

# UMPQUA COMMUNITY COLLEGE

*Umpqua Community College transforms lives and enriches communities.*

Work Session- Andrea Henderson, OCCA Executive Director; 4:00 P.M., HNSC 100  
VOL. LII, No. 4 BOARD OF EDUCATION MEETING NOVEMBER 8, 2017; 4:30 P.M., HNSC 100

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## AGENDA

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### MEMBERS:

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

Joelle McGrorty \_\_\_\_\_  
Betty Tamm \_\_\_\_\_  
Wendy Weikum \_\_\_\_\_

### ADMINISTRATION:

Debra Thatcher \_\_\_\_\_  
Kacy Crabtree \_\_\_\_\_

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- |      |                      |               |        |
|------|----------------------|---------------|--------|
| I.   | CALL TO ORDER        | Chair Loosley |        |
| II.  | ATTENDANCE           | Chair Loosley |        |
| III. | PLEDGE OF ALLEGIANCE | Chair Loosley |        |
| IV.  | CONSENT AGENDA       | Chair Loosley | pp 1-5 |

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

- |    |                       |               |  |
|----|-----------------------|---------------|--|
| 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. INTRODUCTION

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|----|-----------------------|---------------|-----|
| A. | Men's Basketball Team | Craig Jackson | p 6 |
|----|-----------------------|---------------|-----|

### VIII. FOCUS PRESENTATION

- |    |                                      |                  |     |
|----|--------------------------------------|------------------|-----|
| A. | Oregon Community College Association | Andrea Henderson | p 7 |
|----|--------------------------------------|------------------|-----|

IX.	<b>REPORTS</b>		<b>pp 8-22</b>
	A. ASUCC Report	Byronna Thomas	
	B. ACEUCC Report	Brian Proctor	
	C. UCCPTFA Report	Jeri Frank	
	D. UCCFA Report	John Blackwood	
	E. President's Report	Debra Thatcher, President	
	F. OCCA Report	Doris Lathrop	
	G. Recovery Report	Wendy Weikum	
X.	<b>OLD BUSINESS</b>		
XI.	<b>NEW BUSINESS</b>		
	A. UCC Part Time Faculty Association Contract	Lynn Johnson	<b>pp 23-24</b>
XII.	<b>BOARD COMMENTS</b>	Chair Loosley	
XIII.	<b>ADJOURNMENT</b>	Chair Loosley	
XIV.	<b>EXECUTIVE SESSION</b>		
	Labor negotiations, per ORS 192.660(2)(d)		

**NEXT BOARD MEETING:**

- Board Meeting, Dec. 13, 2017, 4:30 pm, HNSC 100

**IMPORTANT DATES:**

- UCC Foundation Legacy Ball; Nov. 10, Seven Feathers Resort

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: November 8, 2017

Recommend approval of:

Minutes of College Board Meeting of Oct. 11, 2017

pp 1-3

Personnel Actions

p 4-6

Recommendation by:

Approved for Consideration:

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U.C.C. President

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

The Umpqua Community College Board of Education met on Wednesday, October 11, 2017, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:30 pm and the pledge of allegiance was given.

**Directors present:**

Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Joelle McGrorty, Betty Tamm, and Wendy Weikum

**Others present:**

Debra Thatcher	Jessica Richardson	Ronda Stearns	Jason Aase	Debi Gresham
Robynne Wilgus	Natalya Brown	April Hamlin	Tiffany Coleman	Missy Olson
Kacy Crabtree	Martha Joyce	Becky Kipperman	Byronna Thomas	

**Consent Agenda**

- A. Minutes of College Board Meeting of September 13, 2017
- B. Personnel Actions

The Consent Agenda was approved by general consent.

**Introductions**

The UCC Volleyball team members introduced themselves. Athletic Director Craig Jackson provided an update on athletics. Chair Loosley thanked the team for coming.

**Changes to the Agenda** – there were none

**Citizen Comments** – there were none

**Focus on Student Success**

Les Rogers, Interim Director SSS TRiO Transfer Opportunity Program (TOP), introduced himself and TOP Program Assistants Christine Simmons and Freddie Gompf. Mr. Rogers shared a PowerPoint presentation about TOP including program target rates, services to students, and summer activities.

