

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. 4 BOARD OF TRUSTEES MEETING SEPT. 14, 2016; 3:00 P.M., Board Room

A G E N D A

MEMBERS:

Vanessa Becker, Chair _____
Bob Bell, V. Chair _____
Doris Lathrop _____
Sharon Rice _____

Chris Rusch _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Dr. Debra Thatcher _____
Jason Aase _____
Natalya Brown _____
David Farrington _____

- I. CALL TO ORDER** **Chair Becker**
 - II. ATTENDANCE** **Chair Becker**
 - III. PLEDGE OF ALLEGIANCE** **Chair Becker**
 - IV. CONSENT AGENDA** **Chair Becker** **pp 1-10**
- 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. ASUCC REPORT** **Ali Lape**
 - VII. ACEUCC REPORT** **Katie Workman**
 - VIII. UCCFA REPORT** **John Blackwood**
 - IX. PRESIDENT’S REPORT** **Dr. Thatcher** **pp 11-17**
 - X. OCCA REP. REPORT** **Dir. Lathrop**
 - XI. RECOVERY REPORT** **Chair** **p 18**
 - XII. OLD BUSINESS**

XIII. NEW BUSINESS		
A. Board of Trustees Goals 2016-17	Chair Becker	p 19
B. UCC/UCC Foundation Agreement	Susan Taylor	pp 20-22
C. Res. No. 4, Approval to Spend Funds	Natalya Brown	pp 23-24
D. Res. No. 5, Supplemental Budget	Natalya Brown	pp 25-27
E. Res. No. 6, Approval to Spend Funds	Natalya Brown	pp 28-29
F. Res. No. 7, Approval to Transfer Appropriation	Natalya Brown	pp 30-31
XIV. BOARD COMMENTS	Chair Becker	
XV. ADJOURNMENT	Chair Becker	

NEXT BOARD MEETING:

- Board Meeting, October 12, 2016, 3:00 pm, Board Room

IMPORTANT DATES:

- Board hosted UCC faculty & staff BBQ, Pool Area; Friday, Sept. 23, Noon
- OSBA Regional Meeting, UCC; Tuesday, Oct. 18, 6:00 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.

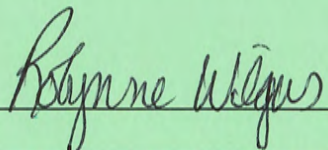
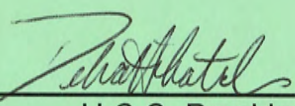
BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

<input type="checkbox"/>	Information Item
<input checked="" type="checkbox"/>	Action Item

Subject: Consent Agenda	Date: September 14, 2016
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Recommend approval of:

- Minutes of College Board Meeting of July 7, 2016 pp 1-2
- Minutes of College Board Meeting of July 13, 2016 pp 3-5
- Minutes of College Board Meeting of July 20, 2016 p 6
- Personnel Actions pp 7-10

Recommendation by:  <hr/>	Approved for Consideration:  <hr/> U.C.C. President
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**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 7, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, July 7, 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 2:26 pm and the pledge of allegiance was given.

Directors present: Vanessa Becker, Bob Bell, Betty Tamm, and Wendy Weikum

Directors excused: Doris Lathrop and Sharon Rice

Others present:

Debra Thatcher	Natalya Brown	Steve Rogers	Carol McGeehon
Robynne Wilgus	Susan Taylor	Rhiann Kruse	Judy Ode
Roxanne Kelly	Jason Aase	Valerie Miltko	Lynn Johnson
David Farrington	Cathy Chapman	Leslie Bryant	Katie Workman

NEW BUSINESS

Lynn Johnson, Director of Human Resources, requested the Board’s approval to ratify the Salary and Employee Benefits portion of the ACEUCC Collective Bargaining Agreement effective from July 1, 2016 to June 30, 2017. The following changes were reviewed:

Article XIV Salary

- A 1% increase to all steps on the 2015-16 salary schedule effective July 1, 2016.
- No layoffs effective for the 2016-17 fiscal year.
- The General Fund budgeted state operating support for UCC during FY 2016-17 is \$10,468,821. Should the college receive \$500,000 or more in additional support (a total of \$10,968,821 or more) an additional 1% increase to all steps on the 2016-17 salary schedule effective January 1, 2017 will be added.

ARTICLE XV EMPLOYEE BENEFITS

A. INSURANCE BENEFITS AVAILABLE

1. For the 2016-17 benefit year, each eligible full-time bargaining unit member who has elected to participate, the College shall contribute \$1,230.00 per month toward the purchase of the insurance benefits listed below.
2. Full Family Medical
3. Full Family Vision
4. Full Family Dental
5. Employee AD&D/Group Life- \$30,000 (College paid)

The College will contribute an additional \$50 per month for any full-time member whose annual salary is \$36,000 or less. Insurance options will be discussed and reviewed with the College at the earliest opportunity in 2017 as they are affected by State and Federal guidelines.

