

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Moss Adams, Auditor; 4:00 P.M., HNSC 100

VOL. LII, No. 5 BOARD OF EDUCATION MEETING DECEMBER 13, 2017; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Doris Lathrop _____
David Littlejohn _____

Joelle McGroarty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- | | | | |
|--|---|---------------|--------|
| I. | CALL TO ORDER | Chair Loosley | |
| II. | ATTENDANCE | Chair Loosley | |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley | |
| IV. | INTRODUCTION | | |
| | A. Women's Basketball Team | Craig Jackson | p 1 |
| V. | CONSENT AGENDA | Chair Loosley | pp 2-6 |
| <p>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.</p> | | | |
| VI. | CHANGES TO THE AGENDA | Chair Loosley | |
| VII. | CITIZEN COMMENTS | | |
| | <p>The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.</p> | | |
| VIII. | FOCUS PRESENTATION | | |
| | A. Southern Oregon Wine Institute | Andy Swan | p 7 |

IX. REPORTS		pp 8-23
A. ASUCC Report	Byronna Thomas	
B. ACEUCC Report	Brian Proctor	
C. UCCPTFA Report	Jeri Frank	
D. UCCFA Report	John Blackwood	
E. President's Report	Debra Thatcher, President	
F. OCCA Report	Doris Lathrop	
G. Recovery Report	Wendy Weikum	
H. Construction Report	Betty Tamm	
I. Chair Report	Steve Loosley	
X. OLD BUSINESS		
XI. NEW BUSINESS		
A. Audit Report 2016-17	Natalya Brown	p 24
B. Budget Forum Presentation	Natalya Brown	p 25
C. First Reading of Policies	Debra Thatcher	pp 26-47
D. Sabbatical Leave Request	Kacy Crabtree	p 48
E. Board Retreat Planning	Chair Loosley	p 49
F. Board Policies Discussion	Chair Loosley	pp 50-52
XII. BOARD COMMENTS	Chair Loosley	
XIII. ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, January 10, 2018, 4:30 pm, HNSC 100

IMPORTANT DATES:

- UCC will be closed for the Winter Holiday from Dec. 23, 2017 – Jan. 1, 2018

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 EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Introduction of Women's Basketball Team

Date: December 13, 2017

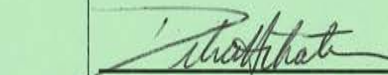
The UCC Women's Basketball team will be introduced.

Name	Pos.	Cl.	Ht.	Hometown/High School
Tynesha Parnell	G	Freshman	5'7"	Portland, Oregon / Cleveland High School
Kalli Frieze	G	Freshman	5'10"	Drain, Oregon / North Douglas
Lily Eckert	F	Sophomore	6'1"	Kingston, Washington / Kingston High School
Adrianna Taylor	G	Sophomore	5'9"	Portland, Oregon / Rex Putnam High School
Jordan Stotler	F	Sophomore	6'4"	Camas Valley, Oregon / Roseburg High School
Taylor Stricklin	G	Freshman	5'10"	Roseburg, Oregon / Sutherlin High School
Bria Thames	F	Sophomore	6'0"	Portland, Oregon / St. Mary's High School
Alyssa Grenfell	G	Sophomore	5'8"	Portland, Oregon / Liberty High School
Kim Ortiz	F	Freshman	5'10"	Scio, Oregon / Scio High School Margaret
Anderson	F	Sophomore	6'1"	Idaho City, Idaho / Idaho City High School
Dajanay Powell	C	Sophomore	6'3"	Oakland, CA / McClymonds High School
Merrily Jones	F	Sophomore	6'2"	Portland, Oregon / Milwaukee High School
Darian Mitchell	F	Freshman	5'11"	Dillard, Oregon / Douglas High School

Head Coach: Dave Stricklin

Recommendation by:

Approved for Consideration:



 U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Consent Agenda

Date: December 13, 2017

Recommend approval of:

Minutes of College Board Meeting of Nov. 8, 2017

pp 2-4

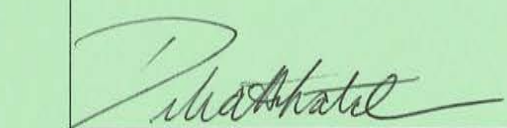
Personnel Actions

p 5

Recommendation by:



Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
November 8, 2017**

The Umpqua Community College Board of Education met on Wednesday, November 8, 2017, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:30 pm and the pledge of allegiance was given.

Directors present: Doris Lathrop, David Littlejohn, Steve Loosley, Joelle McGrorty, Betty Tamm, and Wendy Weikum

Director excused: Guy Kennerly

Others present:

Debra Thatcher	April Hamlin	Natalya Brown	Elaine Cheney	Debi Gresham
Robynne Wilgus	Ronda Stearns	Andrea Henderson	Brian Proctor	Lynn Johnson
Jason Aase	Missy Olson	Jeri Frank	Byronna Thomas	Tiffany Coleman
Martha Joyce	Carol McGeehon	Kelly Wyatt	Becky Kipperman	

Consent Agenda

- A. Minutes of College Board Meeting of October 11, 2017
- B. Personnel Actions

A revised Personnel Actions page was distributed that included the retirement of LaVera Noland, Admissions Officer; the revision is attached to the permanent minutes. The Consent Agenda, including the revision, was approved by general consent.

Introductions

Athletic Director Craig Jackson provided an update of the fall athletic teams. An alumni game will be held during the coming weekend celebrating the 50th anniversary of UCC men's basketball. Coach Daniel Leeworthy introduced the men's basketball team.

Citizen Comments

Elaine Cheney, the Chair for the UCC Foundation Legacy Ball, promoted the upcoming event and also thanked the Board for their support. Proceeds will go to student scholarships.

Focus Presentation

Andrea Henderson, OCCA Executive Director, provided an update on major issues being advocated, state funding, Oregon Promise, affordability issues, and transfer issues.

Reports

- **ASUCC – Byronna Thomas, President:** ASUCC activities highlighted include a cold weather clothing drive, sending cards to veterans at the VA hospital, efforts in preparing 75 Thanksgiving food boxes, and partnering with Goodwill for a clothing closet.
- **ACEUCC – Brian Proctor, President:** There was no report

- **UCCPTFA – Jeri Frank, President:** The bargaining team and UCC administration have reached an agreement on compensation; the item is on the current meeting agenda for ratification by the Board.
- **UCCFA – John Blackwood, President:** There was no report
- **President – Dr. Debra Thatcher:** A recent presentation to the Roseburg chapter of the American Association of University Women was given on the previous evening. There is an effort taking place to braid together federal and state benefits for students. ASUCC was acknowledged for their service efforts to students and others. A very brief review was provided on the recently attended CASE conference on fundraising.
- **OCCA – Dir. Lathrop:** The OCCA Annual Conference was held the previous week and was very organized in terms of program focus: Guided Pathways, Student Success, Equity/Achievement Gap, and State and National Issues. Her take-aways from the conference include: 1. Equity should be our standard; 2. Student emergency funds are critical; and 3. Change can be costly, time consuming, and disruptive; focus on support and continuity.
- **Recovery – Dir. Weikum:** The next Memorial Committee meeting is Nov. 29. The Naming Committee has made a recommendation to change the name of the new building but to preserve Ralph Snyder's name in another way; survey responses are now being compiled. Dir. Tamm reminded the Board of the upcoming tour of the new building; the project is on time and on budget. DSL Builders has been a great contractor to work with.
- **Chair – Chair Loosley:** The Student Leadership Summit was held on campus last week and Chair Loosley was able to meet with student government during this time. Student hot topics include food and housing insecurity; open education resources; diversity, equity, and inclusion; safety; and mental health counseling. He highlighted the connection of diversity, equity, and inclusion to one of the Board's legacy priorities and shared the students desire to create a culture that allows a wide range of beliefs and views. How can the Board step up to prioritize and live this?

OLD BUSINESS – There was none.

NEW BUSINESS

Lynn Johnson, Director of Human Resources, requested Board approval for ratification of the Salary portion of the Part-Time Faculty Association Collective Bargaining Agreement. Article VII Salary: An increase of 1.5% in the salary schedule effective the first day of Fall Term 2017. It shall be binding on the College and the Association and shall remain in full force and effect until the last day of Summer Term 2019. Starting in Fall Term 2017, there will be no reduction in salary for holidays in each term for all employees covered on this pay scale. Dir. Lathrop made a motion to approve the agreement. In discussion Chair Loosley recommended rewording the motion; Dir. Lathrop approved of the rewording.