**Reports**

- **ASUCC - Byronna Thomas, President:** Ten new senators have been hired; there are now 14 on the ASUCC team. Office schedules are being created and will be posted. Recent activities include a food drive at Sherm’s and creating a clothes closet. A student leadership conference will be held at UCC in early November.
- **UCCPTFA – Jeri Frank, President:** An agreement has been reached in regards to bargaining and was approved by the executive committee and general membership; it will be brought forward to the November Board meeting for ratification. Fall Inservice was very valuable this year and had an increase in part-time faculty participation.
- **UCCFA – John Blackwood, President:** There was no report

- **President – Dr. Debra Thatcher:** The Governance structure was explained and reviewed; the system was established to include more voices in campus-wide decisions. The implementation of the system is in the transition stage. UCC will be represented in an upcoming Guided Pathways Symposium. Chair Loosley noted President Thatcher’s presentation at the Rotary Club earlier in the day.
- **Board Chair – Steve Loosley:** There have been a couple of committee changes: Dir. Littlejohn will chair the Compensation Committee; Dir. McGroarty will chair the Policy Committee; and Dir. Lathrop will be the OCCA Representative.
- **OCCA – Dir. Lathrop:** Referencing her written report, she highlighted the Guided Pathways Symposium and the EMSI fact sheet. OCCA has recommended people to help out with Board training for UCC. There was discussion of when it should be held.
- **Policy Committee – Dir. McGroarty:** Proposals for policy changes were reviewed as submitted in the Board packet. One of the main changes is updating the name of the Board of Education from Board of Trustees. The policies will be submitted to the UCC Policy Committee for review and come to the Board for final approval.
- **Recovery – Dir. Weikum:** Remembrance Day went very well. Students were thanked for handing out the bracelets. Chair Loosley also thanked those involved in planning and attending.

## NEW BUSINESS

The Umpqua Community College Board of Education recognizes two types of priorities – evergreen and current. Evergreen Priorities are a consistent and ongoing commitment for the Board. Current Priorities represent priorities of specific focus for the current academic year. The Priorities were reviewed and considered for adoption for the 2017-18 academic year. The Priorities are attached to the permanent minutes.

**Motion:** **I move for approval of the Board Priorities as submitted, with correcting the language to reflect Board of Education. Motion by Dir. Littlejohn, seconded by Dir. Kennerly and carried unanimously.**

### Resolution No. 2 – Approval to Spend Funds

The College was awarded \$472,091 from the Oregon Department of Education for the Childcare Resource and Referral Program for Douglas, Lane, and Klamath Counties. This is a resolution to increase appropriation in the Special Revenue Fund – Grants and Contracts: \$50,000 is for the Start Up expenses to be spent from 9/1/2017 – 11/1/2017; \$422,091 is for operating expenses from 10/1/2017 – 9/30/2019.

**Motion:** **I move to approve Resolution No. 2, Approval to Spend Funds, as presented. Motion by Dir. Weikum, seconded by Dir. Tamm and carried unanimously.**

The financial report for fiscal year 2017-18, ending September 30, 2017, was presented by Natalya Brown, Interim CFO. Entity wide statements and budget to actual fund statements were reviewed. Operating revenues showed an increase in federal grants and contract and a decrease in state grants

and contracts. A decrease in operating expenses is mostly because of a decline in building. The Statement of Net Position showed an increase in current assets; this is related to the rebuilding of the Snyder building and the timing of the Oregon Promise grant distribution. The decrease of 45% in liabilities is mainly because of accounts payable and payroll liabilities. The general fund's beginning fund balance of July 1, 2017, has not yet been confirmed by the auditors. The general fund's expenditures have decreased by 23% in the first three months of operations. The ending fund balance of the general fund shows a 21% increase; however, this may change as negotiations have not been settled.

**Board Comments** – there were none

Meeting adjourned at 6:40 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  
Board Priorities  
Res. No. 2



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*Serving Douglas County Since 1964*

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

Board approval is requested on the following personnel action:

**Administrative/Confidential-Exempt Contracts:**

N/A

**Faculty Contract:**

Doyle Poole, Automotive Instructor, November 1, 2017

**Resignation/Separations:**

Rebecca Redell, Chief Financial Officer, Resignation, October 13, 2017

Dr. Debra Thatcher  
President  
Umpqua Community College  
1140 Umpqua College Road  
Roseburg, OR 97470

Dear Dr. Thatcher,

I am writing to notify you that I am resigning from my position as Chief Financial Officer with Umpqua Community College. My last day of employment will be October 13, 2017.

I have appreciated the opportunities that UCC has given me over the last seven years. It has been a privilege to work with such committed individuals and at an organization dedicated to improving the lives of everyone in Douglas County.

I wish you and UCC the best of success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Redell". The signature is written in a cursive, flowing style.

Rebecca Redell, CMA



BOARD OF EDUCATION  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Introduction of Men's Basketball Team

Date: November 8, 2017

The UCC Men's Basketball team will be introduced.