The cost to the college was reviewed. Ms. Johnson added that administrators will receive the same increases as is approved for the Classified. The compensation increase is estimated at \$163,447 for both Classified and Administrators. The benefits increase is estimated at \$101,790 for Classified, Administrators, and Faculty (Faculty have a tentative agreement). This amount includes \$42,413 that

was provided in the 2016-17 budget. Natalya Brown, Interim CFO, said the unbudgeted amount will come from the fund balance.

Discussion continued after the motion was made. Responding to Dir. Tamm's inquiry, Ms. Brown said the 2016-17 fund balance started at \$3.7 million and is estimated to end at \$3.3 million. Best practices suggest having two months of operation expenses on hand which is \$3.9 million. The amount of state funding for UCC will be known around December or January when enrollment reporting is finalized. Dir. Tamm said the bargaining request is not outrageous yet the college is overspending every year and the fund balance continues to drop yearly.

Motion: **I move for the ratification of the Salary and Employee Benefits portion of the ACEUCC Collective Bargaining Agreement, as presented. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.**

Board Comments

- Dir. Weikum introduced her daughter, Rhiann Kruse.

Meeting adjourned at 2:43 p.m.

Respectfully submitted,

Approved,

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

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 13, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, July 13, 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, Chris Rusch, Betty Tamm, and Wendy Weikum

Others present:

Debra Thatcher	Carol McGeehon	Alexandra Lape	Joshua Friedlein	Jesse Morrow
Robynne Wilgus	Michelle Bergmann	Lynn Johnson	Susan Taylor	Patrick Schneider
Roxanne Kelly	Brian Proctor	Leslie Bryant	Beth Jessel	Melissa Olson
David Farrington	Jason Aase	Jeanine Lum	Vera Westbrook	
Natalya Brown	John Blackwood	Cathy Chapman	Anne Marie Levis	

Oath of Office - Chair Becker administered the oath of office to Chris Rusch.

Organization - The Board held their election of officers for FY 2016-17.

Chair of the Board: Dir. Weikum nominated Chair Becker, seconded by Dir. Bell. Dir. Lathrop declined a nomination. A unanimous vote was cast for Chair Becker.

Vice Chair: Dir. Rice nominated Dir. Bell; Dir. Lathrop seconded the motion. Chair Becker nominated Dir. Tamm; Dir. Weikum seconded the motion. Written ballots were cast and Dir. Bell was chosen for the position.

OCCA Board Representative: Dir. Bell nominated Dir. Lathrop; Dir. Rice seconded the motion. A unanimous vote was cast for Dir. Lathrop.

Consent Agenda

- A. Minutes of College Board meeting, June 8, 2016
- B. Personnel Actions

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

There were no changes to the agenda.

ASUCC Report

Ali Lape, ASUCC President, welcomed Dr. Thatcher to UCC on the behalf of student government. She introduced Patrick Schneider, ASUCC Public Relations. An update on activities and filling vacancies was provided. Lisa Fields is assisting in the leadership role until Ms. Coester's return. Mr. Schneider presented Dr. Thatcher a metal Oregon sign with a heart as a welcome gift from ASUCC.

ACEUCC Report

Brian Proctor, ACEUCC Vice President, provided an update on the association's positions and activities. The written report has been attached to the permanent minutes.

UCCFA Report

John Blackwood, UCCFA President, reported that the association is continuing with negotiations. He is working on a summer camp for students in grades 6-8. Preparations are being made for fall planning and trainings.

President's Report

Dr. Thatcher indicated she has been overwhelmed each day with the welcoming nature of staff, faculty and students. She has been moved by everyone saying they want to be a part of solutions to the concerns. She thanked the campus for being willing to work together and she is anticipating great things to happen this year.

OCCA Report

Dir. Lathrop shared information from her recent attendance at ACCT's Governance Institute for Student Success (GISS) which was sponsored by OCCA. The focus was on seeking real solutions for a fundamental redesign of community colleges. She knows UCC is on board with many of the recommended changes. The Board is to set student success as a priority and also support the President in the process of implementing initiatives. The Board is also responsible for the morale and happiness of employees. A good Trustee will dedicate 16-24 hours per month to their responsibilities. Time is volunteered, however Trustees are bound by the same laws as the Governor, Legislators, and other elected officials. Dir. Lathrop requested time at the August Retreat to go into a little bit more detail; she also would like time with Dr. Thatcher. On the national level the house appropriations subcommittee on labor, health, human services, and education released its fiscal year 2017 funding bill. The bill cuts \$1.3 billion from the Pell Grant program. The Pell Grant maximum award is estimated to be \$5,939 which is a \$100 increase. The restoration of the year-round Pell Grants was not included in the house bill; reinstating year-round Pell Grants will likely be revisited since it was included in a Senate bill. Earlier in the week the house considered five bipartisan higher education bills; all were passed unanimously and are expected to pass on the house floor as well. Vanessa asked that Robynne resend the GISS survey to those who weren't able to take it earlier.

