

UMPQUA COMMUNITY COLLEGE

Umpqua Community College provides accessible and affordable quality college education; life-long learning opportunities; workforce training, and cultural programs for our communities.

Campus Tour, 3:30 P.M.

Work Session- Industry/Business/Agency Partnerships, 4:00 P.M., HNSC 100

Executive Session per ORS 192.660(2)(d), 4:30 P.M., HNSC 100

VOL. LII, No. 2 BOARD OF TRUSTEES MEETING SEPTEMBER 13, 2017; 5:00 P.M., HNSC 100

A G E N D A

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 1-4 |

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.

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

VI. CITIZEN COMMENTS

Each citizen wishing to address the Board will, prior to speaking, fill in his or her name and city of residence on the sign-in sheet. At the time specified in the agenda, the citizen will begin by stating his or her name and city of residence. Comments will be limited to three to five minutes per individual, at the discretion of the Board Chair. At the conclusion of public comment, Board members may respond to the comments, may ask staff to review a matter, may ask that a matter be put on a future agenda, or may move directly to the next item on the agenda.

VII. INTRODUCTIONS

- | | | |
|-----------|---------------------------------|----------------------|
| A. | UCC Obstacle Course Team | Craig Jackson |
| B. | UCC Cross Country Team | Craig Jackson |

VIII. REPORTS

- A. ASUCC Report**
- B. ACEUCC Report**
- C. UCCPTFA Report**
- D. UCCFA Report**
- E. President's Report**

pp 5-10

Byronna Thomas
Brian Proctor
Jeri Frank
John Blackwood
Debra Thatcher, President

IX. OLD BUSINESS

X. NEW BUSINESS

XI. BOARD COMMENTS

Chair Loosley

XII. ADJOURNMENT

Chair Loosley

NEXT BOARD MEETING:

- Board Meeting, Oct. 11, 2017, 4:30 pm, HNSC 100

IMPORTANT DATES:

- Board hosted UCC faculty & staff BBQ; Sept. 20, Lang Center; Noon
- OSBA Regional Meeting; Tuesday, Oct. 17, 6:00 pm; UCC Cafeteria

Robynne Wilgus, Board Assistant, 541-440-4622 voice or 541-440-4626 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Consent Agenda

Date: Sept. 13, 2017

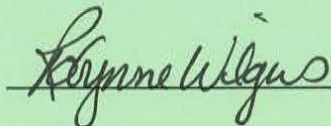
Recommend approval of:

Minutes of College Board Meeting of July 12, 2017 pp 1-3

Personnel Actions p 4

Recommendation by:

Approved for Consideration:




_____ U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 12, 2017**

The Umpqua Community College Board of Trustees met on Wednesday, July 12, 2017, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon.

Directors present:

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

Others present:

Debra Thatcher	Lynn Johnson	Mike Winters	Katie Workman
Robynne Wilgus	Byronna Thomas	Cynthia Horkey	Joy Yori
David Farrington	Lenora Al Ratta	Donna McGeehon	Becky Kipperman
Rebecca Redell	Carol McGeehon	Jeri Frank	Tiffany Coleman

The initial meeting for the 2017-18 year was seated with four newly elected Trustees. Director Tamm opened the meeting by explaining the electoral absence of a Chair and Vice-Chair. The only other elected officer of the 2016-17 Board of Trustees is Director Lathrop.

Motion: I move for approval of Director Lathrop to be the acting Chair until a new Chair has been selected. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.

Chair Lathrop called the meeting to order at 3:05 p.m. and the pledge of allegiance was given.

Oath of Office

Chair Lathrop administered the oath of office to Guy Kennerly, David Littlejohn, Steve Loosley, and Joelle McGrorty.

Organization

The Board held their election of officers for the FY 2017-18. Chair Lathrop read a job description of the offices for familiarity with the responsibilities required.

Chair of the Board: Dir. Kennerly nominated Dir. Loosley, seconded by Dir. Littlejohn; Dir. Weikum nominated Dir. Tamm, seconded by Dir. Lathrop. The vote was taken by a show of hands: Directors Kennerly, Littlejohn, Loosley, and McGrorty voted for Dir. Loosley; Directors Lathrop, Tamm, and Weikum voted for Dir. Tamm. Dir. Loosley is the Chair of the Board.