Motion: **I move for approval of the Memorandum of Agreement between Umpqua Community College and Umpqua Community College Part-Time Faculty Association regarding Article VII Compensation as written. Motion by Dir. Lathrop, seconded by Dir. Weikum and carried unanimously.**

Board Comments

- Upon an inquiry by Dir. Littlejohn, it was confirmed the survey for naming the new building was distributed through Umpqua Updates which goes to faculty, staff, and Board members. Students

were sent the survey through “A Week in Campus Life” – an announcement that goes out to students.

- Chair Loosley shared Dir. Kennerly’s suggestion that Board members advocate for UCC in the local high schools. Flyers for the UCC Speaker Bureau have been sent to the high schools. Board members were encouraged to contact the schools for follow up.
- Chair Loosley read Policy #100.14, Board Information Request. After a review and discussion with OCCA legal counsel, it has been realized that the Board Chair is given undue authority with this policy. The Ad Hoc Policy Committee was requested to redraft the last sentence and bring it back for review.

Meeting adjourned at 6:04 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to permanent minutes:
Personnel Actions - REVISED



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: December 13, 2017

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Elizabeth Bastian, Director of Grant Development, January 1, 2018

Faculty Contract:

N/A

Resignation/Separations:

N/A

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

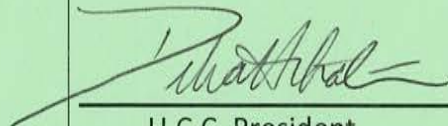
Subject: Focus Presentation:
Southern Oregon Wine Institute

Date: December 13, 2017

Andy Swan, Associate Director of Southern Oregon Wine Institute, will provide an update on the program.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

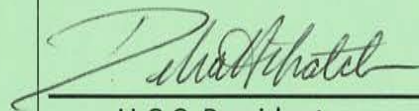
Subject: Reports

Date: Dec. 13, 2017

ASUCC Report	Byronna Thomas
ACEUCC Report	Brian Proctor
UCCPTFA Report	Jeri Frank
UCCFA Report	John Blackwood
President's Report	Debra Thatcher, President
OCCA Report	Doris Lathrop
Recovery Report	Wendy Weikum
Construction Report	Betty Tamm
Chair Report	Steve Loosley

Recommendation by:

Approved for Consideration:



U.C.C. President

Provost Report

Academic and Student Services

Board of Trustees

29 November 17

Adult Basic Skills (Missy Olson)

1. On November 8, we had a visit from Susan Fish, Oregon Adult Basic Skills Director, to review our Title II grant application awarded in July. She had very positive things to say about our program and application. The average application score across the state was 142, and UCC scored a 157.4 from one reviewer and 158.9 from another.

Program Enrollment:

	UCC ABS	WCJC
July 1 to November 20, 2016	208	147
July 1 to November 20, 2017	218	153

GED Completions: 59 students completed their GED since July 1, compared to 53 at the same time in 2016.

Assessment (Debi Gresham)

2. The Assessment Committee has selected the name **Riverhawk Assessment Team (RAT Pack)** as their brand. The committee membership has updated slightly and now includes the following members:

Les Rogers	April Hamlin	Micque Shoemaker
Danielle Haskett	Dr. Alan Aylor	Sean Breslin
Dave Wolf	Mary Morris	Roger Sanchez
Jeanine Lum	Rick Tingle	Debi Gresham

The committee consists of three teams with a focus on marketing, organization, and training. The committee is an operational and shared governance function of the Office of the Provost.

Athletics (Craig Jackson)

3. Wrapping up our 1st fundraiser- almost \$20,000 raised
4. Men's Basketball is ranking 2-0
5. Women's Basketball ranking 4-0
6. Men's Wrestling hosts their first dual meet on December 1 at 6:00 PM.
7. An athletics meeting is scheduled for December 8th with Dr. Thatcher, Dr. Crabtree, Lynn Johnson Natalya Brown, and Susan Taylor to discuss the next phase of growth and development of athletics at UCC.

College Transitions (Missy Olson)

8. The Career Pathways grant is available from the state for the next biennium and due on December 1. UCC is eligible for \$76,167 and efforts must go toward ensuring certificates are viable, and there are clear connections to high schools and Adult Basic Skills.
9. On November 8, we had a visit from Susan Fish, Oregon Adult Basic Skills Director, to review our Title II grant application awarded in July. The average application score across the state was 142,

and UCC scored a 157.4 from one reviewer and 158.9 from another. Susan Fish had very positive things to say about our program and application. Comments follow.

- *Our transition work is outstanding. We have staff dedicated to helping students transition to postsecondary and/or employment.*
- *With Missy Olson being involved in Career Pathways, we have a direct link to implementing concurrent enrollment and Integrated Education and Training (IET).*
- *Our intake and orientation process is very clear and organized.*
- *We have a clear outline and system for professional development of our adjunct.*

Community and Workforce (Robin VanWinkle)

10. DR Johnson Lumber contacted us about doing MS Office training for their employees. A meeting is scheduled for early December.
11. Working with Dr. Bruce Croffy from Umpqua Health to provide a face to face Community Health Worker training for them in Spring 2018.
12. Leavitt's Freight Service in Springfield contacted Judy Ode regarding possible donation of flatbed trailer for the Truck Driving program.
13. Staff from Entrinsik Enrole visited to provide training and assistance to refine and create reports on financials and enrollments for the department as well as utilization of Contract Training, Conference and Miscellaneous invoicing features.
14. There were 44 participants at recent employer council seminar co-sponsored by UCC. Five more seminars are scheduled through May 2018.

Enrollment Management (Missy Olson)

15. Registration for Winter Term is still underway.
16. Enrollment report for November 28, 2017, minus Workforce Development:
 - Unduplicated headcount 2017: 4,367
 - Unduplicated headcount 2016: 5,236

We have an additional 289 registrations that still need to be entered into the system as of this report.
17. Several recruitment initiatives took place in November as indicated below:

11/1	North Douglas HS Visit, presentations to 17 juniors/seniors
11/8	Central Medford HS @ UCC for campus tour, 14 students
11/8	Attended Elmira HS College Fair, talked to 75 students
11/15	Roseburg HS monthly visit, 4 students
11/16	Mick Davis (faculty)-North Douglas, 26 students (Speaker's Bureau)
11/20	Yoncalla Middle School @ UCC for campus tour, 25 students
11/21	First Become A Riverhawk event, 3 students (customized visits)

Instructional Services

Arts and Sciences (Martha Joyce)

Social Sciences

18. Jan Woodcock, Social Science faculty, and Dr. Linda Gerber, retired Sylvania Campus President of Portland Community College, presented on moving forward at the state conference of the American Association for Women in Community Colleges on November 16th.

19. Jan Woodcock, Social Science faculty, presented “But I’m Not a Leader ... Yet” with Micque Shoemaker, UCC Bookstore Manager on November 16th. The purpose of this presentation was to empower those women who have a desire to step into leadership positions but do not see themselves in traditional roles.
20. Paula Usrey, Social Sciences faculty will be speaking with the North Roseburg Rotary in December about Susan B. Anthony. She will also be sharing the basic content of her TEDx-Roseburg at December’s Faculty Lecture Series.

Natural and Biological Sciences

21. Lawrence “Mick” Davis, Science: Physics faculty, attended a career lunch with 7th and 8th grade students at North Douglas High School on November 16. He spoke with students about the college path, promoted UCC programs, courses, and faculty. Professor Davis was able to present physics demonstrations and use personal response systems to collect data on students’ impressions/feelings about college in general and UCC as an option for college.
22. Lawrence “Mick” Davis, Science: Physics faculty, attended a workshop sponsored by the Consortium of Universities for the Advancement of Hydrological Science (CUAHSI) November 5-10. He participated in discussions about how to design data sampling and analysis protocols to best leverage recent advances in water quality sensor technology. He is now able to ensure students are prepared for the workforce and/or transfer to university with the most up-to-date field techniques and data analysis protocols. The workshop provided many illustrative case-study examples for teaching difficult concepts and several new ideas for hands-on, field-based research projects involving students from both physics courses and water science course.
23. Karen Carroll, Sciences: Geology faculty, attended the Geological Society of America annual conference in Seattle October 22-25. She presented “Unexpected Professional Development: Experiences from Tucson, Arizona” in the Geoscience Education division. The presentation was part of the session on “Translating Professional Development Experiences into the Classroom.”
24. Rabekah Jacobson, a student in Professor Mick Davis’ calculus-based physics class, was accepted to attend the Northwest Regional Conference for Undergraduate Women in Physics, sponsored by the American Physical Society and hosted by the University of Oregon January 12-14, 2018. The conference will include: Workshops about professional skill development, graduate school, science communication, gender gaps in STEM, as well as student poster sessions, presentations and panels by academic and industry professionals, networking opportunities, and more.