Recovery Report

Remembrance Sub-Committee: An October 1 recognition event is planned for Friday, Sept. 30; there are no plans for Saturday, October 1 as this will be a time for community events. The Sept. 30 recognition will be low key and respectful; it will be only for the campus and families of the victims, should they wish to attend.

Snyder Hall Sub-Committee: The meeting last week was construction related. The deconstruction of the building is in the near future and the architect contract should be signed within a week. Construction is estimated to be completed by December 2017.

UCC Strong: The next meeting will be in the fall to wrap up the committee.

OLD BUSINESS – there was none

NEW BUSINESS

Resolution No. 1 – Establishing Clerk of the Board

Natalya Brown, Interim Chief Financial Officer, requested Board approval to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2016-17 fiscal year.

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

Resolution No. 2 – Banking Resolution

Board approval was requested by Ms. Brown to update authorized signers for Umpqua Community College and to add the Bank of New York Mellon Trust Company to the list of financial institutions.

Motion: I move to approve Resolution No. 2, Banking Resolution as presented. Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.

Resolution No. 3 – Approval to Spend Funds

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 for Oregon Promise support services through HB4076.

Motion: I move to approve Resolution No. 3, Approval to Spend Funds as presented. Motion by Dir. Bell, seconded by Dir. Weikum and carried unanimously.

Board Comments

- Dir. Bell is looking forward to the upcoming Board Retreat. Vanessa indicated a date will be set soon and to please send her any agenda items.
- Dir. Tamm highlighted the last meeting of the Oversight Committee for the Bonnie J. Ford Health, Nursing, and Science Center. Everyone was very complimentary of how well the team (architects, construction team, and college) worked together on a project that began way over budget and is now under budget. A grand opening and ribbon cutting will be on September 6.
- Chair Becker thanked the Trustees for their trust in her for being the Chair this year. She will do her best to provide good leadership. Everyone was wished a safe summer.

Meeting adjourned at 3:44 pm

Respectfully submitted,

Approved,

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

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Personnel Actions
ACEUCC Report
Res. No. 1, 2, & 3

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 20, 2016**

The Umpqua Community College Board of Trustees met on Wednesday, July 20, 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 8:41 am and the pledge of allegiance was given.

Directors present: Bob Bell, Doris Lathrop, Sharon Rice, and Wendy Weikum; Vanessa Becker and Betty Tamm joined the meeting via phone.

Others present:

Debra Thatcher	Jess Miller	Ashley Force	Donna McGeehon
Robynne Wilgus	Cathy Chapman	Katie Workman	Leslie Bryant

There were no changes to the agenda.

Jess Miller, Director of Facilities and Security, and Dir. Tamm introduced the Construction Manager/General Contractor (CM/GC) agreement with Andersen Construction for the rebuilding of Snyder Hall through the same emergency provision that allowed the selection of Mahlum Architects. By gaining early participation with Andersen Construction their input will be extremely helpful in value engineering. The discussion about dismantling Snyder Hall can begin once Andersen Construction is on board. One of the advantages of the CM/GC process is the partnership that has worked very well in the process of obtaining subs. They will also be giving input to the architect for money savings ideas during the design process. The contract is still under review with the college attorney.

Motion: **I move for approval to award the CM/GC contract to Andersen Construction as presented pending attorney approval. Motion by Dir. Weikum, seconded by Dir. Lathrop and carried unanimously.**

There was discussion of having two motions, one for the contractor and the other for the architect. However, it was understood that the architect contract had already been approved.

There were no Board comments.

Meeting adjourned at 8:54 a.m.

Respectfully submitted,

Approved,

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

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus



Serving Douglas County Since 1964

TO: UCC Board of Directors

FROM: Lynn Johnson, Director of Human Resources

SUBJECT: Personnel Actions

DATE: September 14, 2016

Board approval is requested on the following personnel actions:

Administrative/Confidential-Exempt Contracts:

Matthew Droscher, Director of ETS/UB, 9/12/2016
 Melissa Olson, Director of College Transition and eLearning, 8/1/2016
 Brian Tiemeier, Manager of Advising, Accessibility Services, and Testing, 9/12/2016

Faculty Contract:

Alan Aylor, Business Instructor, 9/15/2016
 Kindall Baker, Mental Health Therapist, 9/15/2016
 Deborah Gresham, Assessment Coordinator, 9/15/2016
 Patrick Harris, Nursing Instructor, 9/15/2016
 Pahl "Matt" Goff, Business Instructor, Temporary, 9/15/2016
 Craig Jackson, Athletic Director/Department Chair/Faculty, 8/1/2016
 Stuart Kramer, Math Instructor, 9/15/2016
 Brent Lewis, LSC Instructor, 9/15/2016
 John Spiering, WCJC Instructor, 7/15/2016
 Cynthia Steele, Nursing Instructor, 9/15/2016

Retirements:

Keith Cooper, Special Events Manager, 12/31/2016
 John Druzik, WCJC Instructor, 7/7/2016

Separations/Resignations:

Roxanne Kelly, Ed.D., Resignation, 8/15/2106

Date: July 24, 2016

To:

Director of Catering & Special Events – Greg Smith

Chief Financial Director/VP – Rebecca Redell / Natalya Brown

Human Resources Director – Lynn Johnson

From:

Keith Cooper

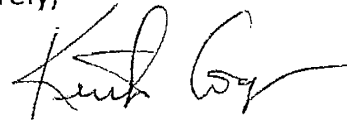
Umpqua Community College - Special Events Manager

Hello Everyone,

This letter is to officially notify you of my retirement date from Umpqua Community College effective December 31st, 2016. (I will turn 64 on the 30th of December, 2016.) I am available and offering to continue to work on a temporary basis (without benefits...etc..) for the month of January and February (if and as needed). Please let me know by the first part of October if you wish for me to continue work. I would like all of my accrued vacation time, personal days, sick leave, to end by 12/31/2016. I will begin drawing PERS and my IAP at the first part of 2017. (I'm currently working on that paperwork.)

I wish to thank you and the college for all of the years of employment and for giving me the opportunity to work at this wonderful institution. I have greatly enjoyed my time here, and leave with many fond memories.

Sincerely,



Keith Cooper

Umpqua Community College

Special Events Manager

(541) 440-4704 office / 430-6123 cell

Keith.cooper@umpqua.edu

Date: July 7, 2016

To: Lynn M. Johnson-Director of Human Resources

From: John E. Druzik

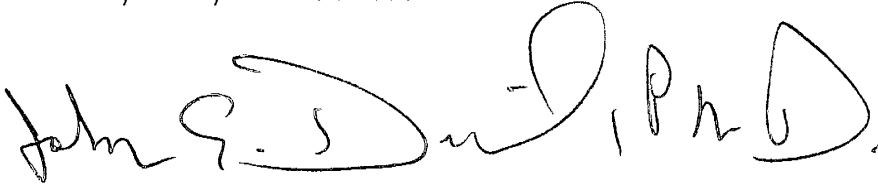
Subject: Retirement

Message:

This letter is to inform you of my impending retirement from U.C.C.

I am sending this letter in order to retire from Wolf Creek Job Corps and U.C.C. as of the 7th of July 2016.

Thank you for your consideration.

A handwritten signature in black ink that reads "John E. Druzik, Ph.D." The signature is written in a cursive style with a large, prominent 'D' and 'P'.

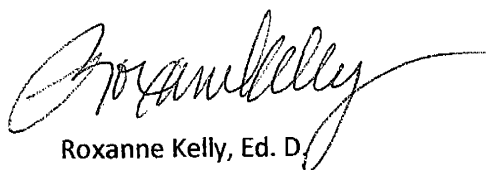
John E. Druzik, Ph.D.

August 15, 2016

To Whom It May Concern;

Please consider this notice of my resignation effective today.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roxanne Kelly", with a long horizontal flourish extending to the right.

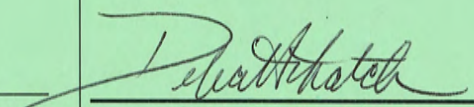
Roxanne Kelly, Ed. D.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Reports	Date: September 14, 2016
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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: <hr/>	Approved for Consideration:  <hr/> U.C.C. President
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Board Report

Instructional

September 2016

The Instructional Division Board Report:

- The Instructional Leadership Team (ILT) is excited to have Dean Aase step into the role of Interim Vice President of Instruction. With his strong knowledge of the college, accreditation, and his proven leadership ability, we believe he is exactly what the college needs to move forward on the recommendations from our accrediting body (NWCCU).
- Missy Olson has accepted the position of Director of College Transitions and eLearning. Missy's main areas of responsibility include UCC online, supervision of the Woolley Center, dual credit, and Expanded Options (EOP.) The College Transitions and eLearning office has been updating the dual credit manual, getting EOP contracts signed by local school districts, updating the dual credit class list, meeting with high school representatives, and helping students get admitted, and registered.
- The Nursing, Dental, and Science Department has been busy moving into the Bonnie J. Ford Health Nursing Science Center. The Humanities Department is in the process of moving into the Science Building; and the part-time Learning Skills Instructors are now in their new location in Wayne Crooch Hall.
- Delegates from Ukraine will once again visit our campus thanks to our work with Open World. We will have five delegates, an interpreter and a facilitator on campus from September 23 – October 2. Instruction is grateful to those who have opened their homes to host a delegate for the week long stay.
- Arts and Sciences has filled the following vacant full-time faculty positions: math, biology, and learning skills. Craig Jackson was hired as the new Athletic Director. Joy Yori was hired as the Administrative Assistant to the Dean of Arts and Sciences.
- Dean Morrow attended the CTE and Career Pathways Summer Conference and is continuing to volunteer on the Southern Oregon Workforce Investment Board (SOWIB). Time was also spent on the Perkins 2017 grant application, was received and moved forward with the purchase of equipment and professional development.
- Community and Workforce Training in partnership with the Welding faculty delivered a two-week compressed course in Aluminum Welding for North River Boats and worked with the Engineering Department and Umpqua Basin Operators Section to facilitate the 2016 Oregon Operator Conference in which over 150 operators earned their continuing education hours. The department hosted 5 weeks of summer youth camps on campus with over 200 students participating. The option for online registration and course management for Community Ed and SBDC is in the works and is expected to launch in early November.

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

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

- Student Services has filled several positions this summer:
 - Craig Jackson-Athletic Director/Department Chair/Full-Time Faculty
 - Brian Tiemeier- Manager of Advising, Accessibility Services and Testing
 - Matthew Droscher- Director of Upward Bound/Educational Talent Search
 - KC Crouse- Full-Time Academic Advisor
 - Jasen Lynch- Part-Time Academic Advisor
 - Kristapher Yates- Part-Time Academic Advisor

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

Finance

- Finance office is in final stages of fiscal year close-out process. Pauly, Rogers and Co PC is scheduled to be on campus on September 6th, 2016 to perform an external audit. The office is drafting financial statements for final review.
- Gateway setup started for Community Ed registration/payment system.
- Bonnie J Ford Health, Nursing and Science Center is near completion. Reporting is in progress with the State.
- Snyder Building reconstruction planning and budget development process has begun.
- The college is reviewing T-Ten student housing options.
- Catering and Special events operational plan is being reviewed.

Events/Food Services

- Looking to enhance marketing presence for events and catering. Stockpiling photos of events and working with community relations on web optimization.
- Three successful weddings executed by events and catering over the past month.
- Analyzing waste of food to better see where portion sizes or suggestions for amounts of food for guests can be altered.

Purchasing

- HNSB Furnishings, Fixtures & Equipment (FF&E): Furniture is 95+% delivered and installed. Just a couple of outstanding items still to arrive. Complete by 8/30. \$~20K under budget.
- HNSB Move In: A local business, Flegel Moving, did a terrific job getting all areas packed and moved to their respective rooms in our new building and completed the job early enough to accept additional work and still invoiced us for \$4K less than anticipated.
- Snyder Remodel: Attorney approved contract for architectural work submitted to Mahlum for review and signature. Engineering Scope and Vendor approved by UCC. Expect signed contract ready to execute shortly. Preliminary Budget Proposal for FF&E submitted to Snyder Team for review.

Information Technology

- Completed the Ruffalo-Noel Levits student satisfaction survey providing key information regarding student needs and college resources.
- Supported the Implementation of Degree Works which provides staff and students the ability to develop academic planners and see what classes they need to complete to finish their degree or certificate.
- Supported the implementation of AdvisorTrack – Assisting academic advisors and faculty in developing and managing student academic plans.

FACILITIES
September 2016 Board Report
Jess Miller, Director of Facilities, Maintenance, Security, & Custodial

Custodial:

- Staff meeting and new building assignments.

Grounds:

- Attended training for Integrated Pest Management program required by the state.
- Fixing pole light in front of Welcome Center and installing directional up lighting can lights for the flag pole. (SECURITY)
- Installation of LED pole lighting around campus. (SECURITY)

Maintenance:

- Installing LED lighting under breeze ways around buildings. (SECURITY)
- Finalizing a minor remodel at Educational Skills Building for Counseling and conference space.
- Coordinating and assisting in moves for Science, Snyder, and Wayne Crooch Hall.
- Assisting with the Sign Committee taskforce.

Security:

- Preparing ALICE training for Inservice.
- Leading the Threat Assessment Taskforce.
- Working with Douglas County Sheriff's Office to update agreement to have officers on campus to start late September.
- Hired three new full time grant funded Security personnel.

Construction:

- Finalizing incentives and the purchase of a new 300 ton chiller for centralized system in PE which will feed PE, Jacoby, Fine Arts, and Bonnie J. Ford Center.
- Finalizing Blue Sky Grant for Solar at River View location.
- Spearheading the Snyder Hall Construction group and management of the Snyder Hall project.
- Assisting in Contractual agreements with Mahlum, Andersen, and Landscape Company.

