

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session- Promoting UCC, Tiffany Coleman; 4:00 P.M., HNSC 100

VOL. LII, No. 3 BOARD OF EDUCATION MEETING OCTOBER 11, 2017; 4:30 P.M., HNSC 100

AGENDA

MEMBERS:

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

Joelle McGorerty _____
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 1-3 |

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

- | | | | |
|----|-------------------------|---------------|-----|
| A. | Women's Volleyball Team | Craig Jackson | p 4 |
|----|-------------------------|---------------|-----|

VIII. FOCUS ON STUDENT SUCCESS

- | | | | |
|----|------------------|------------|-----|
| A. | TRIO TOP Program | Les Rogers | p 5 |
|----|------------------|------------|-----|

IX. REPORTS		pp 6-22
<ul style="list-style-type: none"> A. ASUCC Report B. UCCPTFA Report C. UCCFA Report D. President’s Report E. Chair Report F. OCCA Report G. Board Ad-Hoc Policy Committee H. Recovery Report 	<ul style="list-style-type: none"> Byronna Thomas Jeri Frank John Blackwood Debra Thatcher, President Steve Loosley Doris Lathrop Joelle McGrorty Wendy Weikum 	
X. OLD BUSINESS		
XI. NEW BUSINESS		
<ul style="list-style-type: none"> A. Board Priorities B. Resolution #2, Approval to Spend Funds C. Financial Reports for FY 2017-18 	<ul style="list-style-type: none"> Steve Loosley Natalya Brown Natalya Brown 	<ul style="list-style-type: none"> pp 23-24 pp 25-26 p 27
XII. BOARD COMMENTS	Chair Loosley	
XIII. ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, Nov. 8, 2017, 4:30 pm, HNSC 100

IMPORTANT DATES:

- OSBA Regional Meeting; Tuesday, Oct. 17, 6:00 pm; UCC Cafeteria
- OCCA Annual Conference; Nov. 1-3, Gleneden Beach

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: October 11, 2017

Recommend approval of:

Minutes of College Board Meeting of Sept. 13, 2017

pp 1-2

Personnel Actions

p 3

Recommendation by:

Approved for Consideration:



U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
September 13, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, September 13, 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 5:00 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	Kacy Crabtree	Jeri Frank	Byronna Thomas
Robynne Wilgus	Jessica Richardson	Becky Kipperman	Martha Joyce

Consent Agenda

- A. Minutes of College Board Meeting of July 12, 2017
- B. Personnel Actions

The Consent Agenda was approved by general consent.

Changes to the Agenda

Chair Loosley and Dir. Weikum will each be giving a report during the Reports portion of the agenda.

Citizen Comments – there were none

Introductions

Members and coaches of the Cross Country and Obstacle Course Racing teams introduced themselves. Athletic Director Craig Jackson described the health and wellness trail and appreciated the support from many businesses in the community. Chair Loosley said the Board is 100% behind the athletic programs. Members of the audience were asked to introduce themselves.

Reports

- **ASUCC:** Byronna Thomas, ASUCC President, explained preparations that have been done for the upcoming year which included creating a statement of intent, a code of ethics, and a mission statement. ASUCC is also focusing on services to students.
- **ACEUCC:** Becky Kipperman, ACEUCC Vice President, said negotiations are moving along well, the upcoming annual retreat is focusing on Growth Mindset, and the association is doing a push for random acts of kindness.
- **UCCPTFA:** The association is in the midst of bargaining. Jeri Frank, UCCPTFA President, shared they are committed to working with the college to provide an excellent work environment for part time faculty.
- **UCCFA:** There was no report.
- **President:** President Thatcher introduced Dr. Kacy Crabtree, Provost and Executive Vice President of Academic and Student Affairs. An update was given on activities for the beginning

of the academic year. An accreditation report will be mailed in just a few days and the college will have an on-campus visit in October. Donations of materials has been received for the Snyder Hall replacement building. Remembrance Day is Sept. 29. The college is in negotiation processes with the three associations. Enrollment implementation and data reporting is different than last year. The college currently is about a 6% lower in enrollment than last year. Next year's enrollment and retention efforts are already being planned.