Vice Chair: Dir. McGrorty nominated Dir. Kennerly, seconded by Dir. Littlejohn and a unanimous vote was cast.

OCCA Board Representative: Dir. Tamm nominated Dir. Lathrop, seconded by Dir. Weikum; Dir. Lathrop nominated Dir. Littlejohn, seconded by Dir. Weikum. The vote was taken by a show of

hands: Directors Littlejohn and McGrorty voted for Dir. Lathrop; Directors Kennerly, Lathrop, Tamm, and Weikum voted for Dir. Littlejohn. Dir. Littlejohn is the OCCA Board Representative.

Consent Agenda

- A. Minutes of College Board Meeting of June 14, 2017
- B. Personnel Actions

Chair Loosley explained the process of approving the Consent Agenda using “general consent”. The Consent Agenda was approved by general consent.

Changes to the Agenda – the time of Board meetings was added

Citizen Comments – there were none

REPORTS

- **ASUCC:** President Byronna Thomas and Vice President Lenora Al Ratta provided an update on their team of leaders, upcoming trainings, and the moving of ASUCC offices.
- **ACEUCC:** no report
- **UCCPTFA:** Jeri Frank, President, reported on bargaining, association history, and strengthening their relationship with the college.
- **UCCFA:** no report
- **President:** Dr. Thatcher welcomed new and returning Board members. Legislative highlights were shared which included funding and the impact to the college. Other topics reviewed included accreditation efforts, UCC’s compliance with the civil rights review, financial aid Title IV review results, an update on the Umpqua Health and Wellness Trail, a college emergency operations plan, and marketing efforts. Dr. Kacy Crabtree will begin her Provost position at UCC next week and April Hamlin’s appointment to Dean of Student Services begins on August 1.
- **OCCA:** Dir. Lathrop reported on the funding of community colleges, capital construction, Oregon Opportunity Grant, and the Oregon promise. OCCA is looking for volunteers to serve on committees. She has enjoyed being the OCCA representative over the past few years and thanked Dir. Littlejohn for taking on that role.
- **Recovery:** Chair Loosley appointed Dir. Weikum to the Memorial Committee; she joins past Board members Vanessa Becker and Chris Rusch who continue to serve on the committee. Dir. Tamm provided an update on the rebuilding of Snyder Hall. Value engineering options have been very helpful in bringing the construction budget and college budget together; a few of the eliminated options may be returned depending upon the availability of contingency funds. The building is on schedule to be completed by March 6, 2018.
- **Board Goals:** Progress is being made on the creation of a dashboard. A web link will be sent to the Board for their review.

OLD BUSINESS

Using Roberts Rules of Order as a guide, Chair Loosley explained the option of resetting unfinished business since there has been a change of Board members. Directors Kennerly and McGrorty, who were not at the previous meeting, were in agreement to listen to the second reading of policies.

David Farrington, Director of Enrollment Services, presented the second reading of Policy 702, Alternative Methods of Earning Credit, and 709.03, Academic Forgiveness.

Motion: I move for approval for the second reading of Policy 702, Alternative Methods of Earning Credit, as presented. Motion by Dir. Tamm, seconded by Dir. Littlejohn and carried unanimously.

Motion: I move for approval for the second reading of Policy 709.03, Academic Forgiveness, as presented. Motion by Dir. Weikum, seconded by Dir. Lathrop and carried unanimously.

NEW BUSINESS

Resolution No. 1 – Interfund Borrowing for Fiscal Year 2017-2018

Rebecca Redell, CFO, requested Board approval for Resolution #1, Interfund Borrowing for fiscal year 2017-2018. This will permit the short term use of funds belonging to one fund by another fund for the 2017-2018 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.

Motion: I move to approve Resolution No. 1, Interfund Borrowing for fiscal year 2017-2018, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.

BOARD COMMENTS

- Board Retreat Date: A Doodle Poll will be sent for deciding upon when to meet for a three hour retreat in August. President Thatcher suggested another half-day retreat in the spring, prior to the start of the budget process.
- Board Meeting Times: After discussion it was decided to have Board Meetings begin at 4:30 pm and work sessions begin at 4:00.
- The Chair and President Thatcher will meet for agenda meetings.
- Dir. Kennerly shared that he is a principle at Umpqua Insurance and writes the policy for the college.

Meeting adjourned 4:30 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, Second reading policies: 702, 709.03; Res. No. 1



Serving Douglas County Since 1964

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

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

- Rachelle Bender, Custodial Services Manager, July 5, 2017
- April Hamlin, Dean of Student Services, August 1, 2017
- Elise Sensabaugh, Director of FCEC, August 21, 2017

Faculty Contract:

N/A

Resignation/Separations:

N/A

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

X Information Item

 Action Item

Subject: Reports

Date: Sept. 13, 2017

ASUCC Report

Byronna Thomas

ACEUCC Report

Brian Proctor

UCCPTFA Report

Jeri Frank

UCCFA Report

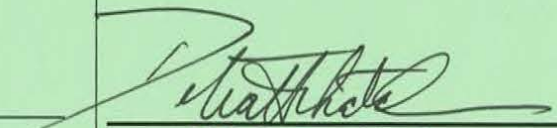
John Blackwood

President's Report

Debra Thatcher, President

Recommendation by:

Approved for Consideration:



U.C.C. President

FINANCIAL SERVICES BOARD REPORT**September 2017****Rebecca Redell, CFO****Purchasing; Jules DeGiulio, Purchasing Manager:**

- Pouring Rights – Exclusive Sales of Vending Beverages and Snack products
Solicitation for exclusivity of campus pouring rights, (RFP-2017-AD-01), was published 8/10/27 and Proposals are due by 8/31/17.

Special Events; Greg Smith, Food Services Director:

- 4,300 tickets were sold for Shrek the Musical during July and August. The production received glowing reviews from the community. UCC and UACT partnered for the production.

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

Department: Dan Yoder, Director of Information Technology Department

- IT Projects in progress:
 - Upgrade Degree Works – scheduled to be in production September 2017
 - Identity management project using Microsoft Identity Manager – scheduled to be in production September 2017
 - Banner 9 Project – Scheduled for January 2018
 - Banner 8 preparation for Banner 9 implementation
 - Ellucian Single Sign On manager attached to Banner 8
 - Banner 9 installed in the TEST environment

- Institutional Research:
 - Completed FTE Audit support
 - Completed final submission of 2016-17 FTE data to the Higher Education Coordinating Commission
 - Completed the Summer IPEDS federal compliance report submissions
 - Provided program review support for Instruction
 - Provided support for Campus Crime federal reporting
 - Provided support for Department of Education Title IV Audit

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

The Communications & Marketing Department has been actively engaged in a project to bring campus signage up to date. This is happening inside of buildings and on the campus grounds. This is a huge undertaking that will take at least two years to complete, but our immediate goal is to—at minimum—have vital temporary signage in place when Fall term classes start on September 25.

FACILITIES PRESIDENT'S REPORT
September 2017
Jess Miller, Director of Facilities and Security

Maintenance; Jess Miller, Director of Facilities and Security

- Completion of Boardroom remodel
- Striping all exterior stairway access with safety yellow
- Repairs to Bookstore floor, removal and repair
- Continuation of Welcome Center LED retrofit project
- Remodel of new Moody Room in Library

Informational note: Maintenance Department will begin 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 Tree signage prepared for installation
- Assisted Athletic Director in installation of Cross County/Cross Fit track/course.
- Working with contractor to reseal and seal broken rock walls.

Custodial Services; Rachelle Bender, Custodial Manager

- Strip, Wax and Polish classrooms throughout campus.
- Introduction to new concepts to optimizing resources including, two way radios, daily communication, space assignment accountability.

Security; Kelly Rigsby, Chief of Security

- Working on Annual Security Report
- Working on supporting policy and procedure
- Revamping of schedule due to RIF and active duty recall, National Guard
- Installation of Blue-light security communication system
- Updating webpage, information supplied to Communications

UCCPTFA Board Report**September 2017****Jeri Frank, President, UCCPTFA**

Our bargaining re-opener on the subject of compensation has been taking place this summer, the results of which will be in place at the start of fall term. Our union is committed to working with the college to continue to provide an excellent work environment for part-time faculty.

As the summer ends, we look forward to participating in Fall In-service activities and to teaching our fall term classes.

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 throughout this past school year, and we look forward to continuing in the coming year.