

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session per ORS 192.660(2)(i), 3:30 P.M.

VOL. LII, No. 11 BOARD OF EDUCATION MEETING JUNE 13, 2018; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

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

Joelle McGrorty _____
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. | CONSENT AGENDA | Chair Loosley | pp 1-22 |

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

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

VI. CITIZEN COMMENTS

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.

VII. FOCUS PRESENTATIONS

- | | | | |
|----|--|--------------------------|------|
| A. | Focus Presentation: Open Educational Resources | C. McGeehon & J. Lantrip | p 23 |
| B. | Focus Presentation: Leadership UCC | Micque Shoemaker | p 24 |

VIII. REPORTS			pp 25-37
A. ASUCC Report	Byronna Thomas		
B. ACEUCC Report	Becky Kipperman		
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. Chair Report	Steve Loosley		
IX. OLD BUSINESS			
X. NEW BUSINESS			
A. First Reading of Policy	Debra Thatcher		pp 38-44
B. Apprenticeship Program Lease	Kacy Crabtree		p 45
C. New Careers Pathways Certificate	Kacy Crabtree		p 46
D. Res. No. 14 – Approval to Spend Funds	Natalya Brown		pp 47-48
E. Res. No. 15 – Adopting the Budget	Natalya Brown		pp 49-52
F. Res. No. 16 – Establishing Clerk, Deputy Clerk, & Budget Officer	Natalya Brown		p 53
G. Res. No. 17 – Interfund Borrowing for Fiscal Year 2018-2019	Natalya Brown		p 54
H. Evaluation of President	Steve Loosley		
I. President's Compensation Review	Steve Loosley		
XI. ORGANIZATION	Steve Loosley		
A. Election of Chair for 2018-2019			
B. Election of Vice Chair for 2018-2019			
C. Election of OCCA Representative for 2018-2019			
XII. BOARD COMMENTS	Chair Loosley		
XIII. ADJOURNMENT	Chair Loosley		

NEXT BOARD MEETING:

- Board Meeting, September 12, 2018, 4:30 pm, HNSC 100

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: Consent Agenda

Date: May 9, 2018

Recommend approval of:

Minutes of College Board Meeting of May 9, 2018 pp 1-4

Personnel Actions p 5

Second Reading of Policies pp 6-23

201 UCC Art Gallery
211 Public Art
322 Employee Tuition Waiver
325 Special Admission to College Events
400 Facilities Use / Events

The associated administrative procedures are being shared as an information item:

201 UCC Art Gallery
211 Public Art
400.01 Facilities Use

Recommendation by:

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
May 9, 2018**

The Umpqua Community College Board of Education met on Wednesday, May 9, 2018, 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 4:33 pm and the pledge of allegiance was given. The meeting was opened with a formal budget hearing. There was no one who wished to comment on the budget, so the regular meeting began.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Betty Tamm, and Wendy Weikum

Director excused: Joelle McGrorty

Others present:

Debra Thatcher	Joy Yori	Emery Smith	Tamara Loosli	Robin Van Winkle
Robynne Wilgus	Nick Thomas	Carol McGeehon	Cathy Chapman	Missy Olson
Kacy Crabtree	Alicia Graves	Becky Kipperman	Mary Morris	Brian Proctor
Charles Crosier	Melinda Benton	Katie Workman	Michelle Bergmann	Martha Joyce
Tiffany Coleman	Natalya Brown	Jason Aase	Debi Gresham	Unknown
April Hamlin	Jeri Frank	April Myler	Crystal Sullivan	

Consent Agenda

- A. Minutes of College Board Meeting of April 11, 2018
- B. Minutes of College Budget Meeting of April 12, 2018
- C. Personnel Actions
- D. Resolution No. 11 – Approval to Spend Funds
- E. Resolution No. 13 – Approval to Spend Funds
- F. Second reading of policies:
 - a. 100.08 Duties and Responsibilities of Board of Education: Code of Conduct
 - b. 101.14 Board Information Requests
 - c. 600.09 Financial Exigency (to be deleted)
 - d. 710.06 Tuition Waiver
 - e. 720.03 Awarding of Umpqua Community College Honorary Degrees

Resolution No. 12 – Transfer of Appropriations was moved from the Consent Agenda to New Business. The remaining items in the Consent Agenda were approved by general consent and the items will be attached to the permanent minutes.

Changes to the Agenda – Resolution No. 12, as noted above.

Citizen Comments – There were none.

Introductions and Focus Presentations

Kevin Mathweg, Automotive Instructor, introduced the students who participated in the 2018 SkillsUSA Oregon State Championships. Their placements were shared:

- Automotive Service Technology: 1st place, Matt Chace – state champion and national qualifier; 2nd place, Ken Thompson, 3rd place, Lazareth Leaton
- Welding: 1st place, Nazario Ferguson – state champion and national qualifier; 2nd place, Derek Meier; 3rd place, Carlos Lopez; 4th place, James Kuper; and 5th place, Kevin Greene.

Melinda Benton, Humanities/Social Science instructor and advisor for the student newspaper, *The Mainstream*, and Alicia Graves, the current Editor, briefly shared the paper's 30 year history. The paper has a presence in social media venues including Facebook, Snapchat, and Twitter as well as its own webpage. A review was given of an international connection and the paper's awards and recognitions. Ms. Benton said it is an incredible opportunity to work with students.

Associate Professor Emery Smith explained the focus of his sabbatical on intergenerational trauma survival and how it is affected by poverty. He shared information on Adverse Childhood Experiences and Child Trauma in a PowerPoint presentation. He hopes to develop a couple of short online courses and to bring further awareness of local resources.

Reports

- **ASUCC – Nick Thomas, Vice President:** The election process has started for next year's ASUCC officers and includes candidate forums. Students will be encouraged to write-in their choice for Faculty of the Year. A multicultural celebration is May 18.
- **ACEUCC – Becky Kipperman, Interim President:** Officer elections will be held next week for president and secretary. A bargaining meeting was held with a state mediator and the College on May 2; work continues on the agreement. An election is being held for the Outstanding Classified Member of the Year.
- **ACCPTFA – Jeri Frank, President:** The association is having elections. Bargaining has begun and they are hoping for positive results. Spring term has 120 part-time instructors teaching about half of the classes at UCC. They are proud to play a crucial role at the College.
- **UCCFA – John Blackwood, President:** Negotiations have concluded. The association is now looking forward to the Board approving the contract. The Oregon Council of Computer Chairs met at UCC recently. UCC is one of two schools in Oregon offering the Cybersecurity program. The association recently concluded elections for 2018-19: John Blackwood, President; Stephanie Newman, Treasurer; Danielle Haskett, 1 year at large; and Mary Stinnett, 2 year at large. Faculty are working on the elections for Outstanding Faculty and Harry Jacoby Awards.
- **President's Report – Dr. Debra Thatcher:** The report will be woven into her presentation under New Business.
- **OCCA Report – Dir. Lathrop:** The spring OCCA meeting will be next week. Dir. Lathrop attended the All Oregon Academic Team luncheon on Salem recently. OCCA has recently filled two vacant positions: Emily Smith, Member Services Coordinator; and Laurie Morin, Administrative Assistant.
- **Recovery Report – Dir. Weikum:** The Memorial Committee recently had a meeting. They are working on developing a design and have met with a contractor.
- **Chair Report – Chair Loosley:** There was no report.

OLD BUSINESS

Natalya Brown, Interim CFO, requested Board approval of the increase and decrease in tuition and fees as presented in the proposal; the changes would be effective at the beginning of the academic year, commencing summer term 2018. President Thatcher and Ms. Brown reviewed a PowerPoint presentation on Budget, Tuition, & Fees. President Thatcher explained there are serious challenges and the message to the campus has been to contain costs, yet operate efficiently, along with the importance of recruitment and retention. An Office of Enrollment Management has been established. Having listened to the feedback from students and community members in regards to last month's tuition proposal, the College took another look at efficiencies and was able to cut an additional \$300,000 out of the budget. As it does cost the College more to offer labs and lecture/labs than classroom instruction because of increased pay to faculty, two instruction fee options were presented: 1.) assess a \$50 lab fee and a \$25 lecture/lab fee; or 2.) assess a \$3 fee per credit to all students. In conversations with students they recommended the \$3 fee as it doesn't burden specific students. The instruction fee would not be combined with the global fee; students have shared they want to know where fees are applied. In discussion, several Board members shared their viewpoints on the tuition and fees.

Motion: **I move to approve the Tuition and Fee Increase Proposal, as presented, with Option No. 1 of the Lab Fee Alternative Proposal. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.**

In 2013, the Board approved a rule of implementation which linked tuition to a consumer price index. Discussion included the benefits of having automatic, incremental increases and the compounding price increases that lead to an unsustainable cost of education.

Motion: **I move to terminate the tuition rule of implementation from March 8, 2013, linking the rate of tuition to a consumer price index. Motion by Dir. Littlejohn, seconded by Dir. Weikum and carried unanimously.**

NEW BUSINESS

Ms. Brown requested Board approval for Resolution No. 12, Transfer of Appropriation in the General Fund. A transfer of appropriation from the General Fund Contingency to General Fund Student Services is necessary in order to ensure sufficient budget for unforeseen expenses. She explained the circumstances that necessitated the transfer: changes in labor, a director resigned, vacation pay out, shared responsibilities, and the anticipation of an increase in expenditures.