UCC Foundation Board Report September 2016

Year-End Wrap-Up

In 2015-2016, the UCC Foundation established **18 new scholarship endowments**, and raised a total of **\$541,666 in new funds** toward scholarships.

Also, the UCC Foundation led efforts to raise funds for recovery efforts, including grants, gift acceptance and processing, and partnering with United Way to create and oversee UCC Strong. The UCC Foundation and Grants offices raised **\$6,824,600 in 2015-2016 for recovery efforts**. This includes federal and state grants, donations, and endowments set up, and does NOT include the additional **\$1,400,000** contributed directly to United Way for UCC Strong.

Legacy Ball

Please mark your calendars and get your tickets for the UCC Foundation Legacy Ball! It will be held at Seven Feathers Casino Resort on November 11th to benefit the UCC Foundation and to fully endow the scholarships in the name of the UCC 9.

Scholarships

The second round of 2016-2017 UCC Foundation scholarships is open currently. To date we have had 121 students start the process. We will wrap this up with Decision Day on September 19th.

Long time donor Bud Pendleton has started the **Bud Pendleton Scholarship Endowment** for CNA students at UCC. He says that he has received quality care from many current and former UCC students and would like to help them reach their goals.

The **Dot Swearingen Scroggins Memorial Nursing Scholarship Endowment** was started in memory of Dot by her husband Duane. Dot was from a pioneer family in Drain and had a dream of becoming a nurse. Her family could not afford the \$300 for her to go to college at that time.

The **Ken Long Legacy Scholarship Endowment** was created in honor of Ken who passed away in 2008. Ken graduated from Roseburg High School in 1968 and was a welder by trade. This scholarship is specifically for welding students.

Grants

America's Promise Grant - UCC collaborated with the Southern Oregon Workforce Investment Board (SOWIB) and SWOCC to develop a proposal for the America's Promise Grant. The focus is on healthcare education, including Nursing, CNA1 and CNA2, and Medical Scribe. If funded,

the grant will provide UCC students with \$725,200 in scholarships and subsidies, and \$48,000 in training dollars for incumbent employees at Mercy Medical Center over four years. A huge thanks to April Myler, Esther Moen, Robin VanWinkle, Missy Olson, and Jesse Morrow for their contributions to these grant efforts!

Talent Search Grant - UCC has been re-awarded the Educational Talent Search grant through the U.S. Department of Education. This grant is awarded for five years and funds the UCC ETS program hosted at several local high schools, including Roseburg High School, Fremont Middle School, Douglas High School, Winston Middle School, South Umpqua High School, Coffenberry Middle School, Sutherlin High School and Middle School, Glide High School and Middle School, and Riddle High School and Middle School! The total award is \$1,420,800. Great work, Missy Olson!

Other Projects and Awards

- April Hamlin worked with Jesse Morrow, Missy Olson, and Jason Aase to complete a Career Pathways Survey for \$30,000 to develop a Medical Scribe Career Pathway.
- The Oregon State Lottery approved a \$10,000 proposal to support the UCC Foundation Legacy Ball on November 11, 2016. Umpqua Bank approved a \$5,000 grant application to also support the UCC Foundation Legacy Ball.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item

 Action Item

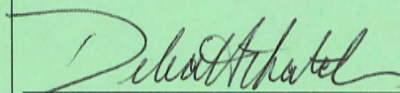
Subject: Recovery Report

Date: September 14, 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: Board of Trustees Goals
 for 2016-17

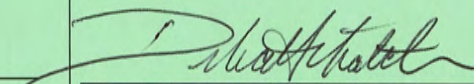
Date: Sept. 14, 2016

The Board will discuss and vote on their goals for the 2015-16 year:

- 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 efforts and gaps related to institution student success efforts, 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.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: UCC / UCC Foundation Agreement

Date: September 1, 2016

The attached agreement between Umpqua Community College and the Umpqua Community College Foundation is submitted to the Board for a first reading.

Recommendation by:

Susan DC Jaylor

Approved for Consideration:

[Signature]

U.C.C. President

Memorandum of Understanding
Umpqua Community College
And
The Umpqua Community College Foundation
July 1, 2016 – June 30, 2019

The Umpqua Community College Foundation (“the Foundation”) and Umpqua Community College (“the College”) agree that this Memorandum of Understanding outlines the nature of the relationship between the organizations and it is intended to clarify roles. The roots of the Foundation extend to 1970 when the Umpqua College Foundation was organized. The Foundation is an independent, tax-exempt nonprofit corporation operated to receive and administer property for the benefit of the College and to make contributions, grants, gifts, and transfers of property to the College.