Fine & Performing Arts

25. Susan Rochester, Fine & Performing Arts: Art faculty, will present her Fulbright – North Cyprus experience to the Roseburg Rotary Club in December.
26. Stephanie Newman, Fine & Performing Arts: Theatre faculty, visited a Sutherlin High drama class, attended a Roseburg High theater production, and welcomed Sutherlin Elementary to Jacoby’s stage to learn dance moves with the theatre program in October and November.
27. The theatre program aired a National Theatre Live showing of a London-based *Frankenstein* for Halloween that students and community members watched.
28. The Angel Donor Match for theatre (an offer to match up to \$10,000) is now at \$5,245.
29. Throughout the months of October and November, the cast of *Grease* participated in the Roseburg Veteran’s Day parade, visited Linus Oaks Retirement home to entertain residents, and were guests of four radio interview specials thanks to KQEN. The theatre program has arranged for a number of local volunteers to showcase their classic cars at every performance of *Grease*. Regional high schoolers attended a dress rehearsal of *Grease*.

Health & Human Performances

30. Rod Snook, Health & Human Performance Faculty spoke at the UCC Mens Basketball 50th year Alumni celebration in November. Coach Snook highlighted his 16 years as Head Coach and honored alumni players in attendance.

Humanities

31. Gini Davis, Humanities: Adjunct Faculty, personally attended KiSCon in Los Angeles, co-presenting and co-leading a panel discussion entitled: “Do Labels Matter? Slash vs. LGBTQ Literature” in September.

Career and Technical Education (Jason Aase)*Dean of CTE*

32. Participated in NWCCU site visit associated with our third ad hoc report. The visit went very well, and the evaluators were impressed with what they saw. It ended on a very positive note. The commission will meet in December, with an official response occurring sometime early next year.
33. Attended NWCCU Evaluator Training in Seattle. Jason will likely begin making accreditation visits to other schools next fall.
34. Attended NWCCU Demonstration Project Summit to gain awareness of upcoming changes in the accreditation process.
35. Attended Webforms training hosted by Community College Workforce Development (CCWD) staff of the Higher Education Coordinating Commission (HECC).
36. Hosted an information gathering session for contractors and other stakeholders regarding construction industry training needs and look at possible ways that UCC can meet those needs.
37. Met with industry members regarding concerns over the Fire Science program
38. Attended Sutherlin High School CTE Partners dinner where the welding program was honored as an outstanding partner.
39. Attended Millwright Apprenticeship Committee Meeting to meet with the industry representatives and listen to their concerns and feedback. The meeting went very well.
40. Hosted tour of HNSC building for Rogue Community College staff.
41. Attended CIA Annual Meeting.
42. Attended Oregon Sector Academy to listen to workforce needs and directions.
43. Attended Oregon Pathways Symposium

Business

44. Toni Clough worked with RHS to move forward on dual courses for Accounting, Intro to Business and Office Technology.
45. Gary Gray attended the National Economics Teaching Conference and shared experiences in the business department meeting. Of particular note was a presentation on how to teach students to prepare for the workforce by bridging the gaps in learning styles.
46. Toni Clough attended the Statewide Department Chairs Meeting at OSU. Discussions included HB2998 (developing transfer credit agreements). The Business Administration ASOT was determined to be the logical choice and Toni has begun the research for adding this to the UCC Business Department offerings.
47. Toni Clough and Gary Gray attended the WAFC Retail Management Statewide Consortium Fall 2017 Advisory Meeting. They met with industry partners and received feedback and input on the WAFC Certificate program, which has more than 500 students currently enrolled.

Nursing

1. UCC's Nursing Assistant1 program completed the bi-annual Oregon State Board of Nursing (OSBN) site visit with Debra Buck on November 7 and 8. Feedback for program improvements were very positive, and no deficiencies were noted in the verbal report.
2. 1st and 2nd year practical nursing students continue to be in the community earning their Community Learning Activity (CLA) hours. Recent highlights include time working at the Garden Valley Retirement Center, Sherm's canned food drive, Camp Millennium, Wildlife Safari, the Legacy Ball, the Ostomy Run and making blood donations.
3. UCC Nursing Assistant faculty visited with staff at the Rose Haven Nursing Center to complete an affiliation agreement to begin WI18. Shawn Cobb, Administrator for Rose Haven, will be joining UCC's nursing advisory committee.

Engineering

48. Clay Baumgartner met with Sutherlin High School staff to discuss dual credit courses. Agreements are underway with SHS for FOR111 Intro to Forestry, GIS203 Digital World and SOILS205/206 Soils Science.
49. Clay Baumgartner attended the Douglas Timber Operators meeting on November 9th and provided an update on UCC Forestry programs. He was accompanied by UCC forestry student Wade Christensen, who informed the members of his experience at UCC.
50. Clay Baumgartner and Jason Aase visited Orenco to discuss potential partnerships for Occupational Skills Training and internships. Brock Neal, UCC Engineering student, was just hired by Orenco to work part time providing drafting/design using SolidWorks software. Brock learned to use SolidWorks at UCC
51. Clay Baumgartner met with FCC Furniture to discuss alignment with UCC course offerings and needs. FCC provided a tour of their manufacturing facilities, which include advanced manufacturing technology
52. Creation of the manufacturing task force is underway, with its members from local industry assisting with evaluation of UCC manufacturing curriculum and industry needs.
53. Clay Baumgartner is coordinating with the STEAM Hub to serve as the 4H leader for the Oakland Lego Robotics Club. The club has 15 members age 8-13 and meets weekly at the UCC campus
54. John Blackwood attended the October meeting of the Oregon Council of Computer Chairs (OCCC) in Portland. The OCCC consists of representatives from Oregon's 17 community colleges and 7 universities and UCC will be hosting the semi-annual meeting here on campus on April 20, 2018. UCC CIS/CS students will be helping with the event
55. Clay Baumgartner attended the fall meeting of the new Oregon Council for Engineering and Related Technical Education (ORCERTE) in Portland. This is new state-wide organization that UCC was instrumental in organizing, and Clay drafted the preliminary bylaws for the new organization
56. Instructors from the OSU College of Forestry traveled to UCC to jointly work on development of a new transfer program in Wood Sciences/Advanced Manufacturing. 4 new transfer paths were investigated, utilizing existing UCC courses that were packaged to align with transfer to OSU
57. Two new Computer Science AS degrees for transfer to OSU have been submitted for internal UCC review. No new classes have been added to create the new degrees. Existing UCC courses are grouped to insure that students have taken the lower division courses at UCC required to apply for admission into the professional school at OSU.
58. Four new Renewable Science AS degrees for transfer to OSU College of Forestry have been submitted for internal UCC review. The focus of these degrees is Wood Science/Advanced manufacturing, however, the job skills are also in high demand from a range of employers, including architects and contractors. No new classes have been added to create the new degrees. Existing UCC courses are grouped to insure that students have taken the lower division courses at UCC needed for transfer to OSU.

59. We are working with the local US Forest Service to allow for direct hiring of UCC students for summer internships. Students completing more than a specified number of hours as an intern can compete for permanent positions with the Forest Service as the equivalent of an internal hire
60. BLM representatives met with UCC engineering students to provide information on how to apply for summer internships
61. UCC Forestry students have created a new forestry club. UCC forestry Instructor Mark Buckbee is serving as club advisor
62. Nicole Kent, the Head Advisor for the OSU College of Forestry, visited UCC on November 21 to assist UCC students with advising for Forestry and Natural Resources programs
63. The 11th Annual Explore event planning is underway! Event will be held February 7th.

Welding

64. The welding department was just recognized as a CTE champion from Sutherlin High School for contributions made in helping them with their “Shop Management seminar” for High School AG instructors all over the state and into Washington. This was in the News Review July 18th 2017
65. Currently we have 2 students at Glide High School working on dual credit, 4-5 students interested in doing the same at Oakland High School
66. The Advanced Welding & Production class took a class field trip to Performance Fab. The field trip was featured in a News Review article on October 28, 2017
67. 9 recent grads and 7 current students have secured employment in local industry. Employers include North River Boats, Babbit Construction, Con-Vey Keystone, Bentley Welding, Cornerstone Enterprises, Lone Rock Timer, Great Northern Trailers, Performance Fab and Edge Marine
68. The following comment was received by email from Gary Matthews of North River Boats (advisory board member) regarding a UCC student hired by North River: *“James Mansanti started a couple of weeks ago on swing shift for us and is doing a fine job so far. He has a solid welding skill set and a good head on his shoulders as you pointed out last time we spoke. I would like to say again that we do appreciate all of your efforts with the focus on aluminum, and we are starting to see a positive result of your efforts at our company.”*

Automotive

69. New full time faculty Doyle Poole will be the instructor for all second year Automotive Technology courses. Doyle has experience and certification in Light Duty Diesel which is planned on being added to the automotive courses with the addition of the new Technology building.
70. Both NATEF certifications expire February 28, 2018. Renewal applications are in process. After the application is complete the documents must be verified by the appropriate Advisory Committee members. After the verified application is submitted an on-site visit from NATEF will be scheduled
71. UCC will be hosting the Northwest T-Ten Regional Training Event December 11-14, 2017
72. CAP Local Advisory Committee meeting scheduled for November 28, 2017.
73. John just completed a week long T-Ten recruitment trip, with visits to 4 high schools, multiple dealerships and individual students/parents.
74. Aluminum welding finished last week with 11 successful completions. South Coast Business Employment Corporation (SCBEC) is purchasing welding hoods for their sponsored students moving forward and Welding has increased the number of students we can intake during Winter term.
75. Our Pump Installer course scheduled for Jan. 31 has 6 registrants already with a cap of 10 for the class.
76. SCBEC only has money left to fund 3 more Truck Drivers. SOWIB is working on securing additional funds.
77. Our annual Instructor In-service training the evening of Wed. Dec. 6 at the Lang Center.
78. We anticipate our move to Campus to take place the week of December 11.