Motion: **I move to approve Resolution No. 12 - Transfer of Appropriation, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

President Thatcher requested Board approval to ratify the Faculty Association Collective Bargaining Agreement. The "green sheet" indicated approval for the Salary portion of the contract; however, it was noted the entire Agreement needs to be approved.

Motion: **I move to ratify the Faculty Association Collective Bargaining Agreement effective July 1, 2017 through June 30, 2021. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

The first reading of policies was presented by President Thatcher as an information item:

201	UCC Art Gallery	325	Special Admission to College Events
211	Public Art	400	Facilities Use / Events
322	Employee Tuition Waiver		

President Thatcher reviewed the Institutional Effectiveness Council's draft statements for UCC's Vision and Values along with draft explanation statements for the College's Mission. In reviewing the information, she highlighted specific words (empowering, model, innovation, and contribution) which prepare students to enter the world with competence, confidence, and compassion. The mission statement hasn't changed but the explanation statements elaborate on what it means. The Council's efforts have also include a Strengths-Weaknesses-Opportunities-Threats analysis. This information provides a foundation for sharing with the campus and community. The end result will be the development of strategic goals. There was a discussion on community meetings.

Board Comments

- Dir. Lathrop: UCC has many wonderful things going and is an outstanding college!
- Chair Loosley: On behalf of the Board, President Thatcher and Dr. Crabtree were thanked for the development of efficiencies within the budget to help with cost containment, strategic enrollment, recruitment, and retention.
- The Board praised April Myler's leadership of the Nursing Program which was recently recognized for the high nursing exam pass rate of 90.7%.
- Board work sessions will begin at 3:30 pm.

Meeting adjourned at 6:51 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
Res. #'s 11, 12, & 13
Policies: 100.08, 101.14, 600.09, 710.06, & 720.03
Tuition and Fee Increase Proposal and Option 1
Faculty Association Collective Bargaining



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: June 13, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Kira Oerman, Assistant Director of Athletics - Effective May 16, 2018

Faculty Contract:

Bryan Benz, Science Faculty - Effective September 17, 2018

Alexander Jardon, Social Science Faculty - Effective September 17, 2018

Resignation/Separations:

N/A

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	201
Administrative Procedure Number:	
Title:	UCC Art Gallery
Revision Date:	1/29/2018

Current Policy / Procedure	Proposed Policy / Procedure
<p>PURPOSE The major purpose and function of the UCC Art Gallery shall be to exhibit quality works of art for the educational and cultural benefit of the students of UCC and the citizens of Douglas County. AUTHORITY AND RESPONSIBILITY Final authority for all policies and procedures regarding the Art Gallery shall rest with the UCC Board. The College administration shall be responsible for carrying out Art Gallery policies approved by the Board and shall establish appropriate administrative procedures for carrying out those policies. ART GALLERY ADVISORY COMMITTEE The Art Gallery Advisory Committee will act in an advisory capacity to College administrative staff regarding the operating policies of the gallery, represent the county-wide art community, and participate in the planning of art gallery activities. Membership on the committee shall consist of no less than seven and no more than nine persons. The UCC Fine and Performing Arts Department Chairperson shall serve as permanent chair, and the Dean of Arts and Sciences shall serve as an ex-officio member of the committee. Members of the committee will be appointed for a term of three years. New members will be suggested and approved by the existing committee and recommended to the College administration. Membership on the committee should be representative of the College District.</p>	<p>The primary purpose and function of the UCC Art Gallery is to exhibit quality works of art for the educational and cultural benefit of the students of UCC and the citizens of Douglas County.</p> <p>RESPONSIBILITY: The Art Gallery Director is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

POLICY / ADMINISTRATIVE PROCEDURE REVISION FORM

Complete for Revisions Only

Policy Number:	
Administrative Procedure Number:	201
Title:	UCC Art Gallery
Revision Date:	1/29/2018

Current Policy / Procedure	Proposed Policy / Procedure
<p>TITLE: UCC ART GALLERY Supervision and Scheduling of the Art Gallery Facility: General supervision shall be the responsibility of the Fine and Performing Arts Chairperson. All exhibits planned for the Art Gallery must be approved by the chairperson. Exhibits: The Advisory Committee will select the annual schedule of exhibits for the Art Gallery and submit it to the College administration for approval. The Fine and Performing Arts Chairperson may exercise discretion in the selection of alternate exhibits in the event of non-availability of scheduled exhibits. Funding: Funding for general operation of the Art Gallery shall be provided by the College. Funding for Art Gallery-sponsored exhibits shall derive primarily from the Endowment Fund managed by the UCC Foundation, grants, and private donations. Permanent Collection: A permanent collection shall be developed by the Art Gallery for general exhibition throughout the College campus. All purchases and/or additions to the collection shall be recommended by the Advisory Committee and submitted to the College administration for approval. Rental of Facilities: The Art Gallery may be rented for public or private functions in accordance with the Facilities Use Policy.</p>	<ol style="list-style-type: none"> 1. Supervision and Scheduling of the Art Gallery Facility: General supervision is the responsibility of the Art Gallery Director. All exhibits planned for the Art Gallery must be approved by the Director. 2. Exhibits: The Art Gallery Director, in consultation with UCC's art faculty, is responsible for selecting exhibits. The Art Gallery Director may exercise discretion in the selection of alternate exhibits in the event of non-availability of scheduled exhibits. Art Gallery exhibited works are not covered by college insurance. 3. Funding: Funding for general operation of the Art Gallery is provided by the College. Funding for Art Gallery sponsored exhibits will derive primarily from an endowment fund managed by the UCC Foundation, grants, and private donations. 4. Permanent Collection: A permanent collection is maintained by the Art Gallery for general exhibition throughout the college campus. All purchases, additions, and deletions to the collection are made in accordance with Board Policy 211 and Administrative Procedure 211 Public Art. The permanent collection is insured by the College. (Is college capitalized?) 5. Rental of Facilities: The Art Gallery may be rented for public or private functions in accordance with the Facilities Use Policy. <p>RESPONSIBILITY: The Art Gallery Director is responsible for implementing and updating this procedure.</p>



BOARD POLICY

TITLE: PUBLIC ART

BOARD POLICY # 211

Public art is visual art that is placed in an accessible location to be shared by the campus community and campus visitors. Umpqua Community College recognizes that the visual arts support the mission of the College by engaging students and the community in understanding and appreciating culture, aesthetics, and diversity. Campus public art may be:

- Temporary, semi-permanent, or permanent
- Installed inside or outside
- Created by students, faculty, staff, or professional artists

Art media may include drawing, painting, photography, printmaking, sculpture, ceramics, fiber arts, electronic and digital media, and mixed media.

All pieces of public art installed on campus must be based on the academic mission of the College and must promote appreciation of culture, aesthetics, and diversity. Public art installations are evaluated by a campus Public Art Committee (PAC) based on established criteria and requirements. The committee makes recommendations to the College President regarding:

- Petitions from the college community to install works of art
- Requests for public art proposals
- Donations of public art through the UCC Foundation to the College
- Inclusion of public art works on campus

RESPONSIBILITY:

The Art Gallery Director 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: Public Art

ADMINISTRATIVE PROCEDURE # 211

RELATED TO POLICY # 211 PUBLIC ART

1. Composition of the Public Art Committee

The Public Art Committee (PAC) is called by the College President and includes:

- Art Gallery Director (required to be a faculty member) - Committee Chair
- Executive Director of the UCC Foundation
- One additional faculty
- One additional administrator
- Two classified staff
- Two students
- Representative of Facilities to be consulted as needed

2. Authority of the Public Art Committee

The PAC advises the President on matters related to the installation of visual art in public spaces (with the exception of the Art Gallery and exhibit spaces within Whipple Fine Arts Building, which is overseen by the Fine Arts Department). The final decision on the disposition of public art rests with the College President. The PAC:

- a. Makes recommendations to the College President to accept or deny proposed public art installations
- b. Works with College departments to ensure that the installation is feasible, safe, appropriate, secure, and aligned with the mission of the College
- c. Encourages inclusion of public visual art in major renovations and new campus building construction
- d. Oversees proper signage of works of public art in consultation with Communications and Marketing, Facilities, and the College President

3. Types of Proposals Considered

The following definitions apply to proposals requiring review by the Public Art Committee and its recommendation to the College President:

- a. Permanent installation: Permanent property of the College and/or installed for more than three (3) years
- b. Semi-permanent installation: May or may not be property of the College; installed for one (1) to three (3) years
- c. Temporary installation: May or may not be property of the College; typically installed for one (1) week to one (1) year, as appropriate to the type of art and its location

4. Method of Selection/Acquisition

The following acquisitions may be made in consultation with the PAC:

- a. Donation through the UCC Foundation with or without restrictions
- b. Direct selection that is purchased or commissioned
- c. Open competition
- d. UCC student art connected to the student's academic coursework in the visual arts
- e. Community-based projects involving the leadership of an artist

5. Selection Process

- a. **Selection Rubrics.** The PAC develops rubrics that are specific to different types of visual art to be used in the selection process. The rubrics address:
 - i. Rationale for the acquisition/installation
 - ii. Fit with the College's mission
 - iii. Contribution to developing appreciation for culture, aesthetics, and diversity
 - iv. Medium and category of art
 - v. Artistic merit
 - vi. Artist/artist selection
 - vii. Condition of the art
 - viii. Proposed location
 - ix. Installation, maintenance, and removal costs
 - x. Signage
 - xi. Activities associated the acquisition/installation
 - xii. Storage capacity for permanent acquisitions
- b. **Donations.** Any potential donated work must first be discussed with the Executive Director of the Foundation and the Chair of the PAC before any agreements are made with the donor or any art is accepted by the College.
 - i. Preliminary review addresses and documents the appropriateness of the work to the College, including fulfillment of a need to diversify the College's art collection, artistic merit, size, material, condition, site suitability, installation costs, and maintenance costs.