- **Recovery:** An overview of the Remembrance Committee's plans for Remembrance Day were reviewed by Dir. Weikum; a moment of silence at 10:38 am will be included. Funds from the Umpqua Strong Run/Walk will be donated to UCC scholarships honoring survivors.
- **Board Retreat:** The following items were discussed during the Board Retreat in August.
 - *Housing Committee:* Chair Loosley and Dir. Tamm volunteered to serve on the Housing Committee which will also include faculty and Foundation members; Chair Loosley will chair the Committee.
 - *UCC Foundation Legacy Ball:* Chair Loosley encouraged the Board to attend the UCC Foundation Legacy Ball in November and also to be resourceful in helping student government leaders attend.
 - *Priorities and Guiding Principles:* The Priorities Subcommittee created a draft of Board Priorities and Guiding Principles which were distributed to the Board; also included were Board self-evaluation tools. The Board will formally adopt the Priorities at their next meeting. The Guiding Principles and tools for self-evaluation are for internal purposes. Chair Loosley asked the Board to review the information prior to the October meeting.

Board Comments:

- The UCC Foundation's Employee Giving Campaign launches next week. All of the Board of Trustees have pledged to support the Foundation.
- The OCCA Annual Conference is Nov. 1-3. Other OCCA events were also highlighted.

Meeting adjourned at 6:08 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



Serving Douglas County Since 1964

TO: UCC Board of Directors
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: October 11, 2017

Board approval is requested on the following personnel actions:

Administrative/Confidential-Exempt Contracts:

Melinda Collier, QIS/Provider Consultant-Child Care Resource & Referral, October 1, 2017

Heather Freiling, Director/QIS-Child Care Resource & Referral, October 1, 2017

Faculty Contract:

N/A

Resignation/Separations:

David Farrington, Director of Enrollment Services & Registrar, September 14, 2017

Scott Taylor, Custodian, Early Retirement, November 1, 2017

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Introduction – Volleyball Team

Date: October 11, 2017

Craig Jackson, Athletic Director, will introduce the UCC Women’s Volleyball Team:

Players:

- | | | |
|--------------------------|------------------|---------------|
| Felicia Sparks | Emma Lind | Kyrie Keffer |
| Kiera Killingbeck | Rachelle Persson | Brook West |
| Madison Becker | Cara Windsor | Kylie Merlino |
| Dominique Wenzler-Steves | | Zhane White |
| Margaret Anderson | Karsyn Ramsey | |

Head Coach: Lacy Pinard
Assistant Coach: Chrissy Picknell

Recommendation by:

Approved for Consideration:



U.C.C. President

BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item

Action Item

Subject: Focus on Student Success:
 TRiO – Transfer Opportunity Program

Date: October 11, 2017

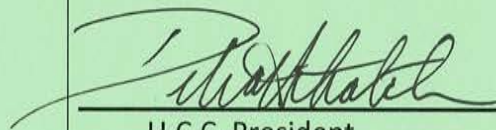
Les Rogers, Interim Director and HD Instructor for the SSS* TRIO** - Transfer Opportunity Program (TOP), will present an overview of TOP focusing on the impact of the services provided to students. Mr. Rogers will also share about their summer programming including a scholarship workshop, volunteer river cleanup event, and trip to the Oregon Caves.

**Student Support Services*

*** It is not an acronym; it refers to a number (originally three, now eight) of U.S federal programs to increase access to higher education for economically disadvantaged students.*

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: October 11, 2017

ASUCC Report	Byronna Thomas
UCCPTFA Report	Jeri Frank
UCCFA Report	John Blackwood
President's Report	Debra Thatcher, President
Chair Report	Steve Loosley
OCCA Report	Doris Lathrop
Board Ad-Hoc Policy Committee	Joelle McGrorty
Recovery Report	Wendy Weikum

Recommendation by:

Approved for Consideration:



 U.C.C. President



Provost Report

Board of Trustees

28 September 17

Academic Services

Arts and Sciences

1. The Ford Child Education Center received a 4-year grant extension totaling \$165,864, allowing for numerous student support services related to childcare.
2. SCIENCE: Karen Carroll took members of the Geology Club on a field trip to Yellowstone National Park in August. Students had multiple opportunities for hands-on learning activities.
3. HUMANITIES: Jill Michell and students from summer English classes attended the Oregon Shakespeare Festival in September. They saw plays that complemented the literature that they studied in the classroom setting.