For the life of this Memorandum of Understanding, the Foundation agrees to:

1. Fundraise for the college to meet specific and mutually agreed upon goals that advance the College’s priorities;
2. Lead, plan, organize, and direct fundraising efforts for College services and programs;
3. Promote and support the College’s Strategic Intent, Promises, and service to students;
4. Raise funds for scholarship, capital projects, equipment, educational programs, lectures, seminars, and other activities for the benefit of the College, its students, employees, and the general public;
5. Hold fiscal responsibility to receive, invest and administer philanthropic funds for the sole benefit of the College;
6. Except for revenue retained by the Foundation for expenses or investments, all funds will be held or transferred exclusively to the College, with board approval.
7. In consultation with the College President, develop performance measures for its Executive Director.

For the life of this Memorandum of Understanding, the College agrees to:

1. Provide the funds reasonably needed for staffing the Foundation subject to state appropriation.
2. Provide reasonable office space to the Foundation for the purpose of carrying out its obligation and for general operations on behalf of the College;
3. Provide the necessary office equipment and supplies reasonably needed by the Foundation;
4. Provide the utilities, telephone, accounting, and record keeping services reasonably needed by the Foundation, except for audit services. The auditor reports directly to the Foundation Board and the Foundation will hire and pay for the annual audit;
5. Permit the reasonable use of college services, personnel, and equipment to coordinate the activities of the Foundation;
6. Inform and involve the Foundation in the long-range plans of the College;
7. Consider the perspective of the Foundation when developing the marketing and branding of the College.

Additionally, both parties understand that:

1. The Foundation will insure that it operates for a charitable/public purpose and will not operate for private benefit. Proper stewardship requires that the Foundation's assets be held "in trust", to be applied to the College's charitable mission.
2. The Foundation will abide by the general fiduciary duties of due care, loyalty and obedience, as defined by Oregon's Office of the Attorney General.
3. The Foundation board is not expected to manage the day-to-day operations of the Foundation. The College President, or designee, and the Foundation Executive Director will direct Foundation programs and efforts.
4. The Executive Director of the Foundation is an employee of the College and will report to the College President, who shall have the authority to make employment decisions related to the Executive Director with consultation of the Foundation Board Officers, and hold the Executive Director accountable for meeting performance measures jointly developed by the Foundation Board and the College President.

This Memorandum of Understanding expires on June 30, 2019 and may be reviewed, revised and renewed annually.

Date

Chair, Umpqua Community College Board of Trustees

President, Umpqua Community College

President, Umpqua Community College Foundation Board

Executive Director, Umpqua Community College Foundation

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #4, Approval to Spend
 Funds

Date: September 14th, 2016

This resolution is to increase appropriation in the Special Revenue Fund – Grants and Contracts. Umpqua Community College was awarded \$30,000 from the State of Oregon and the Higher Education Coordinating Commission (HECC) to reimburse the Oregon Community College Association for costs incurred from the event of October 1, 2015.

Recommendation by:

N. Brown

U.C.C. Interim Chief Financial Officer

Approved for Consideration:

Shawn Chalek

U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No.4 - FY 16-17
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$ 30,000 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 BE IT RESOLVED, that the Board of Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$ 30,000 for the implementation of this contract.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	16-17 Budget Through Resolution 3	Adjustment	16-17 Budget Through Resolution 4
REVENUES:	\$ 6,227,750	\$ 30,000	\$ 6,257,750
EXPENDITURES:			
Instruction	\$ 1,084,969		\$ 1,084,969
Instruction Support	1,140,933		1,140,933
Student Services	3,041,511		3,041,511
College Support Services	960,337	30,000	990,337
TOTAL	<u>\$ 6,227,750</u>	<u>\$ 30,000</u>	<u>\$ 6,257,750</u>

ADOPTED this 14th day of September, 2016

Clerk of the Board

UCC Chair of the Board

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #5, Supplemental Budget

Date: September 14th, 2016

Board approval is requested to Adopt and Appropriate funds for the Supplemental Budget ending on 6/30/2017 to adjust the Enterprise Fund ending fund balance.

Recommendation by:

N. Brown

U.C.C. Interim Chief Financial Officer

Approved for Consideration:

Shirley Hotal

U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No.5 - FY 16-17
Adopting Supplemental Budget and Making Appropriations

WHEREAS, the provisions of ORS 294.471 allow for a supplemental budget when a condition which had not been ascertained at the time of the preparation of the budget requires a change in financial planning.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Umpqua Community College hereby adopts the Supplemental Budget as follows:

	Enterprise Fund		
	16-17 Budget Through Resolution 4	Adjustment	16-17 Budget Through Resolution 5
REVENUES:	\$ 2,803,503	\$ 37,000	\$ 2,840,503
EXPENDITURES:			
Student Services	2,505,303	2,000	2,507,303
Transfers	350,000	(116,800)	233,200
Operating Contingency & Reserve	100,000	-	100,000
Sub-Total	<u>2,955,303</u>	<u>(114,800)</u>	<u>2,840,503</u>
Unappropriated Ending Fund Balance	<u>(151,800)</u>	<u>151,800</u>	<u>-</u>
TOTAL	<u>\$ 2,803,503</u>	<u>\$ 37,000</u>	<u>\$ 2,840,503</u>

ADOPTED this 14th day of September, 2016

Clerk of the Board

UCC Board Chair

UMPQUA COMMUNITY COLLEGE
Resolution No.5 - FY 16-17
INFORMATION ONLY

GENERAL FUND

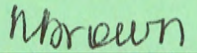
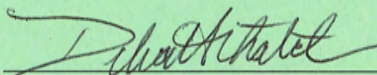
	16-17 Budget Through Resolution 4	Adjustment	16-17 Budget Through Resolution 5
REVENUES:			
Beginning Fund Balance	\$ 3,353,708	\$ 116,800	\$ 3,470,508
Other Revenue	20,259,352	\$ -	20,259,352
Transfers In	350,000	(116,800)	233,200
TOTAL	\$ 23,963,060	\$ -	\$ 23,963,060
EXPENDITURES:			
Instruction	\$ 8,894,544	\$ -	\$ 8,894,544
Instruction Support	1,586,796	-	1,586,796
Student Services	1,824,603	-	1,824,603
College Support Services	4,907,148	-	4,907,148
Financial Aid	750,000	-	750,000
Plant Operations	2,095,511	-	2,095,511
Transfers	2,129,418	-	2,129,418
Operating Contingency & Reserve	1,775,042	-	-
TOTAL	\$ 23,963,061	\$ -	\$ 22,188,019

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

 Information Item
 X Action Item

Subject: Resolution #6, Approval to Spend Funds	Date: September 14th, 2016
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This resolution is to increase appropriation in the Special Revenue Fund – Grants and Contracts. Umpqua Community College was awarded \$23,750 from Ford Family Foundation through Lane Community College OBDC Network Center to further develop the Small Business Management Program.

Recommendation by: <div style="text-align: center; margin-top: 10px;">  _____ U.C.C. Interim Chief Financial Officer </div>	Approved for Consideration: <div style="text-align: center; margin-top: 10px;">  _____ U.C.C. President </div>
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UMPQUA COMMUNITY COLLEGE
Resolution No.6 - FY 16-17
Approval to Spend Funds

WHEREAS, Umpqua Community College has been awarded \$ 23,750 from the Ford Family Foundation through Lane Community College OSBD Center Network Office 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 Directors of Umpqua Community College hereby adopts this resolution for the grant expenditures of \$ 23,750 for the implementation of this contract.

SPECIAL REVENUE FUND - GRANTS AND CONTRACTS

	16-17 Budget Through Resolution 5	Adjustment	16-17 Budget Through Resolution 6
REVENUES:	\$ 6,257,750	\$ 23,750	\$ 6,281,500
EXPENDITURES:			
Instruction	\$ 1,084,969	\$ -	\$ 1,084,969
Instruction Support	1,140,933	\$ 23,750	1,164,683
Student Services	3,041,511	\$ -	3,041,511
College Support Services	990,337	-	990,337
TOTAL	<u>\$ 6,257,750</u>	<u>\$ 23,750</u>	<u>\$ 6,281,500</u>

ADOPTED this 14th day of September, 2016

Clerk of the Board

UCC Chair of the Board

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #7, Approval to Transfer Appropriation

Date: September 14, 2016

This is a resolution to transfer appropriations in the Special Revenue Fund between Instruction Support and Instruction and between Student Services and College Support Services.

Recommendation by:

Morawn
 U.C.C. Interim Chief Financial Officer

Approved for Consideration:

Matthew Cole
 U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 7 - FY 16-17
Transfer between categories

WHEREAS, the provisions of ORS 294.463 (1) allows for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees at Umpqua Community College hereby adopts this resolution to transfer appropriations from Instruction Support to Instruction in the amount of \$20,000 and from Student Services to College Support Services in the amount of \$60,000.

Special Revenue Fund - Grants and Contracts

	16-17 Budget Through Resolution 6	Adjustment	16-17 Budget Through Resolution 7
EXPENDITURES:			
Instruction	\$ 1,084,969	\$ 20,000	\$ 1,104,969
Instruction Support	1,164,683	(20,000)	1,144,683
Student Services	3,041,511	(60,000)	2,981,511
College Support Services	990,337	\$ 60,000	\$ 1,050,337
TOTAL	\$ 6,281,500	\$ -	\$ 6,281,500

ADOPTED this 14th day of September, 2016

Clerk of the Board

UCC Board Chair