Dental Assisting

79. Dental service event for veterans was held on November 30th. Participants included Caring Hands Worldwide, Dr. Cedric Hayden, Dr. David Eichman, as well as hygienists Kimi Bartley and Kim Resner. Appointments were willed by outreach to UCC veterans as well as to other veterans within the community. UCC Dental Assisting students provided all back-up support for the event. Advantage Dental donated 75 dental hygiene kits to the Veterans clinic, and leftover kits were donated to the ASUCC student pantry.
80. Four Dental Assisting students and one instructor volunteered at the Legacy Ball.

Fire Science

81. Joel attended the Central Douglas county Fire Chiefs to discuss Fireblast Simulator scheduling for the upcoming year. The Simulator was moved to Myrtle Creek Fire Department for south county trainings in November and December
82. Joel attended Umpqua Fire Instruction Association meeting
83. Recruiting for additional members for the advisory committee to include a broad representation within the community
84. Received DPSST Accreditation renewal for Fire Science. Accreditation period November 8, 2017 through November 8, 2020
85. Joel completed 4 hours of continuing education in fire science and 2 hours advanced airway training
86. Both fire engines are in the process of being repaired.

Viticulture & Enology/SOWI

87. SOWI hosted the board meeting of the Umpqua Valley Winegrowers Association on Wednesday November 8th. Updates were given to the group about what SOWI is currently doing for the local wine industry. Andy Swan suggested a SOWI visioning session for industry members, with a tentative meeting time in January. Andy Swan also proposed a mid-summer wine festival to be held at SOWI which will allow any Southern Oregon wineries to participate.

JOBS

88. DHS referrals for JOBS activities have increased since we have moved to our new location. The month of September led to 63 referrals for our JOBS program. The flexibility of services has offered more opportunities for participants in our program to earn their GED. Several students started taking their GED tests this last week and the Career Advisors are talking to them about their next steps after they earn their GED.
89. Sara Carson, JOBS Program Director, represented UCC and spent a day helping Oakland Elementary School kindergarten students read and work on adding/subtracting numbers
90. We invited two guest speakers from the HR departments at Fred Meyer and Ingram Books to discuss job openings and how to apply for work at each of their locations
91. Debra Muck, JOBS Career Advisor, baked 300 breadsticks for the “Empty Bowls” fundraiser held at Phoenix School. Phoenix School partners with the UCC JOBS program for work experience.
92. Georgina Pulman-Olzaski, Career Advisor and OFSET Specialist, attended the “Connecting and Coaching for Performance” that was held by the Oregon Employer Council.

Apprenticeship

93. New Traveling Training Agent – Industrial Commercial Electric, Wilsonville. Plan to hire Inside electrical apprentices for new apartment complex in Myrtle Creek in January 2018
94. Pursuing interest in Sheet Metal apprenticeship – researching other committee Standards for implementation – Roseburg Forest Products and Umpqua Sheet Metal interested. Querying other companies and mills for interest
95. Plan to make presentation to Roseburg Home Builders Association to market and establish feasibility of new Committee and apprenticeship. Cow Creek Tribe is very interested.
96. Currently 126 total apprentices

EMS

97. Accreditation -- Oregon site visit scheduled for December 12th
98. Accreditation -- National self-study due January 15
99. Working on finding a new physician advisor for the EMS program
100. Two students from 16-17 cohort have taken their certification exams and obtained their paramedic license
101. Instructor Barrone recently attended the EMS Expo in Las Vegas where she attended multiple clinics on moulage and other instructor courses for EMT. She also visited ground zero and left her UCC strong bracelet showing her support for those lost in the Las Vegas shooting.

Library Services, Student Success and UCC Online (Carol McGeehon)

102. We have two faculty members holding office hours in the Success Center this term. We had no faculty members holding office hours in the Success Center fall term 2016.
103. We have ordered the books for the dental library. We have a \$9,000 grant from the Douglas Community Fund to update the dental library for our dental assisting program and the library is a requirement of their dental accreditation. These materials will be housed within the library collection and available for both the dental assisting students and other students for check out.
104. Jennifer Lantrip created information literacy video series for WR 227 courses (<http://guides.ucclibrary.com/WR227>) and added additional videos for our Library Research Tutorial at <http://guides.ucclibrary.com/research>.
105. The library home page is updated with a new look and easier navigation at <https://www.umpqua.edu/library>.
106. Library director attended a workshop entitled “Connecting and Coaching for Performance in any Workplace” on November 3, 2017. This is part of the Employer Council 2017-2018 workshop series.
107. Valerie Miltko attended an American Library Association online class on graphic design.
108. The Oregon Community College Distance Learning Association is funding subscriptions to Zoom and Ally as part of the projects they support. Zoom is being used to record instructor lectures for both online and face-to-face classes, the information technology department is recording training videos, the Lunch and Learn series is being recorded, OCCDLA uses it to allow virtual participation at the quarterly state-wide meetings and several departments are using it for video interviews.)
109. Umpqua Community College will be hosting the spring meeting for OCCDLA May 10-11, 2018.

Student Services (April Hamlin)

Dean of Student Services

110. April Hamlin attended the Oregon Student Success Center Advisory Committee Meeting as UCC’s liaison on November 8th. The application for Guided Pathways Implementation and the Scale of Adoption Assessment tool were main topics of conversation. UCC is currently working on the Scale of Adoption assessment and is discussing Guided Pathways.
111. We continue to fill several vacant positions in Student Services.
112. Approximately five student violations of conduct and Title IX issues have been addressed during the fall term.
113. There are 17 student clubs and student organizations that are available to students through Campus Life. We also have ASUCC, Student Ambassadors, Peer Mentors, and the Veterans Student Center. UCC also has Athletics, Music, Theatre, Mainstream, and many other campus life programs

that are not under the Campus Life and Student Engagement umbrella. Student have access to approximately 20 during the fall term.

114. 75 students received Thanksgiving Baskets this Thanksgiving. This is the same number as last year.

Accessibility Services

115. Accessibility Services is now servicing 99 students. Danielle Haskett will be attending an autism and neuro-diversity training November 30, 2017.

Transfer Opportunity Program

116. Les Rogers started as Interim Director on November 1st. There are currently 2 vacant positions in SSS-TOP.

ETS / UB

117. Freddy Gomph accepted a new position in Student Services as a Full-Time advisor in Educational Talent Search.

Office of the Provost

Provost / Executive Vice President for Academic and Student Services: Dr. Kacy Crabtree
Executive Assistant: Ms. Jessica Richardson

Dean of Arts and Sciences: Ms. Martha Joyce
Administrative Assistant: Ms. Joy Yori

Dean of Career and Technical Education: Mr. Jason Aase
Administrative Assistant: Ms. Brenda Lewis

Dean of Student Services: Ms. April Hamlin
Administrative Assistant: Ronda Sterns

Director of Athletics: Mr. Craig Jackson

Director of Library Services: Ms. Carol McGeehon

Director of College Transitions: Ms. Missy Olson

Director of Enrollment Management: Ms. Missy Olson

Assessment Coordinator: Ms. Debi Gresham

Title III Coordinator: Ms. Cynthia Horkey

FACILITIES REPORT

December 2017

Jess Miller, Director of Facilities and Security

Maintenance; Jess Miller, Director of Facilities and Security

- Science, anticipated finish Dec 11 with move taking place 12-14
- New Building construction continued
- Remodel of Welcome Center Lunch/Conference Room
- Installed GACO roof membrane for Lockwood Hall flat roof

Informational note: Maintenance Department will continue the demolition and remodel of the Science Building in preparation for Community Education move coming in December.