Career and Technical Education

Dental

4. 20 Students enrolled
5. The program has a partnership with Advantage Dental, the Oregon DCO Medicaid dental insurance provider. Moving forward, the goal is to have 2-3 clinics during the fall term to provide free dental screens, free oral hygiene items and possible sealants and silver dyamide treatments.

Business

6. UCC enrolls all Retail Management Certificate program students from Safeway/Albertsons for the state of Oregon. The new development is adding students enrolling from the Safeway/Albertsons Seattle division.
7. Walmart has not in the past participated in the RMC program. They have decided to do so on a trial basis and UCC has been chosen as a "test" site for the enrollment of the first Walmart students.

Forestry, Manufacturing and Computer Information Systems

7. 32 students enrolled in the introductory Forestry and Natural Resources courses for fall term. The combined total is important since students in both programs will populate the core forestry courses. The 32 students are split about 50/50 between forestry and natural resources.
8. We are creating a Manufacturing Task Force that will include 10 to 12 people from the local manufacturing industry. The task force will be evaluating curriculum needs and infrastructure for the potential of a woods products manufacturing program.
9. UCC staff are scheduled to meet with OSU College of Forestry representatives on October 22nd, on the UCC campus, to discuss transfer of UCC students to the manufacturing/wood science programs at OSU College of Forestry.
10. Orenco contacted UCC to fill two openings for SolidWorks/CAD Techs. We will meet soon with Orenco Human Resources to discuss UCCs occupational skills program.
11. New Cybersecurity/CIS degree has 26 students enrolled.

Athletics

12. We ended up with about 87 athletes for fall term.
13. Athletes will begin our Champions Read Program for Douglas County in Mid-October. We will be presenting this to Winchester Elementary (2nd year) as well as Green Elementary- all 1st grade classrooms.
14. Our team fundraisers will begin in early October, expect to raise over \$15,000.
15. The athletics department had its first ever team physicals performed by Umpqua Orthopedics at no cost to our programs.
16. Craig Jackson will begin developing an advisory committee in the near future. Goal date is in November.

Enrollment Management

17. Missy Olson has been appointed to serve as the Director of Enrollment Management to move forward college planning and initiatives focused on recruitment, onboarding and retention.
18. Dr. Crabtree and Missy will work collaboratively to develop a new unit of operation at UCC to ensure quality recruitment, onboarding and retention efforts.

Library Services

20. Carol McGeehon presented an eBook workshop at the Conference on Extraordinary Living on September 8, 2017.
21. New furniture has arrived for the Sue Shaffer Learning Commons.

Student Services***Dean of Student Services***

22. Created training for In-Service to remind all employees about UCC's expectations for FERPA, Alcohol and Drug Abuse, Title IX and Child Abuse Mandatory Reporting, and additional resources for assistance.

23. Presented at the Administrative Retreat on the Symptoms of Burn-Out and the Path to Recovery.
24. Working to hire the Administrative Assistant to the Dean of Student Services
25. Partnering with Lynn Johnson in Human Resources and Joan Sifford in Communications and Marketing to design Title IX posters and pamphlets to inform and provide resources to students about sexual harassment, sexual assault, dating and domestic violence.

Admissions, Registration, Advising

26. Brenna Hobbs has agreed to serve as the Interim Director of Enrollment Services, Records, and Registration and Assistant Registrar until a Director of Enrollment Services/Registrar is hired.
27. The Admissions Office has been working with the Information Technology department to work out a solution for thousands of fraudulent applications to UCC.

Student Life & Campus Engagement

28. ASUCC Leadership Board was recognized as a certified Student Government organization for the fourth year in a row by the Oregon Council of Student Services Administrators. Moreover, their submission of materials was considered a model and will be shared with other Oregon Student Government organizations.
29. Peer Mentors have submitted the application and materials to become certified as a CRLA International Mentor Training Program.
30. The Veterans Student Center is hosting the Vietnam Veterans Memorial Wall from October 11-13.
31. Phi Theta Kappa – Alpha Sigma Upsilon chapter will be hosting the Fall Regional Conference in October 20-22.
32. Student Life and Campus Engagement will be hosting the Oregon Community College Student Leadership Conference from November 3-5. This conference was scheduled to occur after Labor Day at Menucha Retreat Center in Corbett, Oregon in the Columbia Gorge; due to the fires, the conference was cancelled. UCC was previously scheduled to host a one day leadership summit in November; because the Oregon advisors did not want to lose the opportunity for student leaders around the state to come together, it was agreed to expand the summit into a full three day conference. We are extremely excited to have the opportunity to bring students from around the state to UCC.