- ii. If a recommendation is to give the work further consideration, the PAC meets to evaluate the work using the appropriate rubric.
- iii. The committee may also call for open meetings with specified campus parties to further discuss the acquisition.

The PAC makes a recommendation to accept or to decline the gift to the College President. The President's final decision is conveyed to the donor by the Executive Director of the Foundation. No works can be accepted with a guarantee in perpetuity concerning circumstances of its use or exhibition or with other restrictions regarding its disposition.

- c. **Purchases.** Any department or group of college community members may propose to purchase works of art, if they have the funds to do so. Purchases are subject to all procurement rules, including nepotism prohibition. The purchasing group must submit a proposal to the PAC that addresses criteria listed in the appropriate rubric. The PAC makes a final recommendation to accept or to decline the purchase to the College President.
- d. **Competitions.** Any department or group of college community members may propose to host a competition that will result in the acquisition of public art, if they have the funds to host the competition and to make a purchase of art. Hosts/purchasers must provide a proposal to the PAC that includes:
 - i. Scope of visual arts and types of artists to be included
 - ii. Description of the competition, including responsible parties and marketing plans
 - iii. Budget and source of funds
 - iv. Schedule for the competition
 - v. Installation timeline

In addition, the hosts/purchasers must address all criteria in the appropriate rubric(s) developed by the PAC. The PAC makes recommendations to the College President.

- e. **Semi-Permanent and Temporary Installations.** The PAC entertains proposals from groups or individuals in the College community. The PAC reviews proposals with the appropriate rubrics for the type of art under consideration. The PAC makes recommendations to the College President. As part of the proposal review process, artists must be notified that the College does not provide insurance for semi-permanent and temporary installations.
- f. **Installation of Works by UCC Student Artists.** In general, works of public art by UCC student artists are semi-permanent or temporary. Proposals to the PAC for installation of UCC student works of public art must include:

- i. Explanation of the student's academic and artistic work, including medium, category, and artistic merit
- ii. Written endorsement from a UCC visual arts faculty member
- iii. Proposed location for the installation
- iv. Proposed dates of the installation
- v. Length of the exhibition
- vi. Installation, maintenance, and removal costs
- vii. Signage
- viii. Activities, if any, associated with the installation

The PAC makes recommendations to the College President.

6. Valuation of Donations

- a. Donors bear the responsibility to determine the value of their gift(s) and to seek independent appraisal when appropriate.
- b. Tax reporting responsibility rests with donors seeking a tax deduction for gifts valued at \$5000 or more.
- c. College personnel are unable to evaluate gifts. Appraisals must be prepared by a "disinterested party", and the Art Department does not qualify as a "disinterested party" for IRS purposes. See the Tax Reform Act of 1984 for more information.
- d. Neither the PAC nor the Art Gallery Director will advise or counsel donors on tax benefits or procedures.

7. De-accessioning

- a. De-accessioning is the practice of refining and improving the quality of art collections.
- b. De-accessioning will not serve to provide operating funds; the process must be used only for acquisitions, student scholarships, or conservation of works of art.
- c. An object, subject to de-accession, will fall under one of the following conditions:
 - i. Work is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type
 - ii. Work is redundant or duplicate
 - iii. Work is clearly outside the collecting scope of the collections
 - iv. Work's physical condition is so poor that restoration exceeds value

Responsibility:

The Art Gallery Director 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:	322
Administrative Procedure Number:	
Title:	Employee Tuition Waiver
Revision Date:	February 23, 2018

Current Policy / Procedure	Proposed Policy / Procedure
<p>See ACEUCC and UCCFA collective bargaining agreements.</p> <p>All full-time current Administrative/ Confidential-Exempt employees of Umpqua Community College, their spouses and their immediate families (legal resident dependent) on a space available basis will be granted tuition-free enrollment in all classes offered by the college with the exception of Community Education courses.</p> <p>A tuition waiver on an available space basis shall be granted to part-time employees, or their spouses and their immediate families (legal resident dependent), who meet the following requirements:</p> <p>A. Current Administrative/ Confidential-Exempt and part-time classified employees (not in the union) who have worked at least an average of 10 hours per week for a period of six months.</p> <p>B. Current Adjunct faculty who are at the following steps of the adjunct faculty salary structure receive the following tuition waiver:</p> <ul style="list-style-type: none"> • Adjunct faculty on steps 1-5: 4 credit hours per term while employed. • Adjunct faculty on steps 6-8: 6 credit hours per term while employed. 	<p>See ACEUCC, UCCFA, and UCCPTFA collective bargaining agreements regarding tuition waivers for represented employees.</p> <p>All current full-time Administrative/ Confidential-Exempt employees of Umpqua Community College, their spouses and their immediate families (i.e., legal resident dependents), on a space available basis, will be granted tuition waivers in all credit-based courses offered by the college; recipients of the tuition waivers are responsible for payment of fees, materials, and supplies. Tuition waivers do not apply to non-credit, fee-based courses.</p> <p>A tuition waiver, on a space available basis, will be granted to non-represented part-time employees who have worked at least an average of 10 hours a week for six months. The tuition waiver applies only to the part-time employee and does not cover fees, materials, and supplies.</p> <p>Student workers are not eligible for employee tuition waivers.</p> <p>The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

Policy Revision

POL#325: SPECIAL ADMISSION TO COLLEGE EVENTS

4/20/2018

Current Policy	Proposed Policy
<p>All full-time and part-time employees may attend *college-sponsored events free of charge. However, in order to take advantage of this policy, staff members must reserve tickets at least three days in advance of performance time.</p> <p>*A "college-sponsored event" is any event generated by the instructional program of the college. On-going programs such as Recreation Night and the Summer Recreation Program are not considered to be "events" and are not covered by this policy. Arrangements are to be made for complimentary tickets through the UCC Fine Arts Department for plays and concerts.</p> <p>All full-time employees, their spouses, and their legally-dependent families may attend intercollegiate athletic events free of charge, upon presentation of a staff identification card at the door. (Availability of adequate seating in the gymnasium makes this policy possible; however, seating in other campus facilities is more limited.)</p> <p>It is the policy of the College Board that those 60 years and older will be admitted to intercollegiate athletic events free of charge, and to other college-sponsored events at the student ticket price.</p> <p>DATE OF ADOPTION: 11/19/2015 by Board DATE(S) OF REVISION(S): 11/3/2015 by College Council DATE OF LAST REVIEW:</p>	<p>Full-time employees, their spouses, and their legally-dependent family members may purchase tickets to fee-based College events at the advertised rate. On occasion, reduced rates or free admission may be made available and will be announced in advance of an event. Free admission may have a limited number of seats available and may require advance reservations.</p> <p>All full-time employees, their spouses, and their legally-dependent family members may attend intercollegiate athletic events free of charge, upon presentation of an employee identification card at the door.</p> <p>Individuals who are at least 60 years old will be admitted to intercollegiate athletic events free of charge and to other fee-based College events at the student ticket price.</p> <p>The Director of Human Resources is responsible for implementing and updating this policy.</p> <p>DATE OF ADOPTION: 11/19/2015 by Board DATE(S) OF REVISION(S): 11/3/2015 by College Council DATE OF LAST REVIEW:</p>

Complete for Revisions Only

Current Policy / Procedure	Proposed Policy / Procedure
<p>BOARD POLICY SERIES NUMBER: 400 TITLE: FACILITIES USE / EVENTS</p> <p>UCC reserves the right to determine who has access to campus facilities.</p> <p>UCC has the right to establish requirements for security, insurance and copyright provisions.</p> <p>UCC has the right to require that necessary support services be utilized and paid for as arranged prior to the event.</p> <p>UCC's Food Service will have the right of first-refusal for all food served on campus. This policy does not apply to staff coffee breaks or parties.</p> <p>UCC is not responsible for renters of facilities who oversell tickets; and users should be prepared to make refunds if this takes place.</p> <p>UCC's SOUTHERN OREGON WINE INSTITUTE will have the right of first-refusal for all alcohol served on campus.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 3/12/2014 DATE OF LAST REVIEW:</p>	<p>TITLE: FACILITIES USE/EVENTS BOARD POLICY #400</p> <p>Policy:</p> <p>Consistent with the primary mission of Umpqua Community College, the needs of UCC's educational programs are to be given first priority in determining use of buildings and facilities.</p> <p>The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college.</p> <p>Fees, as appropriate, may be charged for use of college facilities.</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>