Grounds; Jess Miller, Director of Facilities and Security

- Pesticide sprayed
- Donor pavers installed in front of the Bonnie Ford Center
- Successfully assisted Athletic Director in installation of Cross County/Cross Fit track/course
- Completed revamping of grease interceptor system at the Student Center/Cafeteria.

Security; Kelly Rigsby, Chief of Security

- Finalized Annual Security Report – continue to optimize recording for fluidity of real time reporting
- Working on supporting policy and procedure
- Training of Campus Security Authorities
- Training of Building Marshals

FINANCIAL SERVICES BOARD REPORT
December 2017
Natalya Brown, Interim CFO

Finance Office; Natalya Brown, Interim CFO

- Budget forum took place on November 16, 2017. It provided information on budget development timeline, UCC's budget and planning for next budget year.
- Research work began on student housing.
- External audit is in the final stages of review by the auditors. Comprehensive Annual Financial Report (CAFR) is scheduled for the Board of Education acceptance on December 13, 2017.
- Campus is switching to a credit card rebate program. The switch is 80 % complete.
- Finance office is working on a new indirect rate proposal required by federal grants.
- Student Accounts staff are preparing for 2017 1098-T form reporting and for 2018 1098-T change in reporting guidelines.

Purchasing; Jules DeGiulio, Purchasing Manager

- Pouring Rights – Campus Beverage Sales Contract C-20170-AD-01 was formally executed 11/1/2017 with an initial term of three (3) years. The agreement awarded exclusive sales rights to Pepsi/Bigfoot Beverages throughout UCC Facilities with the exception of the Bookstore which may continue to sell Coke products. In return, Bigfoot will pay annual bonuses to our athletic department, make in-kind donations, maintain scholarships, and provide other benefits to UCC.
- Snyder Hall Fixtures, Furniture & Equipment - FF&E Budget is **\$236,248**. Furniture purchases are complete. Equipment purchases are at 67% and will be complete by 12/10/17. Budgeted purchases projected to close at ~\$15,000 under budget, leaving sufficient funds for any late decisions.

Special Events; Greg Smith, Food Services Director:

- Over 800 people attended The Eugene Ballet Nutcracker November 19th, our longest running UCC Jacoby event.

**ADVANCEMENT AND FOUNDATION
PRESIDENT'S REPORT
December 2017
Susan Taylor, Executive Director**

UCC Foundation

- Legacy Ball
 - More than 400 guests enjoyed an evening of food, entertainment and dancing at the Foundation's 2nd annual Legacy Ball, held November 10th at Seven Feathers Casino Resort. Thanks to the generous sponsors and community members, the event raised over \$150,000 that will go toward student support. Next year's event will be held Friday, November 2nd, 2018.

Fundraising

- New Scholarship Funds
 - Dr. Al Morlang and his wife Peggy have established the Al & Peggy Morlang Nursing Scholarship to assist single parents enrolled in the Nursing program.
 - Dan Noland, husband of longtime UCC Admissions Officer LaVera Noland, established the LaVera Noland Memorial Scholarship Fund in LaVera's memory.
- New Gifts and Grants:
 - Douglas County Partners for Student Success (DCPSS) received a two-year, \$249,795 grant from Meyer Memorial Trust for the Umpqua Valley STEAM Hub.

Grant Development

- We are excited to welcome Elizabeth Bastian to the Advancement team as the new Director of Grant Development beginning in January. Elizabeth currently serves as the Degree Works Specialist at UCC.

UCC FACULTY ASSOCIATION
PRESIDENT'S REPORT
December 2017
John Blackwood, President

My name is John Blackwood and I am a representative of UCC's full-time faculty. I am a full-time instructor in the Computer Information Systems Department, where we instruct in Windows Servers, Cisco routers and switches, computer programming, and more.

This month's faculty update includes the following items:

1. I am a member of and attended the fall meeting of the Oregon Council of Computer Chairs in Portland this October. The Oregon Council of Computer Chairs (OCCC) includes representatives from Oregon's 17 Community Colleges and 7 Universities. We work to establish common course outcomes for CIS and CS courses statewide and to look forward to what our programs might offer statewide.
2. Clay Baumgartner attended the fall meeting of the new Oregon Council for Engineering and Related Technical Education (ORCERTE) this October in Portland. This is new state-wide organization that UCC was instrumental in organizing, and Clay also drafted the preliminary bylaws for the new organization.
3. Nicholas Tratz organized a Spanish/English Language Exchange Night at St. Joseph's Church on December 1st at 7pm. This was an opportunity for native English and Spanish speakers to get together and engage in conversation in each language. Nick encouraging his students to attend, advertised it in the bulletin at the church, and announced it at the end of the Spanish Mass the last weekend of November.
4. Nicholas Tratz visited North Douglas High School on Dec. 1st in the morning to speak with students in Spanish classes about UCC and our World Languages Program. This was organized by Kira Oerman, who arranges most faculty visits with Douglas County high schools.
5. The UCC Engineering/Forestry/CIS Department is helping to coordinate the 11th Annual UCC Explore Event, which is scheduled for February 7, 2018. This event is an opportunity for the community to meet with representatives of local businesses, industry, and agencies. Last year over 400 people attended this event and visited 60 exhibits set up by local businesses, industry, UCC faculty, and transfer universities. Planning for this year's event is underway.

Respectfully submitted,

John Blackwood, UCCFA President

UCCPTFA Board Report

December 2017

Jeri Frank, President, UCCPTFA

We thank the Board for your support in ratifying the replacement of Article 7 – Compensation in our UCCPTFA 2016-2019 bargaining agreement. This will be in place for the 2017-2018 academic year with retroactive salary adjustments starting from the beginning of fall term. The new section now appears with our bargaining agreement on the UCC website on the Human Resources page. Our bargaining unit was pleased with the results of our bargaining process, and we look forward to continuing to provide quality instruction for our students.

We have the option of re-opening the topic of compensation and one other topic with the results being in place for the 2018-2019 academic year. This would take place starting in spring term. Our entire contract will be subject to the bargaining process after the 2018-2019 year. We are confident of continued respectful and productive interaction with the administration and the Board of Education as this process unfolds.

During fall term we have held monthly Executive Committee meetings and a larger General Meeting. We have active email communication as well with part-time instructors to keep everybody informed and involved. During the term we are focused on teaching our classes and supporting student success.

Part-time instructors teach about half of the classes at UCC, so we play a crucial role in the college's ability to provide quality instruction of many classes in the wide variety of programs available. Our union is pleased that part-time instructors have become more of a presence with our faculty colleagues and administration during the past few years, and we look forward to continuing in the coming year.

ASUCC REPORT
December, 2017
Byronna Thomas, ASUCC President

- BPA Giving Tree
- Veteran thank you cards in foyer for people to fill out. Work in Progress
- Making policy guidelines and organizing committee minutes/club reports to Improve communication within team. What makes a good team? Working out the kinks.
- Feed the Berg drive
- Resource/Health (prevention) /Employment fair February 21, 2018 /11:00-2:00.
- We are currently discussing a “hot coco / hot topic” forum/discussion groups. This is an attempt to reach out to all student body to include students that are not in need of basic services. This will hopefully begin in January.
- Student life will celebrate the end of term together with an all team meeting/party to evaluate the term and celebrate one more term down and two to go. During this event Friday December 8th we will fill out team evaluations and use information to guide us into the next term with growth and lessons learned.

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Audit Report for FY 2016-17

Date: 12/13/2017

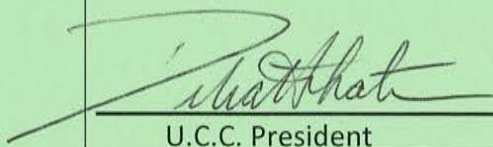
The Board of Education is requested to accept the 2016-2017 Audit Report.

Recommendation by:

Approved for Consideration:



Natalya Brown, Interim CFO



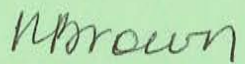
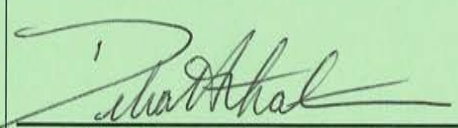
U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Budget Forum Presentation	Date: 12/13/2017
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Natalya Brown, Interim CFO, will present the budget forum summary.