Financial Aid

33. UCC successfully submitted the Title IV Program Review Response Report to the Department of Education.

Educational Talent Search / Upward Bound

34. ETS Advisor, Jeremy Cornish, has been working diligently to ensure that quality student services to ETS students have been provided at the ETS partner schools in Douglas County—particularly in recruitment efforts, with over 250 new participants added to the program starting Fall term. This has met and exceeded grant requirements.

SSS/Transfer Opportunity Program

35. On July 26, 15 attendees participated in the UCC Foundation Scholarship Workshop presented by TOP, completing activity charts and essay writing skill building.
36. TOP Students also participated in a SOLVE Tyee Cleanup event on 8/10/2017
37. TOP Students participated in a field trip to the Oregon Caves on 8/31/2017

Office of the Provost

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

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

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

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

Director of Athletics: Mr. Craig Jackson

Director of Library Services: Ms. Carol McGeehon

Director of College Transitions: Ms. Missy Olson

Director of Enrollment Management: Ms. Missy Olson

Assessment Coordinator: Ms. Debi Gresham

Title III Coordinator: Ms. Cynthia Horkey

FINANCIAL SERVICES BOARD REPORT
October 2017
Rebecca Redell, CFO

Finance Office; Natalya Brown, Director of Accounting and Finance

- Finance office and campus is near completion of the external audit visit taking place on September 18 through September 29, 2017. Comprehensive annual financial report will be issued shortly after completion and results will be presented to the Board of Trustees for review and acceptance.

Bookstore; Micque Shoemaker, Bookstore Manager

- The Bookstore is now accepting SNAP benefits for the purchase of food and beverages.

Purchasing; Jules DeGiulio, Purchasing Manager:

- Pouring Rights – Exclusive Sales of Vending Beverages and Snack products
A formal Solicitation, (RFP-2017-AD-01), was issued by Purchasing on 8/10/17 seeking benefits from vendors, (bonuses, scholarships, etc.), in return for different levels of exclusivity for campus sales of beverages and snacks. Proposals were received from Coke and Pepsi. The evaluation team determined Pepsi to have submitted the most beneficial proposal and the official *Notice of Intent to Award* letter was sent 9/26/17. The contract negotiations have begun with expectation of a fully executed contract by 10/12/2017.

Special Events; Greg Smith, Food Services Director:

- The campus cafeteria re-opened on the first day of the term, 9/25/2017 and the first week is going great.

FACILITIES & SECURITY PRESIDENT'S REPORT
October 2017
Jess Miller, Director of Facilities and Security

Maintenance: Jess Miller, Director of Facilities and Security

- Began demo of Science, anticipated finish Dec.
- First Feasibility review for Student Housing meeting.
- New building construction continued
- Remodel of new Moody Room in Library
- Installed GACO roof membrane for Lockwood Hall flat roof

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

Grounds: Jess Miller, Director of Facilities and Security

- Broadleaf sprayed
- Donor pavers installed in front of the Bonnie Ford Center
- Successfully assisted Athletic Director in installation of Cross County/Cross Fit track/course
- Completed stabilizing project for rock walls

Custodial Services: Rachelle Bender, Custodial Manager

- Strip, wax and polish common spaces throughout campus

Security: Kelly Rigsby, Chief of Security

- Finalized Annual Security Report – continue to optimize recording for fluidity of real time reporting
- Working on supporting policy and procedure
- Installation of Blue-light security communication system
- Updated webpage, information supplied to Communications

INFORMATION TECHNOLOGY DEPARTMENT PRESIDENT'S REPORT
October 2017
Dan Yoder, Director

Fraudulent Applications for admission – Hackers have developed programs often called “bots” short for “robots” that submit fraudulent applications for admission to colleges so that they can harvest dot EDU e-mail addresses to sell for use in gaining discounts. Umpqua, as well as many other Oregon community colleges, has been targeted several times this year with the largest most persistent attack this month resulting in nearly 10,000 fraudulent applications. Work to block these attacks and to clean the fraudulent data from our systems continues to consume the time of key staff members. Umpqua IT Staff are working with other Oregon community colleges IT departments and Ellucian support staff to find a solution.

