXPENDITURES:			
Instruction	\$ 1,084,969		\$ 1,084,969
Instruction Support	1,140,933		1,140,933
Student Services	2,958,520	\$ 82,990	3,041,510
College Support Services	960,337		960,337
TOTAL	<u>\$ 6,144,759</u>	<u>\$ 82,990</u>	<u>\$ 6,227,749</u>

ADOPTED this 13th day of July, 2016

Clerk of the Board

UCC Chair of the Board