Recommendation by:  _____ Natalya Brown, Interim CFO	Approved for Consideration:  _____ U.C.C. President
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BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: First Reading of Policies

Date: Dec. 13, 2017

The following policies are coming to the Board for a first reading:

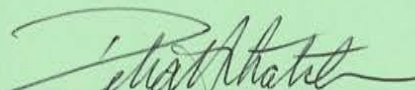
Pol. #	Title
346.01	Drug and Alcohol Abuse Prevention Program
6XX	Emergency Management
612.01	Annual Campus Security Report – Clery Act
613	College Security
613.01	Access to College Property
700.04	Admission to Driver's Education Program
714	Continuing Education Units

The associated administrative procedures are presented as an "Information Item":

AP #	Title
346.01	Drug and Alcohol Abuse Prevention Program
6XX	Emergency Management
612.01	Annual Campus Security Report
613.01	Access to College Property
714	Continuing Education Units

Recommendation by:

Approved for Consideration:



U.C.C. President



BOARD POLICY

TITLE: Drug and Alcohol Abuse Prevention Program

BOARD POLICY # 346.01

Umpqua Community College offers a drug and alcohol abuse prevention program (DAAPP) for its students and employees in order to encourage a drug and alcohol abuse free environment on UCC property and in connection with UCC-sponsored activities. A biennial review of UCC's drug and alcohol prevention program (DAAPP) will take place every even numbered year.

RESPONSIBILITY:

The Dean of Student Services and the Director of Human Resources are jointly responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Drug and Alcohol Abuse Prevention Program

ADMINISTRATIVE PROCEDURE # 346.01

RELATED TO POLICY # 346.01

1. Assistance

- a. UCC maintains a Drug and Alcohol Abuse Prevention Program (DAAPP).
- b. UCC provides assistance for the prevention of alcohol and controlled substance abuse by college employees as well as assistance for employees with problems related to controlled substance abuse. The Director of Human Resources facilitates employee participation in drug and alcohol awareness training sessions; employees are encouraged to attend.
- c. Evaluation, counseling, and referral services are available, and assistance is provided on a confidential basis. In addition, the college provides drug-free awareness programs to inform employees of the dangers of drug abuse; information regarding the policy for maintaining a drug-free workplace, availability of drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed for drug-abuse violations occurring in the workplace.
- d. Part-time hourly, adjunct faculty, and student employees should consult with the Director of Human Resources for referral to available treatment programs. Salaried employees (who are eligible) are encouraged to seek assistance for alcohol and controlled substance dependence problems through the college Employee Assistance Program.
- e. Students seeking referral assistance for drug and/or alcohol related abuse may contact Counseling Services at 541-440-7900.
- f. Employees seeking assistance for drug and/or alcohol related abuse may contact the Human Resources Office. An explanation of benefits available to employees for chemical and alcohol dependency is contained in the Employee Assistance Program brochure. Additional copies of these brochures are available in the Office of Human Resources and online at www.umpqua.edu/daapp.

2. Notification of Program

- a. **Employees.** Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via a staff/faculty e-mail. A hard copy of the DAAPP is included in each New Employee Welcome Packet and reviewed at New Employee Orientation. The DAAPP is also available for review online at www.umpqua.edu/daapp.
- b. **Students.** Notification of the information contained in the DAAPP is distributed to all currently enrolled students each term via e-mail and is reviewed in Student Orientation. The DAAPP is also available for review online at www.umpqua.edu/daapp.

3. Resources

- a. **ADAPT** (541-672-2691)
For over 40 years, ADAPT has provided quality substance abuse treatment in Southern Oregon. They offer quality residential and outpatient treatment services for teens and adults. ADAPT is a preferred provider for Cigna, LifeWise, ODS, Pacific Source, Regence Blue Cross Blue Shield and other health plans. Adapt also routinely contracts as a service provider with the counties we serve, the State of Oregon and with the local Coordinated Care Organizations Umpqua Health Alliance (UHA) and Western Oregon Advanced Health (WOAH).
- b. **SafeColleges for Students** (audio/visual module)
Through SafeColleges for Students, we provide the opportunity for students to learn about Drug Awareness and Abuse (34 minute module) and Alcohol Awareness for Students (24 minute module).
- c. **Serenity Lane** (541-673-3504)
Serenity Lane is a private, not-for-profit treatment center for alcohol and other drug addictions. They offer inpatient/residential and outpatient services to adults 18 years and older. They offer clinical assessment, special family programs, long term treatment and recovery support for a full year.
- d. **Alcoholics Anonymous** (541-673-7552)
The primary purpose of AA is to carry out the message of recovery to the alcoholic seeking help. They are a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees.
- e. **Lines for Life Helpline**: 1-800-923-HELP (4357) Hotline: 1-800-621-1646
Lines for Life is a regional non-profit dedicated to preventing substance abuse and suicide. They offer help and hope to individuals and communities and promote

mental health for all. Their work addresses a spectrum of needs that include intervention, prevention, and advocacy. They educate, train, and advocate to prevent issues of substance abuse, mental illness, and thoughts of suicide from reaching crisis levels.

- f. **Umpqua Valley Area of Narcotics Anonymous** (541-957-1489)
Narcotics Anonymous is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. The members are recovering addicts who meet regularly to help each other stay clean. The only requirement for membership is the desire to stop using.
- g. **Oregon Al-Anon** (1-888-4AL-ANON)
For over 50 years Al-Anon has been carrying a message of hope: no matter what relationship a person has with an alcoholic (whether he or she is still drinking or not), a person who has been affected by someone else's drinking can find solutions that lead to serenity in the Al-Anon/Alateen fellowship. Meetings are anonymous and confidential. There are no dues or fees for membership.
- h. **Employee Assistance Program – UCC Employees** (866-750-1327)
The EAP (Employee Assistance Program) helps employees privately solve problems that may interfere with work, family, and life in general. EAP services are free to UCC employees, their dependents, and all household members. EAP Services are always confidential and provided by experts.
- i. **Treatment Services Locator** 1-800-662-HELP (4357) or 1-800-487-4889 (TTY)
The U.S. Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration's toll-free telephone number for alcohol and drug information and treatment referral assistance. When calling the toll-free number, a person can speak to a representative concerning substance abuse treatment, request printed materials on alcohol or drugs or learn more about local substance abuse treatment referral information in the person's area of residence.

4. Biennial Review of DAAPP

- a. Umpqua Community College will conduct a biennial review of the College's Drug and Alcohol Abuse Prevention Program (DAAPP) every even-numbered year. This procedure will determine the effectiveness of the DAAPP by reviewing:
 - i. The number of drug and alcohol-related violations and fatalities that occurred on campus or as part of UCC-sponsored activities that were reported to UCC officials in the previous two calendar years;

- ii. The number and type of sanctions that are imposed by UCC as a result of drug and alcohol-related violations and fatalities on campus or as part of UCC-sponsored activities in the previous two calendar years; and
- iii. The consistent application of sanctions for violations of the applicable standards of conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol.

b. The review will be conducted by a committee comprised of the:

- Dean of Student Services
- Human Resources Director
- Director of Facilities
- Chief of Security
- Athletics Director
- Provost
- Chief Financial Officer

c. Review Timeline:

- i. The committee will begin its work in April, and finalize its report by the end of June. Relevant data, including the information described above, will be provided to the committee by:
 - The Office of the Dean of Student Services
 - Campus Safety and Security
 - Advising and Wellness Center
 - Human Resources
 - Other UCC departments, upon the committee's requestThe committee will then identify any recommendations for improving the effectiveness of the DAAPP.
- ii. The review will also ensure that the College complies with the regulatory requirements of the DAAPP program including, but not limited to:
 - Distribution of information
 - Accurate collection of data
 - Consistent enforcement of sanctions
 - Timely completion of the biennial review
 - Implementation of recommendations
- iii. The final report will be available to all students and employees via UCC's Consumer Information webpage (<http://www.umpqua.edu/about/facts-visitor-information/consumer-information>).

RESPONSIBILITY:

The Dean of Student Services and the Director of Human Resources are jointly responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: EMERGENCY MANAGEMENT

BOARD POLICY # 6XX

Emergency Management procedures are maintained by the College's Emergency Response Team and include the following:

- A statement that the institution will, without delay and taking into account the safety of the College community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- Procedures to immediately notify the college community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.
- A list of the titles of persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

Responsibility:

The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: EMERGENCY MANAGEMENT

ADMINISTRATIVE PROCEDURE # 6XX

RELATED TO POLICY # 6XX

Emergency response posters, which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation, etc., are located throughout Umpqua Community College facilities.

The Emergency Management Procedures Handbook is housed in the Campus Security Office, the Incident Command Center, and the offices of personnel with emergency administrative authority.

The College will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication, and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts, the communication may be delayed.