ADMINISTRATIVE PROCEDURE

TITLE: Facility Use

ADMINISTRATIVE PROCEDURE # 400.01

RELATED TO POLICY # 400 FACILITY USE / EVENTS

1. **Scheduling Priority.** Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:
 - a. *College Instruction:* Events related to the academic mission of the college including classes and open lab hours.
 - i. *Process:* In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.
 - b. *College Business:* Events related to college business such as faculty/staff trainings, orientations and department meetings.
 - i. *Process.* All internal College meetings and events must have a space reserved in the college's web-based space scheduling software. College faculty and staff must make a request for all spaces (<https://www.umpqua.edu/events-ticketing>). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved. The scheduling and use of services such as food service, media service, etc. will not be scheduled or considered without a reservation.
 - c. *Sponsored Events:* Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.
 - i. *Eligibility:* Events must meet all three of the following requirements in order to be eligible for sponsorship:

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- The requestor must be either a UCC department or a student organization recognized by the College.
 - The event must support the academic mission of the college.
 - The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.
- ii. Process: The requesting college department or student organization must complete and submit a location reservation in the college's web-based space scheduling software, which will be held tentatively until the approval process is complete, and an Event Sponsorship Request Form to the Special Events Office at least 30 days prior to the event. The sponsorship must be approved by the Senior Leadership Team (President's leadership group). If the event is approved, the external organization involved will be required to complete and sign a Facility Use Agreement.
- iii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:
- The UCC sponsor is responsible for coordinating all activities before, during, and after the event.
 - One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods.
- iv. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.
- d. *UCC Student Events*. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.
- i. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.
- ii. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.
- iii. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:
- The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following:
 - Facilities
 - Set-up/Teardown
 - Technical support (media, theater sound/lighting/stage)

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- Custodial
 - Security
 - Emergency Medical Technician
 - Catering
 - Alcohol Service
 - The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.
 - The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.
 - Distribution of materials related to the student event can be found in Board Policy 723 and related administrative procedure 723.01.
- iv. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.
- e. *Non-College Events*: Any event organized by an individual or organization unaffiliated with the College.
- i. Process: Special Events is responsible for processing and approving all non-college facility use requests.
- A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.
 - The contract must be submitted to Special Events no later than 30 days prior to the first date of the event.
 - Special Events services will not be scheduled until the completed contract is received.
- ii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:
- Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.
 - Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.
 - The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.
 - The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any

information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.

- Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events.
- Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events.
- College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies.
- The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.
- When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.

iii. Fees

- The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Rental Fees schedule is available online
- Additional fees may be incurred for the following Special Events services:
 - Technical support (media, theater sound/lighting/stage)
 - Custodial
 - Security
 - Set-up/Teardown
 - Cancellation Fee
 - Coordination Fee
 - Catering
 - Alcohol Service
- Fee adjustments and exceptions must be approved by the Food Services and Special Events Director. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.

2. **General Terms and Conditions.** The following general terms and conditions apply to all events:

- a. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.

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- b. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.
- c. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made.
- d. The Food Services and Special Events Director is responsible for final decisions in resolving scheduling conflicts.
- e. The College reserves the right of first refusal for the provision of food services. If the College determines that it is unable to provide the needed service, food may only be provided by licensed commercial caterers.
- f. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.
 - A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.
 - Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.

3. **Responsibilities of Users.** Users of all college facilities are responsible for:
 - a. Complying with applicable federal, state, and county regulations.
 - b. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.
 - c. Assuming all financial responsibility for damages caused to individuals and to college property during its use.
 - d. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).
 - e. Using the requested facilities "as is." Users may not temporarily or permanently alter any element of any facility on campus.
 - f. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.
 - g. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.
 - h. Not altering, covering, or removing art and exhibits.

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- i. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.

4. Restrictions on College Facility Use.

- a. College officials may not be refused entry to college facilities at any time.
- b. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.
- c. Users of college facilities may not alter college facilities as described below:
 - A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings.
 - A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College.
 - Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.
 - For additional restrictions users should refer to the Facility Use Agreement.
 - Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.
- d. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.
- e. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.
- f. Individuals trespassed from campus facilities are not allowed on college property.
- g. Use of the Gymnasium:
 - i. Use of the gymnasium is limited to:
 - current UCC students, faculty, and staff;
 - other teams invited by the Director of Athletics;

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- events and functions approved through the sponsorship or use of facilities processes; and
 - College approved events.
- ii. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.
 - iii. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.
 - iv. Hanging on the basketball rim is not permitted.
 - v. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.
 - vi. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.
 - vii. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.
 - viii. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 9/9/2009****DATE(S) OF REVISION: 4/10/2018 by CC****DATE(S) OF PRIOR REVIEW:**

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Focus Presentation:
 Open Educational Resources

Date: June 13, 2018

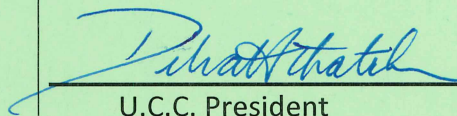
Carol McGeehon, Director of Library, Success Center & UCCOnline, and Jennifer Lantrip, Reference Librarian, will share about open education resources (OER).

Ms. McGeehon will focus on how OER is being used at UCC and current OER initiatives at UCC.

Ms. Lantrip will explain a research project that she is working on for the OER Research Fellowship from the Open Education Group; the project is related to OER use in Oregon's community colleges.

Recommendation by:

Approved for Consideration:



 U.C.C. President

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Focus Presentation: Leadership UCC

Date: June 13, 2018

Micque Shoemaker, UCC Bookstore Manager, will share information about Leadership UCC Class of 2017-18.

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: June 13, 2018
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ASUCC Report	Byronna Thomas
ACEUCC Report	Becky Kipperman
UCCPTFA Report	Jeri Frank
UCCFA Report	John Blackwood
President's Report	Debra Thatcher, President
OCCA Report	Doris Lathrop
Recovery Report	Wendy Weikum
Chair Report	Steve Loosley

Recommendation by: <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>	Approved for Consideration:  <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> U.C.C. President
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Office of the Provost
 Academic, Enrollment and Student Services
 Board of Education
 04 May 2018

Accreditation (Jason Aase, liaison officer)

1. Dr. Thatcher and Jason Aase drafted a letter to NWCCU concerning Title IV.

Arts and Sciences (Martha Joyce, dean)

2. Karen Carroll, geology professor, has been appointed Interim Dean of Arts and Sciences. Her position will begin June 18, 2018.
3. Appreciation is extended to Martha Joyce who has served since 2016 as the Interim Dean of Arts and Sciences. She has done an excellent job. Martha will return to the classroom effective June 18, 2018.
4. Student Achievements: Kyleah Murphey took Physics 201-203 and loved it so much she changed her major and stayed at UCC to take Physics 211-213 and other courses in preparation for transfer to UO as a Physics Major. After taking physics at UCC Kyleah was accepted to a summer research internship in astrophysics at Texas A&M, which lead to her co-authorship of two publications on the properties of neutron stars. Kyleah then transferred to the UO, completed her bachelor's degree in physics with a minor in mathematics while working in a biophysics lab, and has now accepted a research assistant position in the biophysics department at the University of Texas-Southwestern. Her neutron star papers can be found here:
<http://iopscience.iop.org/article/10.1088/2041-8205/779/1/L4/meta;jsessionid=3E1C3EDF47C1B71C629A356529DF043F.ip-10-40-1-105>

<https://link.springer.com/article/10.1140%2Fepja%2Fi2014-14041-x>
5. Solar Walk and STEAM events were successful with 400 hundred participants from the public schools.
6. General Education task force has been working on a new general education model that focuses on retention, transferability, assessment and compliance with NWCCU.

Assessment (Debi Gresham, assessment coordinator)

7. Debi Gresham has been appointed, director of teaching, learning and assessment. Her position will begin July 2, 2018.
8. Of the approximately 459 courses (not sections) taught during fall term, 121 courses were taught by full-time faculty (26%)
9. Of the 121 courses taught by FT faculty, assessment reports were received for 27 of them (22%)
10. Non-Academic program assessment areas is scheduled to begin during spring term.
11. The Program Review process and schedule was revised to focus on programs that culminate in a degree or certificate.

Athletics (Craig Jackson, director)

12. Recruiting is going well. Men’s Basketball has a complete roster and Women’s Basketball, and volleyball are close to being completed. Women’s Wrestling is up to 20 athletes, Men’s Wrestling is at 22. Cross Country, Track and Field, OCR and baseball are all on their way and signing kids daily.
13. C. Jackson is working on the housing situation and have secured 25 beds so far, working with companies in the community.
14. Three athletes will be recognized at the outstanding Student Reception.
15. UCC hosted the Elementary Field Day for Greene and Winchester Elementary Schools (the 2 schools we serve with the Champions Read program). Over 500 students will be on campus for this event.
16. Eight of our sophomore student athletes will be receiving scholarships to continue their education at 4-year institutions (so far). They will be going to Montana State Billings, Evergreen College, Multnomah College, St. Martins University, Portland State University, Montana Western University, Adams State University, and Our Lady of the Lake University (San Antonio, TX).
17. End of the year community service hours should be over 750 hours.
18. Improvements are underway in the fitness center and gymnasium.