This situation is delaying work on key projects that must be completed this year due to end of life support for the Banner 8 version of the Ellucian Banner management information systems software used by the College. Addressing the fraudulent application problem through blocking, data clean up, and identification is delaying critical work for key College projects.

- IT Projects in progress:
 - Upgrade Degree Works – Upgrade completed and security issue for student access using hand held devices is resolved.
 - Identity management project using Microsoft Identity Manager – Was scheduled to be in production by the end of September 2017 but will be delayed until the fraudulent applications for admission problem is resolved and the data is clean.
 - Banner 9 Project – Scheduled for January 2018. The work is in progress and will be ongoing until complete but has begun to experience delays due to responding to the fraudulent applications for admissions issues.
 - Banner 8 preparation for Banner 9 implementation
 - Ellucian Single Sign On manager attached to Banner 8
 - Banner 9 installed in the TEST environment
 - Computer lab software was updated for start of Fall classes
 - Campus web server and systems software updates are complete
 - Help Desk tickets - The IT Department handles around 75 help desk tickets per month during summer months for instruction, class room, desktop computers, media services, and infrastructure support. This does not include the hundreds of phone calls that the Help Desk receives, the walk in traffic for the Help Desk, or the e-mailed requests for support received by IT staff.

- Institutional Research:
 - Final FTE compliance report has been submitted to the HECC.
 - Federal IPEDS reporting submitted:
 - Completions report for 2016-17
 - 12 Month Enrollment Report for 2016-17
 - Institutional Characteristics and Identification for 2017-18
 - Developed operational reports for recruiting:
 - Students enrolled last term that have not graduated and not yet enrolled in the next term.
 - High School Students that graduated from high school but have not enrolled at Umpqua yet.
 - Students that have applied for admission to Umpqua but have not enrolled yet.

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

UCC Foundation

- Foundation Board News
 - The UCC Foundation welcomed three new board members in September: Steve Loosley (ex-officio board member as the chair of the UCC Board of Trustees), Elin Miller, and Emily Brandt.
 - A new slate of officers was also welcomed to the UCC Foundation Board:
 - President – Steve Feldkamp, COO of Umpqua Dairy
 - Vice President – Alex Palm, Vice President, i.e. Engineering, Inc.
 - Treasurer – Dave Sabala, Retired General Manager, Douglas Electric Cooperative
- Legacy Ball
 - The 2nd Annual Legacy Ball will be held Friday, November 10th 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 kicked off at in-service with 100% participation from the UCC Board of Trustees. **Thank you!**
 - The Employee Giving Campaign lasts for one month: September 18 – October 13. For more information visit www.umpqua.edu/annual-giving.
- New endowments:
 - **The Sue Shaffer Memorial Scholarship**, established by the Cow Creek Band of the Umpqua Tribe of Indians
 - **The Arthur Theatre Arts Scholarship**, established to support students involved in extracurricular theatre-related activities
- Capital gifts:
 - In-kind gifts of plywood for reconstruction of Snyder Hall, totaling a value of \$40,000 from:
 - Murphy Plywood
 - Roseburg Forest Products
 - Swanson Group

Scholarships

- The UCC Foundation just awarded **109 scholarships** to UCC students for this academic year, totaling **\$206,871**. This is in addition to the 127 scholarships (\$300,000) awarded in the spring for this year.
- Scholarship and Donor Relations Coordinator, Honey McNamara, presented at seven Douglas County high schools with Brian Proctor from the financial aid department. They talked with students and parents about the scholarship and financial aid processes.

Grant Development

- UCC received notice on September 28th that we were awarded a four-year federal grant from the U.S. Department of Education's Child Care Access Means Parents In Schools (CCAMPIS) program. This grant will provide child care subsidies to UCC students, totaling **\$144,000** over four years.

UCC FACULTY ASSOCIATION
JOHN BLACKWOOD, PRESIDENT

PRESENTATION TO THE BOARD: OCTOBER 2017

Chair Loosley, Vice Chair Kennerly, members of the Board, and President Thatcher:

My name is John Blackwood. I am a full-time faculty member in the computer information systems, or CIS, department. I am also the full-time faculty association's president for the 2017-2018 school year. The CIS department offers instruction in computer science, networking, programming, cybersecurity, and many other computer-related topics.

1. Full-time faculty seems to be off to a good start in the first couple of weeks of the fall term.
2. Faculty contract negotiations are ongoing, and my hope is that the negotiations will conclude shortly.
3. I will be attending a statewide meeting for the Oregon Council of Computer Chairs, whose goal is to ensure that all CIS and CS courses are commonly aligned and transferrable across the state.
4. Last spring, almost all faculty agreed to visit high schools across the county during this school year and we are working with Kira Oerman to make this happen.
5. Some faculty will be attending guided pathways and other meetings across the state during this term.

Thank you for the opportunity to speak to you about the activities of your full-time faculty.

UCCPTFA Board Report

October 2017

Jeri Frank, President, UCCPTFA

Our bargaining re-opener on the subject of compensation took place this summer and has continued during the start of fall term, the results of which will be in place at the start of fall term. We hope to have our bargaining agreement ready for your ratification at the November board meeting. Our union is committed to working with the college to continue to provide quality instruction for our students and an excellent work environment for part-time faculty.

Fall In-service was a valuable time for everyone at UCC. We were pleased to have part-time instructors participate in these many important sessions. We are all part of the UCC team, and this was an excellent time for networking and sharing experiences and information. Now we are focused on teaching our classes and concentrating on student success.

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

ASUCC REPORT
October, 2017
Byronna Thomas, ASUCC President

- We have interviewed, hired and began to train 10 senators. 5 returning from last year and five new faces.
- Adjusting to first week of classes, creating our office schedules, getting organized.
- We have been super busy the week prior to and the first week of classes distributing backpacks and supplies, food boxes, gas cards and bus passes.
- The River-hawk Clothing closet is now set up and we have begun accepting and distributing clothing donations.
- On Friday 9-29, we had our first board meeting. I am very pleased to say we had approx. 13 in attendance. As well as a representative from the athletic department. We have made it a goal this year to reach out to arts, music, drama, welding, auto, and athletic department in order to bring everyone together this year. We want every student to know that they are ASUCC and their voice matters.
- Food Drive: October 8th from 10:00am to 4:00pm we will be accepting donations for food pantry.
- Thank you to Board for generous invite to foundation fundraiser.

Board of Education

October 3, 2017

Chair Report by Steve Loosley

1. Board of Education – our “new” name.

At the end of September, an auditor brought to the College’s attention that we must be called the “Board of Education,” not the Board of Trustees. Dr. Thatcher confirmed with counsel that by ORS, we are indeed the “Board of Education.” However, as individual board members, we can be called trustees or directors.

I checked, and the [statute reads](#), “(2) The members of the board of a district in their official capacity shall be known as the **board of education** of the community college district” (ORS 341.287(2)).

Later in our meeting, the Board Ad-Hoc Policy Committee will present several changes to bring our policies into conformance. More immediately, since we have some latitude, what do you prefer we call ourselves? Should we call ourselves board members, trustees, or directors?

2. Board Committee Changes.

- a. *Ad-Hoc Compensation Committee*. David Littlejohn will join the committee as the chair. I am removing myself from the committee. The other committee members, Wendy Weikum and Doris Lathrop, will remain unchanged.
- b. *Ad-Hoc Policy Committee*. Joelle McGrorty will assume the role of chair. David Littlejohn has joined the committee. I’ve stepped off the committee as a formal member, but will remain as an ex-officio member.

3. OCCA Representative.

- a. David Littlejohn has stepped down as our representative to the Association.
- b. Doris Lathrop will represent the Board in his place.

4. College Committees with Board representation.

- a. UCC Student Housing Committee. We are firming up committee membership and anticipate meeting within the next week. Betty Tamm and I will represent the Board of Education. We plan to identify the building site on campus and then develop a construction capital budget. Natalya Brown has reached out to other community colleges to obtain cost data to build an operating budget. Our goal will be to estimate the free cash flow for debt service at various rental projections. This committee will only address construction and funding aspects of the project.
- b. UCC Industrial Technology Committee. David Littlejohn, Guy Kennerly, and I will serve as “consultants” to the committee. We anxiously anticipate our first meeting.

Board of Education Ad-Hoc Policy Review Committee

Policies Submitted for Revision

October 2, 2017

1) BP 100.02 District Elections

Corrects name of Board to Board of Education

The District election of members to the Umpqua Community College Board of ~~Directors~~ Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk. (ORS 255, 341, etc.)

2) BP 100.06 Committees

Corrects name of the "College Board" to the Board of Education

... As provided in ORS 294.336, there shall be a Budget Committee consisting of seven ~~College~~ Board of Education members, ...

3) BP 100.08 Duties & Responsibilities of Board Directors: Code of Conduct

Corrects name of Board to Board of Education. Note, only corrections are in the title and name of the policy.

BP 100.08 Duties & Responsibilities of Board ~~Directors~~ of Education: Code of Conduct
Title: DUTIES & RESPONSIBILITIES OF BOARD OF ~~DIRECTORS~~ EDUCATION: CODE OF CONDUCT

4) BP 100.17 Board Evaluation

Corrects name of Board to Board of Education

It is the responsibility of the Board of ~~Trustees~~ Education to assess its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. The ultimate goal of the process is to ensure that UCC is a top-performing college that benefits its students and its community.

5) AP 100.17 Board Evaluation

Corrects name of Board to Board of Education and changes frequency of self-evaluation to annual so consistent with other policies.

The Board of ~~Trustees~~ Education will conduct a self-evaluation process in ~~even-numbered years~~ annually to include:

- A. The completion of a self-assessment instrument by each member of the Board;
- B. A discussion of the compilation of the results; and
- C. The development of a set of goals for the next ~~one to two years~~ year. These goals will provide direction for the Board and the college.

6) BP 103 Meetings of the Umpqua Community College Board

Clarifies name of Board. Housekeeping to remove specific location of meeting. Adds language regarding public input at board meetings.

Note to the UCC Policy Review Committee: please confirm the clause “on the basis of race, creed ...” (highlighted in green) properly encompasses and affirms BP 302, Equal Employment Opportunity. For example, we do not want to hold a meeting in a facility without handicap access.

BP 103 Meetings of the Umpqua Community College Board of Education

Regular meetings of the Board shall be held on a designated day of each month. Such meetings shall be held on campus ~~in the Board Room of the Administration Building~~, unless the Board designates a different location. No meeting shall be held at any place which practices discrimination ~~on the basis of race, creed, color, sex, age, or national origin.~~

[...]

Any regular meeting may be adjourned to the next succeeding regular meeting or some specified earlier time.

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 say 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 proper action.

7) BP 103.05 Agenda and Notice for Regular Meetings

Clarifies the requirements to place new business on the agenda.

... The notice of the meeting shall include a list of the principal subjects anticipated to be considered at the meeting. ~~However, this requirement shall not limit the ability of a governing body to consider additional subjects.~~

No new business shall be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and per ORS 192.640.

8) BP 104 Conflict of Interest and Government Ethics

Replaces several board policies, which are subject to change, by reference to the underlying statute.

BP 104 Conflict of Interest and Government Ethics

Replace 104.01 through 104.07 with the following policy

Board members shall adhere to state laws relating to conflict of interest and government ethics. (ORS 244.010 to 244.400)

9) BP 117 Separation of College and Foundation

Corrects name of the "College Board" to the Board of Education

... The Foundation is governed by policies established by a Board that acts independently from the College Board of Education. The Foundation may contract with the College to provide staff support as needed. The College Board of Education shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the College Board of Education.

10) BP 311 Compensation

Corrects name of Board to Board of Education

The College Board of Education has final authority for all compensation and benefits for UCC employees.

11) BP 311.04 Compensation and Benefits – Salary Approval

Corrects name of Board to Board of Education

... The College President will recommend to the Board of Trustees Education ...

... The College Board of Education will approve ...

... The College Board of Education will approve ...

12) BP 325 Special Admission to College Events

Corrects name of Board to Board of Education

It is the policy of the College Board of Education that those 60 years and older ...

13) BP 405 Naming Opportunities

Corrects name of Board to Board of Education

If a building, room, significant area or program is to be named in recognition of outstanding service, the president shall determine whether the person is worthy of the honor, whether the recommendation has the support of the occupants of the building or users of the area, as well as the support of the College community, before making a recommendation to the Board of Trustees Education for approval.

2. The Umpqua Community College Board of Trustees Education will consider for approval the naming of buildings, substantial areas or significant landscape features....

14) BP 600.09 Financial Exigency

Corrects name of Board to Board of Education

In the event of a decline in revenue or due to a natural disaster, at the recommendation of the president, the Board of Trustees Education may declare financial exigency....

15) BP 601 Purchasing Policy

Corrects name of Board to Board of Education

UCC's Board of ~~Trustees~~ Education has adopted the

16) BP 710 Tuition and Fees

Corrects name of Board to Board of Education

The Board of ~~Trustees~~ Education will set tuition and fees for the College ...

17) BP 721 Student Code of Conduct

Corrects name of Board to Board of Education. Note: someone else will have to advise if we need to change all further mention of "Board of Directors" or only the definition. See 721.3.36

721.1 Definitions.

3. The phrase "Board of Directors" means Umpqua Community College's Board of ~~Directors~~ Education which is the policy manager of the College.

18) AP 723.01 Free Speech – Distribution of Materials

Any distribution of materials as authorized by the College shall not be construed as support or approval of the content by the College Board of ~~Trustees~~ Education.

BOARD OF DIRECTORS
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Board Priorities

Date: Oct. 11, 2017

The Umpqua Community College Board of Trustees 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 will be reviewed and considered for adoption for the 2017-18 academic year.

Recommendation by:

Approved for Consideration:



U.C.C. President

Umpqua Community College 2017-2018 Board Priorities

The Umpqua Community College Board of Trustees 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.

Evergreen Priorities

1. Ensure an environment of success that encourages access, support, and timely completion of academic programs.
2. Prioritize Umpqua Community College's commitment to the creation of a culture for diversity, equity, and inclusion.
3. Track and evaluate Umpqua Community College operations and execution of the Strategic Plan by data reviews.
4. Advocate for Umpqua Community College.
5. Cultivate and maintain clear and consistent communication between the Board of Trustees and the President.

Current Priorities

1. Clarify the long-term Vision for the College and update the Strategic Plan accordingly.
2. Support the College in the development of both construction and financial plans to build the new the Industrial Technology Building and renovate Lockwood Hall.
3. Engage the College and community to alleviate the student housing shortage.
4. Support the development of a robust and sustainable College Athletics Program to benefit students, the community, and the College.

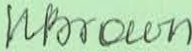
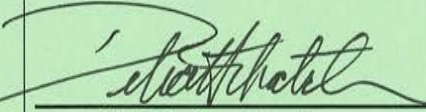
BOARD OF EDUCATION
 UMPQUA COMMUNITY COLLEGE
 DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Resolution #2, Approval to Spend Funds	Date: October 11, 2017
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This is a resolution to increase appropriation in the Special Revenue Fund_ Grants and Contracts.

UCC was awarded \$472,091 from the Oregon Department of Education for the Childcare Resource and Referral Program for Douglas, Lane and Klamath Counties. \$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.

Recommendation by:  <hr style="width: 100%;"/> UCC Interim Chief Financial Officer	Approved for Consideration:  <hr style="width: 100%;"/> U.C.C. President
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UMPQUA COMMUNITY COLLEGE
Resolution No. 2 - FY 17-18
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$472,091 from the Oregon Department of Education (ODE), 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 Trustees at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$472,091 for the implementation of the Childcare Resource and Referral Program.

Special Revenue Fund - Grants and Contracts

	17-18 Budget Through Adoption	Adjustment	17-18 Budget Through Resolution 2
REVENUES:	\$ 5,951,721	\$ 472,091	\$ 6,423,812
EXPENDITURES:			
Instruction	\$ 872,139	\$ -	\$ 872,139
Instruction Support	1,146,627		1,146,627
Student Services	3,249,257	-	3,249,257
College Support Services	683,698	-	683,698
Community Services		472,091	472,091
TOTAL	<u>\$ 5,951,721</u>	<u>\$ -</u>	<u>\$ 6,423,812</u>

ADOPTED: October 11, 2017

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Financial Reports for FY 2017-18

Date: 10/11/2017

Natalya Brown, Interim CFO, will present financial reports for fiscal year 2017-18, ending September 30, 2017.

Recommendation by: Natalya Brown, Interim CFO

Approved for Consideration:

Natalya Brown

[Signature]
U.C.C. President