<u>Name</u>	<u>Pos.</u>	<u>Cl.</u>	<u>Hometown/High School</u>
Daniel Reno	F	Sophomore	Payson, Utah / Payson High School
Ethan Betts	G	Sophomore	Townsville, Australia / St. James High School
Jordan Lehrer	F	Sophomore	Park, Montana / Park High School
Nyaabila Apambire	G/F	Freshman	Reno, Nevada / Damonte Ranch High School
Marcus Draine	G	Freshman	Lehi, Utah / Skyridge High School
Jordan Ehrhardt	G	Freshman	Rogue River, Oregon / Rouge River High School
Cody Gray	G	Freshman	Myrtle Creek, Oregon / South Umpqua High School
Alec Hillman	F	Freshman	Petrie, Queensland Australia / St. Paul's School
Coleman Johnson	F	Freshman	Idaho Falls, Idaho / Hillcrest High School
Eric Klekas	G	Freshman	Elko, Nevada / Elko High School
Drew Ripplingham	G	Freshman	Reno, Nevada / Reno High School
Conner Shaw	G	Freshman	North Ogden, Utah / Weber High School
Zach Van Loon	G	Sophomore	Yoncalla, Oregon / Yoncalla High School
David Vasquez	G	Freshman	Portland, Oregon / Liberty High School

Head Coach: Daniel Leeworthy  
Asst. Coach: Gabe Roberts  
Asst. Coach: Bid Van Loon

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:  
Oregon Community College Association

Date: October 11, 2017

Andrea Henderson, Executive Director of the Oregon Community College Association, will provide an update on statewide advocacy efforts for community colleges.

Recommendation by:

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Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Reports

Date: Nov. 8, 2017

ASUCC Report

Byronna Thomas

ACEUCC Report

Brian Proctor

UCCPTFA Report

Jeri Frank

UCCFA Report

John Blackwood

President's Report

Debra Thatcher, President

OCCA Report

Doris Lathrop

Recovery Report

Wendy Weikum

Recommendation by:

Approved for Consideration:

\_\_\_\_\_



U.C.C. President

**President's Report to the Board of Education  
November 8, 2017 Meeting**

1. **Accreditation.** On October 24, we hosted two evaluators for an on-campus visit regarding UCC's Fall 2017 ad hoc report to our institutional accrediting body, the Northwest Commission on Colleges and Universities. The accreditors met with faculty, staff, and administrators and reviewed evidence for our progress on four recommendations related to assessment of student learning, internal collaboration, governance, and employee job descriptions/evaluations/professional development. In the exit interview, the evaluators called out many examples of notable progress. The evaluators will prepare a written report, provide UCC an opportunity to respond to the report, and sent the report to the NWCCU commissioners, who make the final determination of our status on the recommendations.
2. **CASE Conference.** I attended the Community College Executive Symposium, part of the Conference for Community College Advancement hosted by the Council for Advancement and Support of Education (CASE). The focus of the conference was the strengthening of the interaction between the college president and the college's foundation to more effectively raise funds for college priorities.
3. **Rotary gift.** Rotary District 5110 honored UCC with the gift of a peace pole. The pole includes the words, May Peace Prevail on Earth, in eight languages. We are currently considering the most appropriate place for an outdoor installation.
4. **Memorial Committee.** The Memorial Committee, whose membership includes people from both campus and community, has been working since February to create a proposal for an appropriate memorial to those we lost on 10/1/15. Their deliberations include the possibility of a "package" of sites to meet the needs of the many people affected by the events of that day: a quiet, reflective, private site on the campus; a more public site on campus; and a community site with easy access by families, friends, and community members. Possible campus sites remain under discussion, and representatives from both the county and city of Roseburg will suggest possible community sites. The committee has drawn inspiration from a variety of other memorial sites and is considering input from artists. Listening sessions for both the campus and community are being planned so that the committee can share the work they've done and the rationale for their proposal and field questions from attendees.
5. **Policy Approval.** This year, the Board will receive numerous policies for approval. As an FYI, here is the rather robust process for approval of policies before reaching the Board. Using templates available online, an individual or committee recommends a policy change or policy addition to the appropriate governance committee. (These committees are still being formed as of this writing, so vetting by the governance committee is not yet formalized.) Once accepted by the governance committee, the policy proposal is sent to the Policy Committee, which reviews it for policy standards. If necessary, the policy proposal is returned to the governance committee/originator for editing. The proposal is next sent to both the Senior Leadership Team (SLT) and the College Council. The College Council has two readings; between the first and the second reading, members of the College Council solicit feedback from their respective groups – SLT, administrators, classified staff, faculty, and students. Feedback

may be incorporated into the proposed policy before the second reading. If the College Council recommends acceptance of the proposed policy at the second reading, the policy is forwarded to the College President, who in turn sends it to the Board of Education for final consideration. The Board requires two readings; Board action may include approval, request for revision, or disapproval. Once approved, the policy is effective immediately and is posted to the College website.



**Provost Report**  
Academic and Student Services  
Board of Trustees  
23 October 17

**Assessment**

1. On October 24, 2017, an ad hoc team from the Northwest Commission on Colleges visited campus for a follow-up visit. Meetings took place from 8:00am until 5:30 PM. UCC received a favorable debriefing. The final written report will be released in a few months.
2. On October 27, 2017, members from across campus attended the first Oregon Assessment Institute to take part in a state-wide discussion on generally accepted principles and best practices related to the assessment of general education outcomes. Participants from Umpqua Community College included Martha Joyce, Dean of Arts and Sciences; Mike Matteo, Professor of Math; Karen Carroll, Professor of Geology; Justin Halligan, Professor of Humanities; Sean Breslin, Professor of Chemistry; Joy Yori, Administrative Assistant to the Dean of Arts and Sciences; Brenda Lewis, Administrative Assistant to the Dean of Career and Technical Education; Danielle Haskett, Accessibility Coordinator; John Blakely, Chair of Automotive and Welding; Jessica Richardson, Executive Assistant to the Provost; and Debi Gresham, Assessment Coordinator. Assessment Coordinator, Debi Gresham, was part of the statewide team responsible for planning and coordinating the event. She also served as a member of the afternoon panel discussion and shared information on the different assessment strategies implemented at Umpqua Community College over the past year.
3. An Assessment Webpage was developed and is now live on the college website. The page is housed under the Resources and Services tab in the Offices and Departments Section. It is also available through the A-Z Search Index and through direct access at <https://www.umpqua.edu/assessment>. The page contains basic information relating to assessment at Umpqua Community College. The webpage will continue to be updated and fine-tuned as needs are identified.
4. An Assessment Committee has been formed to help guide the college's implementation of a college-wide assessment model. The team is comprised of individuals from across the campus which will allow for several different perspectives and strong collaboration among departments.

**Athletics**

5. Men's and Women's Wrestling opened their inaugural season in October. One woman athlete won her first match on October 21, a first in UCC history.
6. Athletes began the *Champions Read Program* for Douglas County in Mid-October. We will be presenting this to Winchester Elementary (2<sup>nd</sup> year) as well as Green Elementary- all 1<sup>st</sup> grade classrooms. Will read to 70 1<sup>st</sup> graders at Winchester, 34 at Green starting Nov. 1<sup>st</sup>.
7. Our team fundraisers has now raised \$13,000 so far with two 2 weeks left.
8. UCC will host the NWAC Southern Region Cross Country Championships for the first time ever, on October 28<sup>th</sup>. We expect over 100 participants.
9. Members of the Athletics Advisory Committee have contacted will meet in the next few weeks.

### **College Transitions**

10. Twelve dual credit courses were offered during fall term
11. UCC-hosted 7 courses in the high schools
12. 139 students from area high schools are participating in Expanded Options (on-campus or online UCC courses)
13. UCC partnered with Douglas Educational Service District and a number of other school districts to submit a CTE Revitalization grant application to develop a Basic Allied Health Careers Pathway Certificate, as well as better market and provide dual credit experiences for pre-nursing students.

### **Enrollment Management**

14. We have developed “Become a Riverhawk”, an event that includes all the steps to enroll in UCC in one day. These will begin in November when new student registration opens.
15. Kira Oerman, recruitment coordinator, represented UCC at the Pacific Northwest Association for College Admissions Counseling (PNACAC) college fairs in Roseburg, Ashland and Eugene. She also hosted over 90 second graders from East Primary and 75 Sutherlin High School seniors.
16. The new UCC Speakers Bureau fliers have been distributed to teachers in schools throughout Douglas County. We have heard back from three schools and are scheduling faculty presentations and college knowledge activities.

### **JOBS (Job Opportunities and Basic Skills)**

17. Home Depot visited our JOBS Connections class on 10/2. Two out of the four people who interviewed were hired.
18. Battered Person’s Advocacy recently hired one of our work experience participants.

### **Instructional Services**

#### **Arts and Sciences**

##### ***Dean of Arts and Sciences***

19. October 9 and 10: Attended NWCCU presents the Demonstration Project, Seattle, WA; and visit to Shoreline Community College to explore the college’s automotive programs, Shoreline, WA
20. October 19 and 20: Attended Oregon Student Success Center presents Oregon Pathways Symposium, Portland, OR
21. October 27: Attended Oregon Student Success Center presents Oregon Assessment Institute, Eugene, OR
22. October 31 and November 1: Attended Council of Instructional Administrators, Gleneden Beach, OR

##### ***Small Business Development Center (SBDC)***

23. KQEN Spotlight on Douglas County every other Tuesday from 12:30 to 1pm. SBDC client and Director discuss clients business and relationship with UCC/SBDC. There is a podcast afterwards.
24. KPIC, a local TV station, did a segment on the Small Business Development Center. Debbie Caterson, SBDC Director, was interviewed along with Tim Allen, owner of Tim Allen Equipment, who is a longtime client and supporter of the SBDC. Tim is also on SBDC Advisory Counsel. Typically the businesses reaching out to the SBDC are young in age and few employees, but are growing. The SBDC also serve businesses that may have reached a plateau and need encouragement, mentorship, or marketing

suggestions from the SBDC advisors. There are 19 SBDC centers in Oregon. Dutch Bros and Umpqua Oats, now national companies were participants in the SBDC program.

### ***Human Services***

25. Oregon Health Authority approved UCC's program *Peer Recovery Mentor (HS110)* to train peer support specialists. The approved program allows for training of peer support specialists on adult to adult addictions. The evening course is taught by a human services faculty and was developed at the request of our community partners. This is an amazing opportunity for our students and the community.
26. Oregon Health Authority approved the *Peer Recovery Mentor (HS110)* program, designed to train peer support specialists. The approved program allows for our peer support specialists to be prepared to engage in conversation on addictions impacting adults. The evening course is taught by human services faculty, Pauline Martel and was developed at the request of our community partners. This is an amazing opportunity for our students and the community

### **Career and Technical Education**

#### ***Dean of CTE***

27. Attended Training at the Northwest Commission on Colleges and Universities (NWCCU) Demonstration Project Summit in Seattle
28. Toured of automotive facility at Shoreline Community College
29. Attended Oregon Pathways Symposium in Portland
30. Attended Oregon Sector Academy
31. Attended SOHIP meeting in Coos Bay
32. Attended the NC3 Train the Trainer Meeting in Albany
33. Rural Medical Training Workgroup at Salem Capital
34. Continue to meet Forestry Advisory Committee to investigate manufacturing program options
35. Met with Randy Hubbard from Mercy regarding Nursing shortage
36. Met with OSU College of Wood Science/Manufacturing regarding connectivity in program offerings
37. Met with Whitney Grubbs from Oregon Solutions/South Douglas County CTE Collaborative
38. Submitted Open World grant applications for the 2018 calendar year.

#### ***Dental Assisting***

39. The term is off to a great start with 20 students enrolled and excited to learn!
40. We have set a date for the veteran's dental clinic with Representative Dr. Cedric Hayden. It will be November 30th from 8-4. Dr. Hayden would like to target veterans who do not have access to dental care. I am trying to figure out how many of our students will fit into this category and if we should open this up to the public.
41. Faculty enjoyed a visit with students from Sutherlin High School.

#### ***Emergency Medical Services***

42. We have two EMT courses in their first term with one on campus with 12 students and one at North Douglas County Fire & EMS with 10 students. Our new Paramedic class started this term with 15 students.
43. We are currently preparing a self-study and gearing up for a site visit for our State Accreditation through Higher Education Coordinating Commission. After completing this self-study we will transition into preparing a self-study for our National Accreditation through CoAEMSP & CAAHEP that is due January 15, 2018.



44. We are preparing to get our scenario room setup in the tower offices. This will be exciting for our program as we move forward in scenario-based education and to provide the students with as realistic scenarios as possible.

***Engineering, Computer Information Systems, Cyber-Security and Forestry***

45. There are approximately 90 new students majoring in departmental program this year.
46. Department staff attended the Oregon Lower Division Engineering Education meeting on Friday, Oct. 20, 2017 at Portland State University. This is the second meeting of the new state-wide group that has been formed to provide standardization and networking for lower division, engineering education in Oregon.
47. Cybersecurity is a new UCC program this year.
48. Computer Science is a relatively new degree at UCC. There are 52 new UCC students majoring in computer-based programs.
49. There are 30 new UCC students majoring in engineering this quarter. A major enrollment highlight is the fact we have 41 students enrolled in the Introduction to Computer Aided Design course and 15 students enrolled in the new Digital World course, one of the three courses for the new Pathways Certificate in Geographical Information Systems.

***Fire Science***

50. Plans are underway to finalize the State of Oregon Department of Public Safety Standards and Training Fire Science Program Accreditation.
51. The Fire Blast Simulator Trailer continues to move through the county. It is currently at North Douglas Fire & EMS. The UCC Truck Driving School personnel has made the moving this trailer possible.
52. Maintenance was performed on fire engine. Electrical problem repaired and batteries were replaced by Southern Oregon Diesel.

***Forestry and Natural Resources***

53. There are 32 new students in the UCC Forestry and Natural Resources programs this fall quarter.
54. The OSU College of Forestry have staff that traveled to UCC campus on October 17, 2017 to discuss development of new UCC transfer degrees in Wood Science/Manufacturing.
55. UCC is working with the local US Forest Service office to develop an agreement that allows for direct hire of UCC students for summer internships with the US Forest Service, rather than UCC students competing on a national basis for local jobs. This agreement will be the first in Oregon and if approved will be a major benefit to UCC students. The agreement could also serve as a model for agreements with other federal agencies. It appears that the agreement could be in place this fall 2017 for hiring of students for internships in the summer of 2018.
56. The Engineering/Forestry/CIS/CS Department is assisting with coordinating a UCC Manufacturing Task force to evaluate the needs for UCC training and education in Douglas County relative to employment demands of local manufacturing industry.
57. There are excellent careers available in Oregon for trained water and wastewater treatment plant operators. There is strong support from the local industry associations, Pacific Northwest Clean Water Association (PNCWA) and American Water Works Association (AWWA), for community college education of operators.
58. Department staff are attending the Oregon Council of Computer Chairs (OCCC) meeting on Friday, Oct. 20, 2017 in the Portland area. OCCC is the state-wide organization that represents lower division, computer education in Oregon. The group meets every 6 months.

***Nursing***

59. Site visit with the OSBN, will take place on campus November 6 and 7, 2017.

60. The Practical Nursing program is up and running after a one-year hiatus.
61. Nearly 75% of the 2017 graduates are actively working as a new registered nurse. The majority of these new RNs are working in the local community.
62. Official first-time pass rates for the Oregon State Board of Nursing were released on October 24. UCC nursing students obtained a pass rate of 90.48%.
63. 2nd year students have created a mentoring group for 1st year students seeking guidance/support. The first mentoring event was during the week of October 16 and at least ten 1st year students participated!
64. Patrick Harris has recently completed his Master of Science Nursing (FT first and second year RN instructor)
65. Cindy Steele has recently completed her Family Nurse Practitioner (FT first year instructor)

#### ***Viticulture & Enology / Southern Oregon Wine Institute***

66. Harvest has begun and classes are going well
67. Two alternating proprietors as well as SOWI are actively involved in processing grapes into wine in the SOWI facility. Estimated tonnage processed this year will exceed 35 tons of fruit. Andy Swan, director of SOWI, successfully negotiated donations of 5.5 tons of fruit valued at over \$11,000. Also, SOWI received donations of Pinot Gris (Wild Rose Vineyard @ 3 Tons) and Grenache (Naumes Vineyards 2.5 tons) grapes.
68. The tasting room is currently operating 1 day per week, only on Saturday, from 12:00 – 4:00pm. Tasting room staff also provides support for other events requiring alcohol service in the Lang Center.

#### **Library Services/Learning Commons**

69. The new Learning Commons furniture arrived last month for the Success Center. This was funded by the Title III Student Success grant.
70. Tutoring is now an available selection in the Early Alert system.
71. Jennifer Lantrip participated in the session Open Oregon Grant & Research at the Open Education Conference 2017 along with Amy Hofer, Oregon OER librarian and three other participants in the OER Research Group and presented the results of her OER research project. An article on the research project is currently under review.
72. Jennifer Lantrip participated in a Poster Session at the Academic and College Library Association's joint Oregon and Washington Conference. The Poster Session was titled "Presenting the Shiny New Pacific NorthWest OER Directory...What's Next? This is a joint presentation with Amy Hofer and other academic librarians who collaborated to create this directory.
73. Jennifer Lantrip reports helping seven times as many students this fall term as she did fall term 2016. She is more visible in the library, continues the information literacy sessions in classes across campus including CTE classes, and holds student workshops in the library, updated the library research tutorial in our research guides, created a library module for Canvas and updated the home page of the library website.
74. The Oregon Community College Distance Learning Association is funding subscriptions to Zoom and Ally as part of the projects they support. Zoom is being used to record instructor lectures for both online and face-to-face classes, the information technology department is recording training videos, the Lunch and Learn series is being recorded, OCCDLA uses it to allow virtual participation at the quarterly state-wide meetings and several departments are using it for video interviews. (See below for more details) Blackboard Ally is an accessibility tool available for both students and faculty to make digital course content more accessible for students in Canvas. (See below for more details)
75. Umpqua Community College will be hosting the spring meeting for OCCDLA May 10-11, 2018.

## Student Services

### *Dean of Student Services*

76. Ronda Stearns has accepted a position as the Administrative Assistant to the Dean of Student Services and returns to the Student Services division in a full-time capacity, after serving as the Interim Director of the Ford Childhood Enrichment Center.
77. April Hamlin attended the Council for Student Services Administrators on October 18, and the Guided Pathways Symposium on October 19 – 20.

### *Student Life*

78. The Vietnam Veterans Traveling Wall was on campus October 11, 12, and 13. The event received positive press coverage, as well as positive community and campus feedback.
79. Phi Theta Kappa Alpha Sigma Phi chapter is hosting the Rocky Mountain Cascade Fall Regional Conference October 20, 21, 22. The UCC chapter last hosted this event in 2011.
80. The Oregon Community College Student Leadership Conference will be held at UCC on November 3-4-5. This will bring student leaders from many of our sister college's to learn about leadership and network. In addition, the October Oregon Community College Student Association (OCCSA) will hold their Board meeting on the 5<sup>th</sup>.
81. Marjan Coester will be serving as the Communications Director for Oregon Student Leadership and Activities Professionals (OSLAP) for the academic year. The organization is comprised of all the Oregon student activities/life advisors and support staff. This is her fourth leadership position with the organization, having served previously as the chair and conference chair (2 years).

### *Accessibility Services*

82. Accessibility Services currently has 90 students registered for services. We had our Disability Awareness event 10/17/17 where we shared brochures, posters, lemonade and cookies. Umpqua Valley Disabilities Network participated in the event. Throughout the month of October we will be offering rides throughout campus.

### *Financial Aid*

83. Director Michelle Bergmann was invited to attend a Community College Roundtable Discussion with Representative Peter DeFazio on October 20, 2017. Her participation at the event enriched the understanding of college affordability and the role of financial aid resources for community college students for Rep. DeFazio and his staff.
84. Students have begun completing their 18/19 FAFSA's and Financial Aid Office has begun the 18/19 aid year roll process.
85. 312 Oregon Promise Students were awarded for the 17/18 academic year
86. Recent Financial Aid high school nights were a success with a new high turnout of 155 at South Umpqua High School.

### *Educational Talent Search (ETS) / Upward Bound (UB)*

87. ETS is in its second year of the grant cycle.
88. ETS staff have almost completed recruiting for the program for the year.
89. ETS Advisor Jeremy Cornish has accepted another term serving as the Oregon TRIO Associations District 4 Representative.
90. UB is in its first year of the grant cycle.
91. UB is working to recruit approximately 20 more students for the year.

92. Program Development Specialist Destiny Hunt has been busy developing new curriculum that engages the students more with interacting content which helps students retain more information and has submitted a proposal to present this work at the Student Success and Retention Conference in Portland Oregon in February.
93. Both Cathy Adkins and Destiny Hunt attended the 2017 Council for Opportunity in Education 35<sup>th</sup> Annual Conference in Washington, DC.

### **Office of the Provost**

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

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

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

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

Director of Athletics: Mr. Craig Jackson

Director of Library Services: Ms. Carol McGeehon

Director of College Transitions: Ms. Missy Olson

Director of Enrollment Management: Ms. Missy Olson

Assessment Coordinator: Ms. Debi Gresham

Title III Coordinator: Ms. Cynthia Horkey

**FINANCIAL SERVICES BOARD REPORT**  
**November 2017**  
**Natalya Brown, Interim CFO**

**Finance Office; Natalya Brown, Interim CFO**

- Finance office is in the process of doing due diligence for 1098T and 1099-Misc IRS reporting.

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

- Special Events is well on the way to having a full calendar for summer 2018 with 5 weddings and a class reunion already booked. Also, leveraging off the success of "Shrek the Musical," a contract is being finalized with UACT for a production of "The Little Mermaid" to run in July 2018.

**COMMUNICATIONS & MARKETING PRESIDENT'S REPORT**  
**October 2017**  
**Tiffany Coleman, Director**

The Communications & Marketing Department has been focused on professional development opportunities that will help hone the campus's digital marketing efforts. The team attended a National Council for Marketing and Public Relations (NCMPR) district conference earlier this month. We were able to glean information and best practice examples from our community college marketing peers that will elevate our existing digital marketing strategy. In addition to the professional development opportunities, the department received two NCMPR Medallion Awards; a bronze award for Radio Advertisement and a bronze award for Original Photography.

Projects:

- The department is preparing to launch the campus intranet; MyUCC. This big project is expected to happen at the end of November. Staff training will coincide with the launch.
- Campus signage remains a high priority for the department.
- We are also working to produce a campus tour video that will include students.
- We are creating a college-wide publication that will encompass data from the economic impact report that UCC's Institutional Research Office released earlier this month. More information on this project will be available next month.

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

**UCC Foundation**

- Foundation Board News
  - The UCC Foundation welcomed two new board members in November: Steve Wagoner and Aden Bliss.
  - The UCC Foundation is holding its first new board member orientation. Alex Palm, Vice President of the UCC Foundation and Chair of the Board Development Committee, is hosting with Presidents Steve Feldkamp and Steve Loosley.
- Legacy Ball
  - The Legacy Ball kicks off with sponsorships totaling \$68,500.
  - The 2<sup>nd</sup> Annual Legacy Ball will be held Friday, November 10<sup>th</sup> at Seven Feathers Casino Resort. Tickets and information can be found at <https://umpqua.ejoinme.org/LegacyBall2017>

**Fundraising**

- Employee Giving Campaign
  - The 2018 Employee Giving Campaign was a huge success with 53% of faculty and staff participating. Employees raised more than \$23,000 for UCC students and programs. Participants enjoyed a campaign celebration on October 18<sup>th</sup> with appetizers, desserts, and raffle prizes.
- National Conference Presentation
  - Susan Taylor taught a three-hour pre-conference session at the National Association of Community College Entrepreneurship conference in Tampa, FL on October 8<sup>th</sup> with author and philanthropist, Patricia Alper. The session was titled, "The Power of Relationships: Donor-Centered Fundraising." She plans to modify the course for faculty and staff at UCC in the coming months.
- New Gifts and Grants:
  - The Theatre Department has received a gift of \$9,891 from Jim and Jen Smith to assist with the lighting in CenterStage Theatre.
  - The Small Business Development Center has received donations totaling \$6,000 for the upcoming RAIN event.
  - The Olive Bridge Fund has awarded the UCC Foundation \$5,000 for emergency aid to students for the upcoming year.

## **UCCPTFA Board Report**

**November 2017**

**Jeri Frank, President, UCCPTFA**

The UCCPTFA bargaining team and UCC administration have reached an agreement on the subject of compensation. Our agreement will replace part of Article 7 – Compensation in our 2016-2019 bargaining agreement. This will be in place for the 2017-2018 academic year. We enjoyed a smooth bargaining process, and the ratification of our agreement is on the agenda for this meeting. We look forward to continued respectful and productive interaction with the administration and the Board of Education. The results of this agreement on compensation will be retroactive to the beginning of fall term. Our bargaining unit was pleased with the results of our bargaining process, and we look forward to continuing to provide quality instruction for our students.

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



## ASUCC REPORT

November, 2017

Byronna Thomas, ASUCC President

- Cold weather clothing drive is currently in progress.
- "Name the turkey" (flock) contest to begin Wednesday November 1st.
- Sunday November 11<sup>th</sup> we will be having another food donation at Sherms specifically for Thanksgiving boxes. Our goal is to do 75 food boxes again this year.
- During the food drive, as it is Veteran's day there will be a table set up with "note cards, (Thank you for service, and holiday cards) for customers and students to write words of encouragement for veterans. These cards will be delivered by UCC students, faculty, staff, friends of the college, and families as ASUCC is planning a UCC holiday visit to the veteran's hospital during the break. Please join us, date is TBA.
- November 20<sup>th</sup> ASUCC will be running a "poze for pie" scavenger hunt. 10 areas around campus have been selected. Contestants must locate these uncommon areas and poze for a selfie. When they bring all ten photos back they get a Costco pie and tub of whip cream to have for their holiday dinner. First ten entries received get the pie.
- Partnering with BPA for setting up a "giving tree".
- Meeting with contact at Goodwill went well. Jade (senator) has established a plan with contact to do a pick up weekly/biweekly of donation bags that we will sort and pass through the clothing closet. When we "recycle" clothing they will be passed DHS for foster children program or to Casa De' Belen.
- Goodwill will be emailing an application to us in February for us to be added to their voucher program. We will receive so many voucher to be given to students and they will be able to go to goodwill for clothing.
- Currently gathering information for a long term residential nursing facility for children that is located in Portland We are considering a winter drive for supplies in order to assist in their need.

BOARD OF EDUCATION  
 UMPQUA COMMUNITY COLLEGE  
 DOUGLAS COUNTY, OREGON

Information Item  
 Action Item

Subject: Umpqua Community College Part-Time  
 Faculty Association Contract

Date: November 8, 2017

Board approval is requested to ratify the Salary portion of the Part-Time Faculty Association Collective Bargaining Agreement effective from the first day of Fall Term 2017 to the last day of Summer Term 2019.

Changes:

**Article VII Salary**

- An increase of 1.5% in the salary schedule effective the first day of Fall Term 2017. It shall be binding on the College and the Association and shall remain in full force and effect until the last day of Summer Term 2019.
- Starting in Fall Term 2017, there will be no reduction in salary for holidays in each term for all employees covered on this pay scale.

Recommendation by:



Approved for Consideration:



U.C.C. President

Memorandum of Agreement  
 Between Umpqua Community College (College)  
 And  
 Umpqua Community College Part-Time Faculty Association  
 Compensation Article VII

This Agreement is between Umpqua Community College Board of Education and its representative, hereinafter referred to as the “College” and the Umpqua Community College Part-Time Faculty Association, which is affiliated with the Oregon Education Association and the National Education Association, and hereinafter referred to as the “Association.”

Article VII of the Collective Bargaining Agreement between the College and the Association refers to Compensation; Section A. Salary; 1. Schedule.

The salary schedule shall consist of eight steps, with the salary at each step above the first equal to 1.04 times the previous step (4% step raise) for credit faculty and 1.05 times the previous step (5% step raise) for hourly faculty.

An increase of 1.5% in the salary schedule shall be effective the first day of Fall Term 2017. It shall be binding on the College and the Association and shall remain in full force and effect until the last day of Summer Term 2019. The parties agree to open Article 7 (Compensation) and possibly one other article for renegotiation prior to the Fall Term of 2018. This 1.5% increase results in the following Salary schedules.

<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>PER ILC</b>	534	555	577	601	625	650	676	703
<b>Hourly (other credit)</b>	24.29	25.50	26.78	28.12	29.52	31.00	32.55	34.18
<b>Hourly (non-credit)</b>	19.78	20.77	21.81	22.90	24.05	25.25	26.51	27.84

Starting in fall term 2017, there will be no reduction in salary for holidays in each term for all employees covered on this pay scale.

This agreement is one-time only and is not precedent setting.

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 Jeri Frank  
 President, UCCPTFA

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 Kelly Wyatt  
 Bargaining Chair, UCCPTFA

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 Debra H. Thatcher  
 President, UCC