Recruitment Roster:

Name of Sport	Head Coach	# Returning	# in pool	# Committed	Total Roster	Expected Roster
Men’s Wrestling	Kyle Temple	10	36	12	22	35
Women’s Wrestling	Asia DeWeese	1	23	18	20	24
Women’s Basketball	Dave Stricklin	3	51	10	15	15
Men’s Basketball	Daniel Leeworthy	4	13	11	15	15
Ob. Course Racing	Andrea Bowden	6	46	3	9	16
Baseball	Jeremiah Robbins	0	85	4	4	15
Cross Country/ Track & Field	Alan King	4	73	8	12	55
Volleyball	Lacy Pinard	6	33	8	14	15
					111	190

Career and Technical Education (Jason Aase, dean)

Apprenticeship:

19. There are currently 130 students involved in the apprenticeship program.
20. New training agent – Southport Lumber, Coos Bay – Manufacturing Plant Electrician Apprenticeships.
21. June 14, 2018: Presenting to the Umpqua Valley Homebuilders Association regarding how to start new apprenticeships.
22. June 19 – 20, 2018: Hosting the Oregon Community College Coordinators Council annual retreat
23. June 21, 2018: Hosting the Oregon State Apprenticeship Training Council

Automotive:

24. Roseburg High School has hired an instructor for their automotive program. They are set to start the automotive program next fall. UCC is working to partner with RHS’ Automotive program to provide quality students entering into UCC’s automotive program.
25. The Automotive program received the Torque Certification grant that was awarded by the Ford Family Foundation.

Business:

26. Department Chair Toni Clough and Business Instructor/RMC Program Advisor Gary Gray attended the Western Association of Food Companies (RMC) annual convention in San Antonio, Texas. This conference allows UCC to meet with retail industry executives at a time when they are focused solely on educating their workforce.
27. On April 27, 2018, the Business Department collaborated with UCC's Workforce Development Center to provide a one-day workshop under the banner "Bridging the Gap." The theme of this workshop was "Recruiting and Retaining the Workers You Want," and was held in the Danny Lang Teaching, Learning, & Event Center. Forty-three business representatives attended a very successful day with an additional 13 UCC staff involved with the event.
28. Department Chair Toni Clough was asked to be a judge for the FBLA Statewide Competition in Portland.

Dental Assisting:

29. Dental Assisting Students are in the midst of preparing and taking national exam. Many have commented on how helpful the new dental section in the library has been. Books were purchased with a grant from Douglas Community Fund.
30. On Friday May 18, 2018 the DA program partnered with Advantage Dental for a free Preventative Dentistry Day. Hygienist Chalene Lincecum worked with UCC dental assisting students to provide screenings, sealants, fluoride, silver diamine fluoride, and hygiene kits to UCC students and staff.
31. 42% of our students have been hired. Several more have been asked to submit resumes at different offices. All 19 are on track to graduate June 15th.

EMT/Fire Science/Police Reserve Academy/Criminal Justice:

32. The Police Reserve Academy graduation was held on May 12th with 15 graduates. This is the 22nd year of the program at UCC. Two of the graduates have already obtained employment with local law enforcement agencies.
33. National EMS accreditation site visit will be October 2018.
34. Clara Smithey started as EMS program assistant 8 hours a week and is getting acclimated to the department. Will be working 19 hours a week during summer term with her main focus on preparing for site visit.

Nursing:

35. Misti-Kae Bucich, Wolf Creek Job Corps., has recently helped to develop a non-residential program to support Nursing Assistant 1 (NA1) students. This program will financially support up to four qualified NA1 students each term. Funds cover books, tuition, materials, scrubs, shoes, and more.
36. UCC Nursing has, after very careful consideration, and communication with the Dean of CTE, Provost, the Nursing Advisory Committee, the OCNE Coordinating Committee, the OSBN, and various clinical site partners, decided to voluntarily withdraw from the ACEN national accreditation.
37. 175 Proctored Essays (a component of the nursing admissions/application) have been reviewed by 14 faculty and staff.
38. Nursing program received a letter of accolade from Elsevier, Inc congratulating April Myler and the Nursing department on achieving a pass rate of 90.7% on the NCLEX examinations.

39. UCC Nursing is in the process of developing a new Affiliation Agreement with Umpqua Health. This would provide clinical site placement for Chronic II students in fall term, with the possibility of allowing students to return in their final Scope of Practice (Integrative Practicum).
40. Community Learning Activity hours were completed and submitted for Winter term and totaled over 900 hours for the community and surrounding areas. Some of the acts of giving included hat and glove drive for the homeless, manicures for residents in nursing homes, prepare and serve food for the homeless, and hosted a health session for 2nd graders in Winston, OR.

Welding:

41. Welding Program is involved in many customer projects for both individual and the community, below is a snap-shot of projects in which the advanced welding projects are involved.
 - 20 Flower Basket brackets for the City of Canyonville & the Cow Creek Tribe
 - Park bench for the forestry department UCC forestry trail renovation project
 - Ladder/monkey bars for UCC PE department obstacle course
 - Memorial bench for the city of Oakland
 - Dual Axel Tilt trailer (Sheryl Wells the former Dean of CTE is the customer)
 - CNC work for memorial cabinet (service member retirement "Chargin' Charlie" group dedication)
 - Astronomy Department model planet stands (9 planet stands)
 - Head-ach rack (customer UCC security staff)
 - Head-ach rack (customer Craig Tomlinson real-estate broker)

Community & Workforce Training

42. Umpqua Community Health signed a contract for \$7,100 to train up to 15 employees in phlebotomy this summer.
43. A teambuilding session is planned for June for Cow Creek Government offices. We will also be doing a HIPAA training for the Community Cancer Center.
44. Waiting to hear from Susan Buell regarding funding for CDL classes. Andy Owens Jr. indicates they are trying to secure \$200,000 for truck student scholarships.
45. CWT has taken over management of Wildland Fire.
46. Six students are enrolled in the Truck Driving course.
47. CWT is working with Clay Baumgartner from Engineering to finalize the program for the 2018 Operators conference in August at Seven Feathers.
48. Beginning Spanish is full at 16 and Conversational Spanish is full at 10 students.
49. The new Better Bones and Balance class in south-county has 9 students and Dutch oven cooking was a success with 14 registrations.
50. Plans are underway for both the Conference on Extraordinary Living scheduled for September 7 and the Early Childhood Conference Oct. 26-27.
51. A customized training was delivered to Southern Oregon Diesel and training proposals have been sent to Umpqua Community Health for a private Phlebotomy course, Cow Creek Government offices for soft skills and a proposal is going out soon to the Roseburg Chamber of Commerce to deliver short workshops for their members.
52. UCC hosted a CDL Truck Driving Advisory Committee meeting on April 10, 2018. Twenty people were in attendance. Much of the discussion focused on the need for additional drivers and the needs of UCC to make that happen. Funds are needed to help students cover the cost of training, truck equipment to expand offerings and assistance with finding qualified instructors when needed.

Enrollment and College Transition (Missy Olson, director)

53. The Office of Enrollment Management is in the process of being implemented and staffed. The office is located in the student center.
54. Missy Olson has been appointed Dean of Enrollment Management.
55. Teresa Mankin has been appointed College Transition Specialist.
56. Jessica Richardson has been appointed Recruitment Coordinator.

Library Services (Carol McGeehon, director)

57. Library staff provides a brief description of the Library & Success Center for visiting K-12 students and potential new students.
58. Success Center follows up on tutoring and study skills early alerts from the AdvisorTrac system. Thirty-five early alerts were reported for this academic year.
59. Success Center hosted an Open House on May 24th from 10 am to 2 pm.
60. Library and UCCOnline are testing the new non-academic assessment forms and process. Each area is gathering data on one indicator for one learning outcome.

Student Services (April Hamlin, dean of student services)

61. Ellis Poole has accepted a position as the Testing Center Coordinator.
62. Sophia Garcia has accepted a position as the Victim Accommodations Specialist; both positions started on May 1, 2018. Brenna Hobbs has been appointed the permanent Director of Registration and Records. She has been serving in an interim capacity since September 2017, and we are proud that she has accepted a permanent position.
63. Additionally, Diana Kelly has accepted a change to her job duties and has accepted a proposal to change her job from Student Life and Campus Engagement Program Assistant to Academic Advisor.
64. Advisors have been working with the Recruitment Coordinator to facilitate Spring Advising in the local High Schools and continue to offer weekly Orientations to new students.
65. A new academic advising model is being developed and will be in place by fall 2018.
66. AdvisorTrac data is being used to assist with the Accreditation Committee's reporting. The Early Alert system in the AdvisorTrac software provides excellent data regarding the number of students identified and contacted for services.
67. SSS-Transfer Opportunity Program: The staff took students to Oregon State University, University of Oregon, and Western Oregon University since the last report. These trips resulted in a renewed dedication of many students to their goals and makes completing their study at UCC seem "more doable." In addition, the staff attended high school orientations with Kira and shared what TRiO and TOP can do for the students transitioning into UCC with the high school students.

Title III (Cynthia Horkey, grant manager)

68. Student Satisfaction Survey had a response rate at 39%. Results will be distributed to campus constituents by the end of spring term.

OFFICE OF BUSINESS SERVICES BOARD REPORT

June 2018

Natalya Brown, CFO

Office of Business Services; Natalya Brown, Chief Financial Officer

- Accounting and Finance department received recognition from GFOA for excellence in financial reporting.
- S&P Global Ratings affirmed its 'AA-' long-term rating on UCC's existing debt in the report issued on June 1, 2018. Standard and Poors company re-assesses their rating every 2-3 years on the districts who issued debt. S&P rating is a credit score that describes the general creditworthiness of an entity that issues debt. S&P sites the following rationale:
 - The 'AA-' rating reflects our opinion of the district's:
 - Flexibility to increase tuition rates and manage course offerings to respond to changes in operating revenue;
 - Maintenance of a very strong financial position, despite years of operating deficits;
 - Good financial management policies and practices; and
 - Low overall debt burden.
 - Partly offsetting the above strengths, in our view, is the district's:
 - Continued significant declining enrollment trend, which has negatively affected the district's financial profile;
 - Merely adequate income profile and above-average unemployment rate; and
 - A term bond structure for a portion of the 2014 bonds with a \$5.5 million bullet payment due in 2024, which somewhat weakens the district's debt profile.
 - Data is being compiled for building forecasting model. Annual data extracted and provided to Forecast5 for all funds from FY13 through FY18. Working on the organization structure update in Banner.
 - Resolved issue with DocuWare application for Accounts Payable, vendor invoices processing.
 - Revising Special events forms to match the new procedure.

Budget; Katie Workman, Budget Assistant

- The 2018-19 fiscal year budget is complete and will be presented on June 13th to the Board of Education for adoption
- Budget reporting to the state and county is due by July 15th, 2018

Purchasing; Jules DeGiulio, Purchasing Manager

- The Proposals for the Gym Lighting Upgrade were evaluated and the work awarded to Pacific Energy Concepts.
- Board Policy and Administrative Procedures for handling the Disposition of Surplus merchandise is in first draft status and ready for Policy Committee review.
- The revision of the Community College Rules of Procurement (CCRP) is well underway. UCC's Jules DeGiulio has teamed with CCC's Kevin Walther, RCC's Jodie Fulton and MHCC's Mejdj Mahjoud. It is expected to review with UCC's board by early Fall.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

June 2018

Tiffany Coleman, Director

Campus-wide Promotions

Commencement and multiple campus graduation and year-end events have consumed a great deal of our department's production time. Much of the month has been spent creating programs and materials for these events. On top of the usual year-end festivities, the department heavily supported the campus' first-ever Solar System Walk, along with the second annual STEAM Extravaganza. Both of these events brought hundreds of people to campus who aren't typically here. We created and then printed 750, 10-page passports for the Solar System Walk, and 300 passport/maps for the STEAM Extravaganza (in addition to producing our typical marketing materials suite).

We also completed the Summer/Fall Preview Quarterly Class Schedule that was sent to 50,411 homes in Douglas County. It started arriving in mailboxes in mid-May. The spotlight for this edition was two-fold: Athletics and Academics. We featured a high-academic achieving alumna who was one of the first athletes to sign with the new Obstacle Course Racing team last year.

The campus tour video is complete and now posted online. The video was posted on Facebook on Thursday, May 24. In less than a week's time, the video was organically viewed 5,000+ times on Facebook, and 4,500+ times on YouTube. The video is called UCC Inside Out Campus Tour. A landing page for prospective students is being created to showcase the video, and to highlight UCC programs, faculty, facilities, tuition comparisons, upcoming enrollment events, and how to apply to UCC. The landing page can be viewed at <https://www.umpqua.edu/insideout>.

Campus Monitor Project

We are working to complete the campus monitor project that was started a few months ago as part of our commitment to the campus's increased retention efforts. So far, there are nine (9) units on campus. Future expansion (thanks to the UCC Foundation's financial help) will bring five (5) more units to campus; which will complete the first phase of this project.

All of these monitors display the same messaging in every location using a dedicated page through the UCC website. The information displayed on the monitors can be view from any location, using any device (PC, tablet, smartphone, etc.) that has web access. The uniform messaging keeps students informed about what is happening all across campus.

Upon request, we are including one off-campus location in this project: The Woolley Center.

Next big projects:

- Promoting and documenting the remaining academic year-end events.
- Finalizing a new digital campus map.
- Preparing for the Fan Appreciation Night we are sponsoring at the Douglas County Speedway. The date is Saturday, July 6. On that night, all fans will receive free admission courtesy of UCC. Community and Workforce Training will be using the night to promote everything it has on wheels. We currently have an 8x12 foot banner at the track promoting our Career & Education Programs. It will remain there for the season.

INFORMATION TECHNOLOGY PRESIDENT'S REPORT
June 2018
Vincent Rose, Director

Information Technology Ticketing

- IT Opened 357 tickets in May
- IT Closed 350 Tickets in May

Information Technology Projects for May

- Implemented training and testing in a classroom setting for Banner 9
- Completed lab overhaul for upgrade to Windows 10 Enterprise LTSB
- Conducted two security forums
- Deployed a network scrutinizer to monitor network traffic
- Began having two CWE's conduct data validation
- Configured single sign on for AppNav and BAC
- One staff member completed VMware training to support planned VDI upgrade
- One staff member completed Groovy Grails (Programming language) training

ACEUCC Board Report
June 2018
Becky Kipperman, ACEUCC Interim President

- The College and the Association have nearly reached an agreement on the new Collective Bargaining Agreement. We are continuing to work on clarifying some language. After the final articles have been agreed on, Association members will vote to approve the contract before it comes to the Board for your approval.

- In spring, the Association also holds an election for Outstanding Classified Employee of the Year, an award that has been generously sponsored by the Foundation. Staff from all over campus are invited to nominate a full-time and part-time classified employee for the award. The results will be announced at the end of the year.

UCCFA Board Report
June 2018
John Blackwood, UCCFA President

Good evening Chair Loosley, Vice Chair Kennerly, members of the Board, and Dr. Crabtree:

My name is John Blackwood and I represent UCC's full-time faculty. I am a full-time instructor in the Computer Information Systems Department, where we instruct in networking and cybersecurity topics.

This month's faculty update includes the following items:

1. Crystal Sullivan will assume my duties of the faculty association president during my fall term sabbatical. Part of those duties is to attend and speak at our monthly Board meeting.
2. Associate Professor Joseph Villa was invited as a guest speaker at Brockway Elementary school in Winston. The school held their first annual Career Day on June 1. Joseph spoke to 6 groups of students from kindergarten through third grade.
3. Associate Professors Melinda Benton and Susan Rochester are jointly researching options to construct a new, attractive AS transfer degree that may focus on Communications or Media Studies using mostly, if not all, existing UCC courses. Their goal is to create a package of courses that students can complete at UCC before transferring to a 4-year college to complete their degree.
4. Jennifer Lantrip, UCC's reference librarian, gave a lightning talk at the "Open Practices for PNW Librarians" Open Oregon Virtual Conference on May 11. She co-presented with Blue Mountain Community College Library Director, Jacquelyn Ray, about starting the first phase of our open educational resources (OER) research project: surveying Oregon community college faculty who have used OER about their experiences and perceptions.
5. The faculty association is hosting an early morning 'all faculty' breakfast the morning of June 8th. The goal of the meeting is to share ideas and talk together before the end of the school year.
6. Crystal Sullivan and Debi Gresham will attend this summer's OEA Summer Leadership Conference in Portland. Interesting topics include dual credit, quality assessment strategies, how legislative policy impacts education, and how to successfully utilize Interest-based problem solving at home and work.

Respectfully submitted,

John Blackwood
UCCFA President

UCCPTFA Board Report

June 2018

Jeri Frank, President, UCCPTFA

During spring term UCCPTFA has held monthly Executive Committee meetings and the spring term's General Meeting. We also have active email communication with part-time instructors to keep everybody informed and involved. We are always focused on teaching our classes and supporting student success during each term.

Four part-time instructors are among the contributors to the scholarship fundraiser book *Reflections of the Umpqua* that is now available at the UCC bookstore. The instructors are Jeri Frank, Cheryl Oilar, Kim Bartley, and Deidra Daigle. This is a wonderful project by the Leadership UCC Class of 2018, and we are all proud to be a part of this undertaking.

We have had several bargaining sessions during spring term on Article 7 – Compensation in our bargaining agreement. The results of these sessions will be in place starting in fall term, 2018. We hope for a smooth process and results that will reflect part-time instructors' important role in providing quality instruction for our students. We teach about half of the classes at UCC, and we are pleased to be recognized for our teaching skills and dedication to our students and the college.

As required in our bargaining agreement, the Human Resources Department has provided a report of part-time instructors teaching each term. The report shows 120 part-time instructors teaching classes in spring term.

ASUCC REPORT

June 2018

Byronna Thomas, ASUCC President

- Incoming Officers for 2018-19 AY...
 - President: Byronna Thomas (UCC/OSU Family Dev. And Human Science)
 - Vice President: Nick Thomas (CIS Cyber Security)
 - Public Relations: Kristie Knight (Human Service)
 - Activities: Katherine Hicks (AAOT)
 - Business Manager: Jamie Williams (Human Service)
- Creatively Celebrating You was a huge success! Lots of fun and activities. Some feedback from students and faculty will allow us to have a larger amount of students participate next year. We will be having the event in the 7th week of Spring Term, either on a Wednesday or Thursday.
- Study in and Fresh for finals planned for Finals week.
- June 14th end of year celebration to include incoming and outgoing team. This is an informal celebration to include all of student life and families. Dinner (baked potato bar) games and fun.

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: First Reading of Policy

Date: June 13, 2018

The following policy is coming to the Board for a first reading:


Pol. #	Title
704	Withdrawals

The associated administrative procedure is being shared as an information item:

AP #	Title
704	Withdrawals

Recommendation by:

Approved for Consideration:



 U.C.C. President



BOARD POLICY

TITLE: WITHDRAWALS

BOARD POLICY # 704

Policy:

Students are considered “in attendance” for classes in which they are registered. For purposes of this policy, “in attendance” refers to registration, not to students’ physical presence in classes. Students discontinuing attendance without officially withdrawing through the Registration and Records Office could receive failing grades, depending on course grading structure.

RESPONSIBILITY:

The Director of Registration and Records 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: WITHDRAWALS

ADMINISTRATIVE PROCEDURE # AP 704

RELATED TO POLICY # 704

IMPORTANT ANNOUNCEMENT RELATED TO WITHDRAWALS!

Students contemplating withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.

Definitions:

- I. **Dropping a Class:** A student who withdraws from a class or classes before the conclusion of the first week of classes is considered to be dropping a class. This action results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
- II. **Withdrawing from a Class:** A student who withdraws from a class after the final day of the first week of the term is considered to be withdrawing from a class and will receive a grade of "W". Students are required to pay the tuition and fees for classes that they withdraw from after the first week of the term. Financial Aid awards, such as Federal Financial Aid, Scholarships, and Tuition Waivers may be impacted by withdrawing from a class and/or all classes.

Procedure:

I. Drop Options

- a. Student Drop: Students will complete the Registration Schedule Change Form, which is available in the Registration and Records Office, or online at: https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration_Schedule_Change_Form.pdf before the

conclusion of the first week of classes. Students can also drop online through Self Service Banner through Sunday of the first week of term.

- b. Instructor Drop: Instructors *may* drop a student for non-attendance, if the student does not make contact with the instructor by attending class, logging into an online class, or contacting the instructor by phone or e-mail during the first week of term. If so determined, instructors for classes that meet Monday – Friday will communicate with the Registration and Records Office by Friday at 4:00 pm during the first week of term; Instructors for classes that meet on the weekends or online will communicate with the office of Registration and Records by Sunday at 10:00 pm during the first weekend after the term starts.
- c. Although an Instructor Drop will result in tuition and fees for a class being deducted from a student’s account, the student is ultimately responsible for dropping from courses they do not plan to attend, and failure to do so will result in charges on the student’s account.

II. Withdrawal Options

- a. Students are recommended (on the Registration Schedule Change form) to speak with their instructor(s) and/or advisor prior to withdrawal from class(es) to determine how the action may impact program progress. Student Athletes who drop below 12 credits in any academic term will lose their ability to compete and their team may have to forfeit. Students with tuition waivers, scholarships, or other financial awards may lose their eligibility.
- b. Students are required to contact the Financial Aid Office prior to withdrawal from courses. The Financial Aid office provides students who withdraw from courses with information about the impact that withdrawing from courses may have on their Financial Aid package, including Federal Financial Aid, and on Satisfactory Academic Progress (SAP).
- c. In Person: Students will complete the Registration Schedule Change Form, which is available in the Registration and Records Office, or on-line at: https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration_Schedule_Change_Form.pdf
- d. Online: Online students and students who must drive from a distance or have other barriers to in-person withdrawal may request withdrawals by sending the Registration Schedule Change Form via their student e-mail account to FinancialAid@umpqua.edu and Registration@umpqua.edu.

- e. Telephone: Telephone withdrawal is available for out-of-area students or students who have other barriers to in-person or online withdrawals. The student must call the Registration and Records Office and request a telephone withdrawal. The Registration Specialist will mail the Registration Schedule Change Form directly to the student, who has ten (10) business days from the mailing date to return the completed form to the Registration and Records Office. Once the paperwork has been returned and verified against the recorded time of mailing date, the withdrawal is processed and the Financial Aid Office is notified.
- f. Proper withdrawal is reflected on transcripts; adherence to the correct procedure protects the student's academic record.

III. Type of Withdrawal

- a. Drop: Students may drop a class or classes during the first week of term only. Dropping a class results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
- b. Withdrawal for eleven-week classes: Students wishing to withdraw from a class or classes must initiate the withdrawal procedure by the end of the seventh week of class, except for classes less than 11 weeks in length. The student may drop or withdraw by completing the Registration and Schedule Change Form and submitting it to the Registration and Records Office either in person or online.
- c. Withdrawal for classes less than eleven-weeks: To withdraw from a class or classes that are less than 11 weeks in length, the student must complete the Registration and Schedule Change Form and submit it to the Registration and Records Office no later than the end of week 7 of a 10 week session; week 3 of a 5 week session; and week 2 of a 3 week session.
- d. Complete withdrawal from the College: To withdraw from all classes after the registration period ends, the student must complete the Registration and Schedule Change Form and include the signature of a staff person working in Financial Aid. The Financial Aid employee will provide information about how the withdrawal will impact a student's Federal Financial Aid and Satisfactory Academic Progress, and will recommend that the student speak with their instructor and/or advisor prior to withdrawal.
- e. Medical withdrawal: For severe medical emergencies, hospitalizations, etc., the student or their representative (via the Student Release of Information Authorization form) will work with the Accessibility Services Coordinator, the Life Coach, their assigned Advisor, or the Director of Advising to help them determine the best course of action to ensure the student's continued academic success.

Appropriate withdrawal paperwork, including documentation to verify the circumstances will be submitted to the Registration and Records office for processing. Based on the recommendation of the appropriate professional, the student will be withdrawn and a *pro-rated* refund may be issued. Alternatively, a credit may be applied to their account to be utilized for a future term, once they are cleared to return to classes. This is determined on a case-by-case situation.

- f. Military withdrawal: When military personnel attending courses receive orders to report for duty while term is in session, they may have the option of continuing courses online or taking an in-complete in the class to be completed upon return from active duty, if available. Students must receive permission from their instructor(s) for this option. Alternatively, they may be withdrawn from classes and will be covered by the HEROES Act of 2003, which provides waivers of any "Return to Title IV" issues that may result, and a waiver of an adverse SAP status. The Registration Schedule Change form and a copy of the military orders must be submitted to the Registration and Records Office as soon as possible after receiving order to report for duty.

 - g. Late withdrawal: Withdrawal requests submitted after the withdrawal due date are considered late. A student wishing to pursue a late withdrawal must complete the late withdrawal form, provide a statement explaining the extenuating circumstance(s) that prevented the withdrawal from being submitted by the published withdrawal deadline, and any additional documentation to confirm the extenuating circumstance(s). This documentation must be submitted to the Director of Registration and Records.
 - i. Consideration will be given to new first-time students and students who are submitting a first-time withdrawal from their coursework
 - ii. Late Withdrawal requests made during finals week will be directed to the Academic Standards Committee for review. The Late Withdrawal paperwork must be completed along with the Academic Appeal paperwork and submitted by the published deadlines for review by the Academic Standards Committee.
 - iii. For terms less than eleven weeks, the deadlines are prorated and published accordingly.

 - h. Completed forms will be filed in the student's academic file in Registration and Records.
- IV. Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Advising Office or online at: https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Academic_Standards_Appeal.pdf

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

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

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

XX Information Item
 _____ Action Item



Subject: Apprenticeship Program – Lease of 2250 NW Aviation Dr., Ste 2, Roseburg	Date: June 6, 2018
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The Apprenticeship program has encountered multiple challenges in utilization of the leased space at South Umpqua High School.

The Apprenticeship program committees were in agreement to utilize program funds to lease an appropriate space that would be for the exclusive use of Apprenticeship students. A lease has been entered into with Murray and Atchley, LLC (Perry Murray sole owner) for the rental of a 6,000 square foot warehouse/classroom space which will house the Millwright and Electrician Apprenticeship program equipment and classrooms.

The program committees for Electricians and Millwrights are also contributing by providing labor for necessary electrical upgrades and moving the equipment to the new location.

The move will take place this summer and will be complete for Fall classes.

Recommendation by:  _____	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: New Umpqua Healthcare Careers
 Pathways Certificate

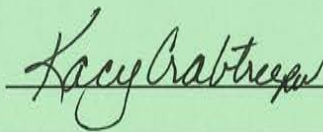
Date: June 6, 2018

UCC has developed a new Pathways Certificate approved by the Academic Council on 5/22/18.

The cost of developing the Certificate was covered by a CTE Revitalization Grant received by Douglas ESD.

The *Umpqua Healthcare Careers Pathways Certificate* will be offered to high schools students as dual credit, either online by UCC or face-to-face through high school instructors. It is designed to give students an opportunity to research career path options in the healthcare field by learning the educational requirements and physical and professional demands of various healthcare careers

Recommendation by:



Approved for Consideration:


 U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #14, Approval to Spend Funds

Date: June 13, 2018

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

UCC was awarded \$76,931 from The State of Oregon for the continued development and implementation of Career Pathways. The grant is for two years, July 2017 through June 2019 (late award).

UCC was awarded \$15,000 from the Ford Family Foundation for development and delivery of a Lean manufacturing process improvement program.

UCC was awarded \$2,001 from the Oregon Department of Education for training for staff associated with the Childcare Resource and Referral program.

Recommendation by:

Approved for Consideration:



UCC Chief Financial Officer



U.C.C. President

UMPQUA COMMUNITY COLLEGE
Resolution No. 14 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$76,931 from The State of Oregon, \$15,000 from the Ford Family Foundation, and \$2,001 from the Oregon Department of Education and;

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

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

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$76,931 for the continued development and implementation of Career Pathways, \$15,000 for the development and delivery of a Lean manufacturing process improvement program, and \$2,001 for the training of staff associated with the Childcare Resource and Referral Program.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Resolution 13	Adjustment	17-18 Budget Through Resolution 14
REVENUES:	\$ 7,166,549	\$ 93,932	\$ 7,260,481
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,517,346	91,931	1,609,277
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services	844,109	2,001	846,110
TOTAL	<u>\$ 7,166,549</u>	<u>\$ 93,932</u>	<u>\$ 7,260,481</u>

ADOPTED: JUNE 13, 2018

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #15, Adopting the Budget

Date: June 13, 2018

The Board is requested to adopt the budget and make appropriations for the 2018-2019 year as presented.

Recommendation by:

Approved for Consideration:



 UCC Chief Financial Officer



 U.C.C. President

**UMPQUA COMMUNITY COLLEGE
RESOLUTION NO. 15**

ADOPTING THE BUDGET

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby adopts the budget for the fiscal year 2018-2019 in the total of \$69,029,225 now on file in the Library of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon.

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated:

GENERAL FUND		CAPITAL PROJECTS FUND	
Instruction	8,615,071	Facilities Acquisition/ Construction	556,142
Instruction Support	1,343,953	Total	556,142
Student Services	2,534,302		
College Support Services	6,703,912	DEBT SERVICE FUND	
Financial Aid	937,566	Debt Service	1,824,764
Transfers	2,107,844	Unappropriated End. Fund Balance	7,779,991
Contingencies	656,373	Total	9,604,755
Reserves	2,516,313		
Total	25,415,334	INSURANCE FUND	
Special Revenue Fund		College Support Services	358,000
GRANTS & CONTRACTS		Contingencies	25,585
Instruction	1,006,675	Total	383,585
Instruction Support	1,006,033		
Community Services	579,776	ENTERPRISE FUND	
Student Services	2,839,163	Instructional Support	118,016
College Support Services	215,627	Student Services	1,654,319
Total	5,647,274	Community Services	608,470
Special Revenue Fund		Contingencies	56,813
ADMINISTRATIVELY RESTRICTED		Total	2,437,618
Instruction	2,341,697		
Instruction Support	678,307	INTERNAL SERVICE FUND	
Community Services	65,495	College Support Services	190,000
Student Services	1,034,393	Unappropriated End. Fund Balance	530,000
College Support Services	390,094	Total	720,000
Transfers	29,743		
Contingencies	70,000	AGENCY FUND	
Total	4,609,729	Student Services	81,147
FINANCIAL AID FUND		Total	81,147
Student Loans and Financial Aid	19,573,641		
Total	19,573,641		

TOTAL APPROPRIATIONS ALL FUNDS 58,202,921

Total Unappropriated and Reserve Amounts, All Funds 10,826,304

TOTAL ADOPTED BUDGET \$ 69,029,225

Imposing the Tax

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby approves the imposed taxes provided for in the adopted budget at the rate of \$0.4551 / \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within the district as follows:

Categorizing the Tax

Education Limitation		Excluded from Limitation
General Fund:	\$0.4551 / \$1,000	-0-

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED BY THE BOARD OF EDUCATION OF UMPQUA COMMUNITY COLLEGE, DOUGLAS COUNTY, OREGON THIS 13TH DAY OF JUNE 2018.

UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

By: _____
Clerk of the Board

By: _____
UCC Board Chair

Summary of Changes

	Approved	Adjustment	Proposed for Adoption
<u>General Fund</u>			
Resources			
Beginning Fund Balance	3,100,000	-	3,100,000
Taxes	3,705,363	-	3,705,363
Interest	40,000	-	40,000
State Support	11,454,365	-	11,454,365
Tuition	6,417,403	-	6,417,403
Fees	443,648	4,828	448,476
Indirect Cost Revenue	130,000	-	130,000
Miscellaneous Income	99,000	-	99,000
Transfers In	20,727	-	20,727
Total Resources	25,410,506	4,828	25,415,334
Expenditures			
Instruction	8,690,614	(75,543)	8,615,071
Instructional Support	1,509,935	(165,982)	1,343,953
Student Services	2,218,283	316,019	2,534,302
College Support Services	6,668,512	35,400	6,703,912
Financial Aid - Tuition Waiv.	937,566	-	937,566
Transfers	2,269,284	(161,440)	2,107,844
Contingency	600,000	56,373	656,373
Reserves	2,516,313	-	2,516,313
Total Expenditures	25,410,506	4,827	25,415,334
<u>Grants and Contracts Fund</u>			
Resources			
Federal Revenue	2,818,479	40,000	2,858,479
State Revenue	1,546,514	194,986	1,741,500
Local Revenue	944,147	103,148	1,047,295
Total Resources	5,309,140	338,134	5,647,274
Expenditures			
Instruction	957,675	49,000	1,006,675
Instructional Support	911,885	94,148	1,006,033
Community Services	579,776	-	579,776
Student Services	2,644,177	194,986	2,839,163
College Support Services	215,627	-	215,627
Total Expenditures	5,309,140	338,134	5,647,274

Administratively Restricted Fund**Resources**

Beginning Fund Balance	1,040,317	-	1,040,317
Local Revenue	3,319,764	-	3,319,764
Transfers	269,648	(20,000)	249,648
Total Resources	4,629,729	(20,000)	4,609,729

Expenditures

Instruction	2,341,697	-	2,341,697
Instructional Support	678,307	-	678,307
Community Services	65,495	-	65,495
Student Services	1,034,393	-	1,034,393
College Support Services	390,094	-	390,094
Transfers	49,743	(20,000)	29,743
Contingency	70,000	-	70,000
Total Expenditures	4,629,729	(20,000)	4,609,729

Enterprise Fund**Resources**

Beginning Fund Balance	172,766	-	172,766
Sales/Service Revenue	2,273,685	(13,849)	2,259,836
Transfers	40,203	(35,187)	5,016
Total Resources	2,486,654	(49,036)	2,437,618

Expenditures

Instructional Support	118,016	-	118,016
Community Services	608,470	-	608,470
Student Services	1,668,168	(13,849)	1,654,319
Transfers	35,187	(35,187)	-
Contingency	56,813	-	56,813
Total Expenditures	2,486,654	(49,036)	2,437,618

Capital Projects Fund**Resources**

Beginning Fund Balance	346,142	-	346,142
Transfers	316,142	(106,142)	210,000
Total Resources	662,284	(106,142)	556,142

Expenditures

Facilities Acquisition/Const.	656,142	(100,000)	556,142
Transfers	6,142	(6,142)	-
Total Expenditures	662,284	(106,142)	556,142

Financial Aid Fund**Resources**

Federal Revenue	14,148,641	-	14,148,641
State Revenue	3,425,000	-	3,425,000
Local Revenue	2,000,000	-	2,000,000
Transfers	61,440	(61,440)	-
Total Resources	19,635,081	(61,440)	19,573,641

Expenditures

Student Loans and Fin. Aid	19,635,081	(61,440)	19,573,641
Total Expenditures	19,635,081	(61,440)	19,573,641

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #16, Establishing Clerk, Deputy Clerk, and Budget Officer

Date: June 13, 2018

Board approval is requested to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2018-2019 fiscal year.

Recommendation by:

Approved for Consideration:



UCC Chief Financial Officer



U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Resolution #17, Interfund Borrowing for
 fiscal year 2018-2019

Date: June 13, 2018

Board approval is requested to permit short term use of funds belonging to one fund by another fund for the 2018-2019 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.

Recommendation by:

Approved for Consideration:



UCC Chief Financial Officer



U.C.C. President