MAIN CAMPUS

1. Either by investigation or confirmed notification, the Security Department will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation, the Security Department has the discretion to activate emergency notification systems, such as the public address system or emergency text messaging/email. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc. The Dean of Student Services, Academic Deans, Director of Communications and Marketing, Chief Financial Officer, Provost, Provost's Executive Assistant, President, and President's Executive Assistant have also been authorized to activate the emergency notification system.
2. After initial activation of the ENS, and as the event is monitored and assessed, it may become necessary to expand notification of the event to the larger community. The Director of Communications and Marketing and/or the President or their designee will determine the need for, the content of, and the means of communication to

disseminate information to the appropriate audience. In addition to public address and emergency text/email, television, radio notification, press releases, etc., may also be issued. These communications will typically provide more detailed information and instruction.

OFF-SITE LOCATIONS

1. The Directors or their designees at off-site locations, in conjunction with the Security Department are primarily responsible for confirming emergency situations. The Security Department will be notified as soon as possible of the event.
2. The Security Department and/or authorized personnel may initiate the emergency notification system. Additional communications will be conducted in a similar process to the Main Campus.

EVACUATION

1. When notified by alarm or any component of the emergency notification system of the need to evacuate, all occupants must leave through the nearest possible exit.
2. Many areas of the main campus and off-site locations have Building Marshals. The Building Marshals will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the Building Marshals will provide additional information regarding the emergency.
3. The Building Marshals, in conjunction with the Security Department exercise a mock evacuation at least bi-annually.
4. For planned evacuation drills, it will be announced that all alarms or other notifications to evacuate will be treated as a real emergency until notified differently.
5. The Security Department will maintain documentation relating to each evacuation and exercise and their participants.

TIMELY WARNINGS

1. The Security Department is primarily responsible for issuing timely warnings. Timely warnings are to communicate information and prevention strategies for the college community when an incident has occurred or a pattern of risks are identified.
2. Timely warnings may be disseminated by any component of the emergency notification system noted above.

RESPONSIBILITY

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION:

DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: ANNUAL CAMPUS SECURITY REPORT – CLERY ACT

BOARD POLICY # 612.01

In accordance with the federal Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998 (Clery Act), Umpqua Community College will publish an Annual Campus Security Report. This report will be made available to future and current college students and employees and can be accessed by the public. The crime statistics contained within the report will be sent electronically to the U.S. Department of Education by October 1 of each year.

The purpose of the report is to provide current and prospective faculty, staff, students, and the public with campus safety information, including crime statistics and procedures to follow in reporting a crime.

Clery crime statistics are gathered from reports made to the Campus Security Department, Campus Security Authorities, and local law enforcement agencies. The Security Department maintains a daily crime log.

Responsibility:

The Chief of Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Annual Campus Security Report

ADMINISTRATIVE PROCEDURE # 612.01

RELATED TO POLICY # 612.01

1. Report deadline

The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:

- The Office of Facilities and Security, located in the Warehouse Building
- Online at <http://umpqua.edu/security>
- Mailed upon request by calling the Facilities/Security Department at (541) 440-4671

2. Notification of report availability

Current faculty, staff, and students are notified by email each fall of the release and methods to access the new report. Information can also be obtained from the U.S. Department of Education at <https://ope.ed.gov/camupussafety/#/>.

3. Data sources

At the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year

RESPONSIBILITY:

The Chief of Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: College Security

BOARD POLICY # 613

Umpqua Community College's Security Officers have the authority to

- Enforce College policies, including the Student Code of Conduct
- Issue citation to students, employees, and visitors who are in violation of the College's traffic and parking Codes
- Ask persons for identification and to determine whether individuals have lawful business at the College

The College Security Department is not a law enforcement agency. Criminal incidents are referred to the local police/sheriff department who have jurisdiction at the particular College location. The College has no memoranda of understanding between the institution and local/state law enforcement agencies.

The Security Department endeavors to maintain a professional working relationship with local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Security Department and local law enforcement agencies. Prompt reporting will assure timely warning notices on College property and timely disclosure of crime statistics. (See BP and AP 612.)

RESPONSIBILITY:

The Chief of Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: ACCESS TO COLLEGE PROPERTY

BOARD POLICY # 613.01

Umpqua Community College is an open campus but has the right to manage access to college owned or controlled property.

The presence of persons on Umpqua Community College owned or controlled property is restricted to provide for the safety of users, the security of College facilities, and to provide an environment that fosters learning.

During business hours, the College will be open to students, employees, and visitors. During non-business hours, access to College facilities is by key or by access cards at limited locations. All access cards and keys are issued through the Facilities Department. Authorization for access cards and keys requires the signature of a member of the Senior Leadership Team.

Security and safety patrols of facilities and buildings on the College main campus are conducted daily by Security Department personnel. Safety and security maintenance is also provided at off-site locations on a routine basis.

The College has no campus student housing facilities.

Responsibility:

The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Access to College Property

ADMINISTRATIVE PROCEDURE # 613.01

RELATED TO POLICY # 613.01

1. **Access Definitions.** Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location.
 - a. **Employee Access:** Access to areas that typically contain sensitive equipment or data is based on a demonstrated need. Examples of limited access areas include Information Technology workspaces, mechanical rooms, faculty workrooms, employee lounges, private offices, storage rooms, and some labs.
 - b. **Deans or directors** responsible for a program or service area have responsibility to control access to those areas. Deans or directors may further restrict employee access to specific employees in areas such as private offices, offices handling cash, computer switch rooms, etc., dependent upon the activity occurring in a space.
 - c. **General Access:** Areas generally open to both college employees and students include classrooms, labs, gym, etc., during hours of operation designated by the Senior Leadership Team.
 - d. **Community Access:** Areas not designated as limited to employee or general access are available to the general public without the necessity of enrolling as a student, e.g., open spaces of the campus (indoors and outdoors), library, and college cafeteria.
2. **Campus Business Hours**
 - a. College campus hours are 6:00 a.m. to 10:00 p.m. for regular business days (i.e., Monday-Friday except for holidays or other closures).
 - b. All buildings are to be secured and the premises vacated by midnight except for essential personnel (security, custodial, and maintenance personnel). The Chief of Security is to be notified prior to any exceptions. Loitering on college property when the college buildings are closed is not allowed.
3. **Campus Closures**
 - a. Campus is closed during holidays and certain emergencies. The campus may be closed to the public during in-service.

- b. In the case of campus closures for emergencies, college property is not to be accessed by non-essential personnel without administrative authority, and check-in with Security is required before accessing any building.

4. Overnight Campus Access

- a. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president or designee.

5. Employee Access

- a. Employees of Umpqua Community College have access to all college facilities and programs based on need, except areas designated as restricted. Only employees who have received authorization from the relevant dean or director supervising the restricted area may have access to areas identified as restricted.
- b. Employee presence in a college building during non-business hours, other than for scheduled events, is discouraged. If employees must be present when the campus is closed, employees are required to notify Campus Security (7777) of their presence.
- c. Employees of the college are not allowed to sleep overnight on college property.

6. Student Access

- a. Students have general access, but may be granted restricted access based on an identifiable college need. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment. Requests for exceptions will be directed to the appropriate dean or director for approval.
- b. Students are not allowed to be present in a college building when the campus is closed.

7. Visitor Access

- 1. Visitors have community access to college facilities as defined in this procedure, 1.d Community Access.
- 2. Classes are accessible to paying/registered students only.
- 3. Events are accessible to paying/registered customers only.
- 4. Visitors are not allowed to be present in a college building when the campus is closed.

8. Law Enforcement Access

Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons will be directed to the Chief of Security or designee. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation, and Immigration and Customs Enforcement. The Chief of Security or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement agency representative visits a site where Campus Security does not exist, the law enforcement representative will be directed to the administrator responsible for the site. The administrator will work with the Chief of Security to

determine the release of any information. The President's office must be informed that an inquiry by law enforcement occurred.

9. Children's Access

- a. A child is defined as a person under age 16, not enrolled as a student.
- b. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- c. Children registered for college activities that are supervised by college employees may have access to facilities designated for those activities.
- d. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- e. A college administrator may place additional restrictions on the presence of children in specific locations.

10. Campus Security and Employee Responsibility

- a. If it is believed that a person is in violation of Administrative Procedure 613.01, Campus Security should be notified.
- b. A security officer will determine if a person is in an area without appropriate access and take necessary action.
- c. In the case of an unsupervised child, employees of Campus Security will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

11. Keys and Access Cards

- a. Access to secured college spaces is controlled by keys or electronic access cards. Distribution of keys and access cards to employees is based upon work-related need for entry to specific areas of campus.
 - i. Employees who need card or key access to college facilities must complete an Access Card/Key Request form.
 - ii. Employees will identify the buildings and office/classroom spaces they need access to on the form.
 - iii. The employee's director or dean plus the appropriate Senior Leadership Team member will authorize the issuance of keys or access cards by original signatures on the form.
 - iv. The Access Card/Key Request Form will be forwarded to the Campus Security Department for issuance of the appropriate card or keys. Campus Security is the sole guardian of keys/cards, and all key/cards to UCC facilities will be issued only through the Campus Security Department.
 - v. Normally, there will be a 24–48 hour waiting period after receipt of the request prior to issuing a key or access card.
 - vi. All access cards and keys are property of the college and must be surrendered to the Campus Security Office when an employee terminates employment with the college before a final paycheck is issued.
 - vii. Access cards and keys may be required to be surrendered by an employee for reasons other than termination of employment.

- viii. Loss of keys/cards must be immediately reported to the supervisor and Campus Security. The employee who loses a key/card may be charged for the costs of replacing locks.
 - ix. Access cards and keys are issued to an individual and may not be loaned or transferred to another person. Loaning or transferring keys to unauthorized persons may be cause for disciplinary action or dismissal.
 - x. Possession of a key to any college facility does not give that employee unrestricted access to that area outside of normal working hours for any purpose except normal college business.
- b. The Facilities Office is responsible for developing the over-all keying structure of campus buildings to ensure an appropriate hierarchy of key distribution and security of facilities. Keying plans are provided to Campus Security for distribution of keys to employees.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number: 700.04	
Administrative Procedure Number:	N/A
Title:	Admission to Driver's Education Program
Revision Date:	Decommission Requested – 5/22/17

Current Policy / Procedure	Proposed Policy / Procedure
<p>Umpqua Community Colleges Drivers Education program will be made available to all eligible residents and non-resident students. Umpqua Community College will charge a tuition/fee rate for the program as established by the Umpqua Community College Board of Directors.</p> <p>High school age students who qualify for free or reduced price meals under the federal lunch program or students in situations in which the tuition/fee charged for the Driver=s Education program is a severe hardship as determined by the Umpqua Community Colleges Director of Community Education, the Drivers Education Coordinator and the student's school principal or counselor may be considered for a reduction in the tuition/fee charged.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 11/1997</p>	<p>Decommission</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	714
Administrative Procedure Number:	714
Title:	Continuing Education Units (CEU)
Revision Date:	5/24/17

Current Policy / Procedure	Proposed Policy / Procedure
<p>Umpqua Community College recognizes that the Continuing Education Unit (CEU) is used by some professional and occupational groups as a means of measuring time spent in in-service and upgrading activities. There is no one agency that monitors the CEU for integrity, so, for the time being, CEUs are awarded at the discretion of the community college with approval of a professional agency or organization indicating they will honor the CEU. The CEU will be awarded to individuals only for those non credit and non-graded activities which have been organized to provide unified and systematic instruction measurable in duration of time, subject to performance evaluation for the participant, and which meet the specified criteria.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 1995</p>	<p>Board Policy 714 – Continuing Education Units</p> <p>Intro/Definition: The purpose of Continuing Education Units (CEUs) is to provide an employer, a prospective employer, a certifying body, or a professional association with a uniform measurement of the continuing education an individual has undertaken.</p> <p>The CEU's are:</p> <ul style="list-style-type: none"> -awarded for successful completion of certain non-credit occupational-related courses -awarded at the discretion of the College -limited to occupational upgrading purposes <p>Responsibility: The Dean of Career & Technical Education is responsible for implementing this policy and the Director of Community & Workforce Training is responsible for updating it. Specific guidance for policy implementation may be found in the associated procedure.</p>

Policy & Procedure must be submitted together.

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	714
Administrative Procedure Number:	714
Title:	Continuing Education Units (CEU)
Revision Date:	5/24/17

Current Policy / Procedure	Proposed Policy / Procedure
<p>The Director of Community Education is the designated UCC campus officer for CEUs; any requests for CEUs must come through this department. Before CEUs can be granted, written approval from the professional agency or organization wishing the CEUs must be on file with the Director of Community Education. This approval must describe which non-credit and non-graded activities can receive CEU credit. Before CEU credit can be considered, a course outline for the non-credit class or non-graded activities must be on file with the Director of Community Education and must be approved by the professional agency or organization wishing the CEU.</p> <p>One CEU equals 10 hours of classroom instruction. CEUs will be transcribed in one hour increments or tenths of a CEU, if necessary.</p> <p>Only UCC classes or activities will be eligible for CEUs. Included in this would be: vocational supplementary classes scheduled by UCC departments; customized training coordinated for professional agencies/organizations/businesses and specialized classes.</p> <p>CEU classes and activities will receive a pass/fail grade. No incomplete grades will be allowed. CEUs may not be used for course waiver.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 1995 by Board DATE OF LAST REVIEW:</p>	<p>AP 714 – Continuing Education Units</p> <ol style="list-style-type: none"> 1. Continuing Education Units (CEU) courses must be developed by the college to include an organized continuing education experience and qualified instruction. Only UCC sponsored courses in the areas of Career & Technical supplementary and customized training are eligible for CEU awards. One Continuing Education Unit is defined as 10 contact hours of participation and requires completion of at least 90% of the course. The State of Oregon’s Community Colleges & Workforce Development Department requires that CEU courses be between one (1) and 210 contact hours. Fractional hours may be awarded in increments of .1 or more. 2. A request for Continuing Education Units may originate from an individual, an employer or professional association. In addition, a UCC department may identify the need for CEU’s within business, industry, labor, government, and/or professional organization. When a need has been identified, the instructional Dean, Department Director, or Department Chair is responsible for validating the need for the CEU instruction and following the non-credit course development process. 3. A course outline must be on file with the instructional department prior to offering the CEU instruction, as well as documentation of the instructor’s

Policy & Procedure must be submitted together.

qualifications. The requirements for successful completion of CEU instruction are to be provided to the students prior to the course or at the first session.

4. CEU's awards are subject to the following guidelines:
 - a. Students register for a CEU course using the enrollment processes established by the sponsoring department.
 - b. Students shall receive a pass/fail grade for CEU classes. No incomplete grades are allowed.
 - c. CEU's may not be used as a means to earn Alternative Methods of Credit/Course Waiver.
 - d. The student's official transcript will include CEU course title, the eligible number of CEU's, and the grade earned. CEU's are transcribed by UCC in one hour increments (ex. 1.0 = 10 hours, .3 = 3 hours).
 - e. A document of completion outlining the CEU's earned may be provided to students by the sponsoring department.
 - f. If required by the agency recognizing the CEU's, the sponsoring department must maintain the course sign-in list for the necessary amount of time.

Responsibility: The Dean of Career and Technical Education is responsible for implementing this procedure and the Director of Community & Workforce Training is responsible for updating this procedure.

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Sabbatical Leave Request

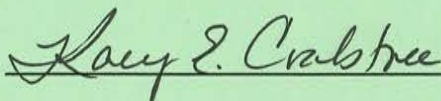
Date: December 13, 2017

Dr. Gregg Smith is requesting sabbatical for the following term: Spring 2018.

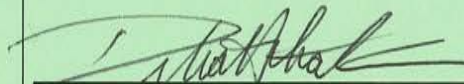
If approved he will be using this time to complete a novel. The subject of the novel is a fictional and metaphorical treatment of one person's attempt to deal with the aftermath of October 1, 2015. A certain amount of travel will also be necessary to see the project to its conclusion.

It is anticipated that completing the writing process culminating in a novel will improve Dr. Smith's instruction in a fiction writing course offered by Umpqua Community College.

Recommendation by:



Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item


Subject: Board Retreat Planning

Date: December 13, 2018

The Board of Education will discuss and plan for a winter Board Retreat.

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Board Policies Discussion

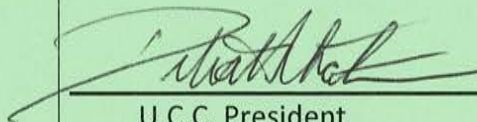
Date: December 13, 2017

The Board will have a discussion regarding policies that are being reviewed:

- Board Information Request 100.14 (revised)
- Board Chair Policy (new)

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD POLICY SERIES NUMBER: 100.14
TITLE: BOARD INFORMATION REQUESTS

All requests about College operations and related information needed by individual Board members will be requested through the Board Chair, who ~~may~~ will in turn make the request to the College President. ~~All attempts to obtain the information in a timely manner will be made by the College administration.~~ **The College administration will attempt to obtain the information in a timely manner.** In the event the requested information proves to be an overburden to provide, the President will inform the Board ~~Chair~~ **Chair the information is not readily available.** At that point the Board ~~Chair~~ will determine the cost/benefit to obtaining the requested information.

BOARD POLICY

BOARD POLICY SERIES NUMBER: 100.??

TITLE: BOARD CHAIR ELECTION

The UCC Board of Education Chair shall be elected at the July meeting. Board members must have two years of experience on the UCC Board of Education prior to being elected to the chair position. The Board Chair may hold the chair position for no more than two consecutive terms.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: