

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Moss Adams, Auditor; 4:00 P.M., HNSC 201-202

VOL. LIII, No. 5 BOARD OF EDUCATION MEETING

DECEMBER 12, 2018; 4:30 P.M., HNSC 201-202

AGENDA

MEMBERS:

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

Joelle McGrorty _____
Betty Tamm _____
Wendy Weikum _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

- I. **CALL TO ORDER** Chair Loosley
- II. **ATTENDANCE** Chair Loosley
- III. **PLEDGE OF ALLEGIANCE** Chair Loosley
- IV. **CONSENT AGENDA** Chair Loosley **pp 1-7**
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. **INFORMATION**
- A. **Introductions** p 8
- i. **Women's Basketball Team** Craig Jackson
- ii. **Women's Wrestling Team** Craig Jackson
- iii. **Dr. Jason "Mitch" Michell, Director of Advising & Career Services** April Hamlin
- B. **Campus Safety Update** Jess Miller **p 9**

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|----------------------------------|---------------------------|-----------------|
| VIII. REPORTS | | pp 10-22 |
| A. ASUCC Report | Byronna Thomas | |
| B. UCCFA Report | Crystal Sullivan | |
| C. President's Report | Debra Thatcher, President | |
| D. Chair Report | Steve Loosley | |
| E. OCCA Report | Steve Loosley | |
| IX. OLD BUSINESS | | |
| X. NEW BUSINESS | | |
| A. Budget Committee Appointments | Chair Loosley | p 23 |
| B. October 1 Memorial | Jess Miller | p 24 |
| C. First Reading Policy | Debra Thatcher | pp 25-41 |
| D. UCCPTFA Contract | Lynn Johnson | p 42 |
| E. Audit Report for FY 2017-18 | Natalya Brown | pp 43 |
| XI. BOARD COMMENTS | Chair Loosley | |
| XII. ADJOURNMENT | Chair Loosley | |

NEXT BOARD MEETING:

- Board Meeting, January 9, 2019, 4:30 pm, HNSC 100

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

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Consent Agenda

Date: Dec. 12, 2018

Recommend approval of:

- Minutes of College Board Meeting of Nov. 14, 2018 pp 1-2
- Personnel Actions p 3
- Res. No. 3 – Increase Appropriation pp 4-5
- Res. No. 4 – Banking Resolution pp 6-7

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
Nov. 14, 2018**

The Umpqua Community College Board of Education met on Wednesday, November 14, 2018, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:33 pm and the pledge of allegiance was given.

Directors present: Doris Lathrop, David Littlejohn, Steve Loosley, Joelle McGroarty (via phone), Betty Tamm, and Wendy Weikum

Director excused: Guy Kennerly

Others present:

| | | | |
|----------------|--------------|-------------------|-------------|
| Debra Thatcher | April Hamlin | Renata Richardson | April Myler |
| Robynne Wilgus | Alan King | Crystal Sullivan | Jeri Frank |

CONSENT AGENDA:

- Minutes of College Board Meeting of Oct. 10, 2018
- Second Reading of Policy #704 Withdrawals

The Consent Agenda was approved by general consent and the items will be attached to the permanent minutes.

CHANGES TO THE AGENDA: Three reports will be added and the Funding Request under New Business will be presented after the Introductions of Athletic Team.

CITIZEN COMMENTS – There were none.

INFORMATION

The men’s basketball team was introduced along with Coaches Leeworthy and VanLoon. The men’s wrestling team was also introduced including Coaches Temple, Troxel, and Thomas. Track and Cross Country Coach Alan King and assistant coach Renata Richardson were introduced.

President Thatcher provided a review of governance beginning with the history of shared governance. The UCC definition of shared governance was presented: “The governance system, which embodies and facilitates UCC’s vision, mission, and core values, relies on the **collective wisdom** of faculty, staff, students, and administration in the development of **college-wide plans and policies**. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.” Further information on governance provided excerpts from the AAUP Statement on Government of Colleges and Universities focusing on Board responsibilities. Board comments emphasized the importance of transparency, the role of the Board in ensuring the governance system is functioning, and an appreciation that a shared governance policy will be forthcoming.

REPORTS:

- **UCCPTFA – Jeri Frank, President:** Bargaining has concluded and it is hoped to bring the contract to the Board for ratification in either December or January.
- **OCCA – Dir. Lathrop:** The OCCA Annual Conference was excellent and the keynote speakers were awesome. UCC Faculty Mick Davis presented his OER book on physics. Directors Tamm and Weikum were recognized for their 12 years of Board service; Chair Loosley presented their plaques.
- **Chair – Chair Loosley:** The Chair shared highlights from the Board reports: The Practical Nursing program pass rate is 100%; the RN rates are holding steady at 90%. The recently produced recruiting video by the

Office of Communications & Marketing won a gold award. Recent grants awarded were reviewed. HECC's four week fall enrollment report show six of the 17 colleges had increases and the average decrease was 3.4%. UCC's enrollment shows a 12.9% increase which speaks highly of everyone's hard work.

OLD BUSINESS – There was none.

NEW BUSINESS

Craig Jackson, Athletic Director, requested Board approval to begin raising funds for renovations to the track. Mr. Jackson reviewed the opportunity to further serve the community and college with the improvements, the economic impact estimated over ten years, and approaching the project in two phases. A fundraising strategy was shared including grants and seeking a lead donor. Dir. Littlejohn views the project costs as very reasonable. Mr. Jackson, responding to Dir. Lathrop's question, indicated that typically quiet fundraising is done for six months prior to a public announcement. Additionally, six-year naming rights are being considered as an option for renewable funding.

MOTION: **I move to approve the request to begin raising funds for the track, as presented. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.**

President Thatcher reviewed a proposal for implementing Nursing Program fees. She explained there isn't an expectation that tuition and fees cover the cost of a program as programs costs vary. All Career & Technical Education programs have fees. In preparing the proposed Nursing Program fees the earning potential of a student graduate was considered. The fee requested is \$800 per student for clinicals. This would place the program cost in the mid-range with other community colleges and also help the program be more affordable for UCC. There have been no Nursing Program fee increases in the last ten years. Board member comments were favorable to the increase.

MOTION: **I move to approve the Nursing Program fee, as presented. Motion by Dir. Tamm, seconded by Dir. Littlejohn and carried unanimously.**

BOARD COMMENTS

- Dir. Lathrop confirmed with Ms. Sullivan that there was no faculty report.

Meeting adjourned at 6:14 pm

Respectfully submitted,

Approved,

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

Steve Loosley
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes: Policy #704



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Lynn M. Johnson, Director of Human Resources
SUBJECT: Personnel Actions
DATE: December 12, 2018

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Ina M. Jackson, Director of Finance & Accounting - November 12, 2018

Karissa K. Bent, Director of JOBS – January 2, 2019

Jason A. Mitchell, Director of Advising – December 3, 2018

Faculty Contract:

Sean R. Mock, ABSC Wolf Creek Job Corps Instructor – November 1, 2018

Resignation/Separations:

Deborah J Gresham, Director of Teaching, Learning & Assessment – November 30, 2018

Stephanie M. Newman, Theatre/Speech Instructor – January 3, 2019

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item <u> X </u> Action Item</p> |
| <p>Subject: Resolution #3, Increase Appropriation</p> | <p>Date: 12/12/2018</p> |
| <p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has unspent funds available from FY2018 Childcare Resource and Referral grant in the amount of \$83,842 and the Focus Childcare Network grant in the amount of \$41,422.</p> <p>The Childcare Resource and Referral grant was awarded effective October 1, 2017 and terms on September 30, 2019. The resources are intended to promote the health, safety and development of young children in childcare settings as part of Oregon’s Early Learning System.</p> <p>The Focus Childcare Network grant was awarded effective October 1, 2017 and terms on June 30, 2019. The resources are intended to increase the quality of childcare amongst the Spanish-speaking childcare providers in Klamath County and all provider in Lake County. UCC is the fiscal agent for this grant.</p> | |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p><i>Debra Thatcher</i></p> |

UMPQUA COMMUNITY COLLEGE
Resolution No. 3 - FY 18-19
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2018 Childcare Resource and Referral grant in the amount of \$83,842 and Focus Childcare Network grant in the amount of \$41,422, which could not have been reasonably foreseen, and

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

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$83,842 for the operation of the Childcare Resource and Referral program and \$41,422 for the operation of the Focus Childcare Network program

Special Revenue Fund - Grants and Contracts

| | 18-19 Budget Through Resolution 2 | Adjustment | 18-19 Budget Through Resolution 3 |
|--------------------------|---|-------------|---|
| REVENUES: | \$ 5,742,394 | \$ 125,264 | \$ 5,867,658 |
| EXPENDITURES: | | | |
| Instruction | \$ 1,006,675 | \$ - | \$ 1,006,675 |
| Instruction Support | 1,006,033 | - | 1,006,033 |
| Student Services | 2,839,163 | - | 2,839,163 |
| College Support Services | 215,627 | - | 215,627 |
| Community Services | 674,896 | 125,264 | 800,160 |
| TOTAL | <u>\$ 5,742,394</u> | <u>\$ -</u> | <u>\$ 5,867,658</u> |

ADOPTED: DECEMBER 12, 2018

Clerk of the Board

UCC Board Chair

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Resolution #4, Banking Resolution</p> | <p>Date: 12/12/2018</p> |
| <p>Board approvalis requested to update authorized signers for Umpqua Community College.</p> | |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p> |

RESOLUTION #4 -- BANKING RESOLUTION

RESOLVED, that Umpqua Bank, Wells Fargo Bank, the Bank of New York Mellon Trust Company and the State of Oregon Local Government Investment Pool ("Financial Institutions") at any one or more of their offices or branches, be and they hereby are designated as a depository for the funds of this College, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: any two (2) of the following names officers or employees of this College ("Agents"), whose actual signatures are shown below:

Dr. Debra Thatcher, President of Umpqua Community College



Natalya Brown, Chief Financial Officer



Ina M Jackson, Director of Accounting and Finance

and that the Financial Institutions shall be and are authorized to honor and pay the same whether or not they are payable to the bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institutions are hereby directed to accept and pay without further inquiry any item drawn against any of the College's accounts with the Financial Institutions bearing the signatures of the Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institutions shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes, and other items payable to or owned by this College for deposit with the Financial Institutions, or for collection of discount by the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposed for which fund, checks, or items of the College may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other act may not be contrary to the provisions contained in this Resolution.


FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institutions at each location where an account is maintained. Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by them in continuing to act in accordance with this resolution. Any such notice shall not affect any times in process at the time notice is given.


WE FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the College; that they are in full force and effect.


ADOPTED by the Board of Umpqua Community College this 12th day of December 2018.

Clerk of the Board

UCC Board Chair

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item</p> |
| <p>Subject: Introductions</p> | <p>Date: Dec. 12, 2018</p> |
| <ol style="list-style-type: none">1. Women's Basketball Team: Coach Dave Stricklin2. Women's Wrestling Team: Coach Asia DeWeese3. Dr. Jason "Mitch" Mitchell starts as the Director of Advising & Career Services on December 3rd. Dr. Mitchell has moved to Roseburg, OR from Washington D.C. and previously worked at Goshen College as an Academic Success Counselor & Core Faculty, Associate Director of Community Life, and Assistant Director of Residence Life & Student Activities. He has taught at Edward Waters College and Elizabeth City State University. | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p>  |

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><u> X </u> Information Item <u> </u> Action Item</p> |
| <p>Subject: Campus Safety Update</p> | <p>Date: Dec. 12, 2018</p> |
| <p>Jess Miller, Director of Facilities and Security, will present information regarding campus safety efforts.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration: </p> |

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><u> X </u> Information Item <u> </u> Action Item</p> | | | | | | | | | | |
| <p>Subject: Reports</p> | <p>Date: December 12, 2018</p> | | | | | | | | | | |
| <table><tr><td>ASUCC Report</td><td>Byronna Thomas</td></tr><tr><td>UCCFA Report</td><td>Crystal Sullivan</td></tr><tr><td>President's Report</td><td>Debra Thatcher, President</td></tr><tr><td>Chair Report</td><td>Steve Loosley</td></tr><tr><td>OCCA Report</td><td>Steve Loosley</td></tr></table> | | ASUCC Report | Byronna Thomas | UCCFA Report | Crystal Sullivan | President's Report | Debra Thatcher, President | Chair Report | Steve Loosley | OCCA Report | Steve Loosley |
| ASUCC Report | Byronna Thomas | | | | | | | | | | |
| UCCFA Report | Crystal Sullivan | | | | | | | | | | |
| President's Report | Debra Thatcher, President | | | | | | | | | | |
| Chair Report | Steve Loosley | | | | | | | | | | |
| OCCA Report | Steve Loosley | | | | | | | | | | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p>  | | | | | | | | | | |



**Office of the Provost
Report to the Board of Education
December 2018**

PROVOST

Several foci have underpinned the work of the Provost during Fall Term.

1. Implementation of phase one of the Enrollment Management initiative – Establishing an Office of Admission with key staffing, functions and operations.
2. Implementation of phase two of the revised academic advising model.
3. Concentrated focus on teaching and learning.
4. Concentrated focus on program infrastructure.
5. Concentrated focus on academic leadership and the establishment of Academic Council.
6. Establish recruitment and retention plans for academic areas.
7. Complete the General Education revision initiative.
8. Complete any USTA initiatives where applicable – Biology, Education, English, and Science (transfer programs).
9. Revise or update academic policies
10. Assessment work
11. Upcoming accreditation report - mid-year cycle report and visit

ARTS & SCIENCES (Karen Carroll, dean)

Department of Performing and Visual Arts; Susan Rochester, department chair

12. Susan Rochester, FT Visual Art faculty and Renee Couture, PT Visual Art faculty, were selected by the Ford Family Foundation to participate in Connective Conversations, Inside Oregon Art. The series brings professional curators and critics from outside the Northwest to conduct one-on-one studio visits with established artists, deliver lectures and join in community conversations. Julia Bryan-Wilson, a curator and art historian on faculty at UC Berkeley, visited with Rochester and Couture in their individual studios in mid-November.
13. Susan Rochester has received a mid-career artist grant from the Ford Family Foundation in support of her current body of work, Remandando la Frontera.

Department of Social and Behavioral Sciences (Crystal Sullivan, chair)

14. The UCC/Pacific University partnership that supports students to complete a Bachelor's of Education degree here on the UCC campus has had a great start. We currently have 3 students enrolled in the first cohort from Douglas County. An informational meeting on November 13 for next year's cohort brought 15 interested students. We are planning a similar informational meeting for high school students after the first of the year.

ASSESSMENT (Debi Gresham, director)

15. Debi Gresham has resigned as Director of Teaching, Learning and Assessment effective November 30. Danielle Haskett, accessibility coordinator and faculty advisor coordinator, has graciously agreed to serve as our Academic Assessment Coordinator for the remainder of the academic year. Dr. Crabtree will assume the duties associated with Teaching and Learning, working closely with the Teaching and Learning committee under the leadership

of Jennifer Lantrip, reference librarian. Non-academic assessment responsibilities will be covered by Dr. Crabtree. The position will be conceptualized and posted as soon as possible.

CAREER & TECHNICAL EDUCATION (J.Aase, dean)

Dean of Career & Technical Education

16. Planning continues for upcoming recruitment events; Explore UCC February 6th, CTE Signing Day February 21
17. The South County CTE Project has accepted donated land from Douglas County at I-5 exit 103 (next to Winco) for their facility. Preliminary site and floor plans have been completed and plans for fundraising are underway
18. Interviews for the JOBS Program Director have been completed and the position has been offered to the top candidate

Apprenticeship; Tracy J. Placido, coordinator

19. Current apprenticeship census
 - 62 MA 4007 Industrial Apprentices
 - 49 MA 4011 Industrial Electrician Apprentices
 - 38 MA 4106 Inside Electrician Apprentices
 - 149 TAL APPRENTICES as of 11/18
20. Tracy plans to attend Oregon Community College Consortium in Wilsonville and the Pacific Northwest Apprenticeship Education Conference in Tacoma, WA
21. Accomplishments to date by fiscal year
 - A. 5 carded Journeyman Millwright completions;
 - B. 3 licensed Manufacturing Plant Electricians
 - C. 1 licensed Inside Electrician
22. Recruited to speak about apprenticeships offered at Oregon Community Colleges for the First Annual Native American Youth Conference hosted by the Cow Creek Tribe slated for March 2019

Department of Applied Science and Technology; Clay Baumgartner, department chair

23. Welding; Ian Fisher, program coordinator
 - A. Industry Partners: Pacific Northwest Miller Electric Mfg. regional representative Ron Gross did a personal visit Tuesday 11/6/18. The visit helped to strengthen the relationship between Miller and UCC's welding program, as well as keeping our program instruction at the forefront of new welding technology. The importance of this industrial partnership to the UCC welding program cannot be overstated and we hope that this relationship will help in building a new welding facility.
 - B. Recruitment: Multiple one-on-one appointments and program tours have taken place this month. The outlook for new welding students entering our program in winter 2018 is looking good. Additionally, work is being conducted on a Dual Credit Seminar to host at UCC with our local High Schools. Schools that will be invited are as follows; Roseburg HS, Glide HS, Sutherlin HS, South Umpqua HS, Riddle HS, Oakland HS, Elkton HS, Yoncalla HS, Days Creek HS, and Camas Valley HS. Yoncalla Middle school is scheduled to visit UCC and the welding program on Monday, November 19th.
 - C. Student Success: More student success stories; one of our second year students working on his AAS Welding Degree has been working at Edge Marine building recreational aluminum boats and trailers. He has shown strong leadership characteristics and welding skills, so much so that he recently received a

promotion and a raise in his hourly rate. He is all set to graduate in the Winter Term this year.

24. Automotive: John Blakely, Program Director

- A. UCC's T-TEN instructors will be attending the T-TEN NW Regional Training Event at Spokane Community College December 11– 13. They will receive training and certification on the latest hybrid platform (Prius Prime) and Camry platform including "Safety Sense". This certification will allow UCC to train on the latest technology available and certify students in the upcoming hybrid training requirement for T-TEN students.
- B. On November 1 and 2, UCC's T-TEN Director participated in a career day and college day at Spanish Springs High School. Dolan Toyota and Lexus are part of UCC's T-TEN dealer base and request an average of 5 students per year. Spanish Springs has been a big supplier of students to UCC's T-TEN program and invited UCC to attend these events. The school has a total of approximately 2000 students that participate in these events. Several students completed interest cards for contact about the program.
- C. Scott Sandford, Toyota Area Manager and John Blakely, UCC T-TEN Director will be visiting and presenting at Southern Oregon High School automotive programs the week of December 3. Several students interested in UCC's T-TEN program will be interviewed as well.

Department of Business; Toni Clough, department chair

- 25. Toni Clough attended the Business Major Transfer Map USTA Workgroup Meeting on November 2. The universities are coming closer to agreeing on what courses will be in a transfer degree, but it is not complete. There are some pedagogical differences still being debated. The HECC representatives that attended approved a delay in reporting to the Legislature from December 2018 to April 2019.
- 26. All full-time faculty in the Business Department (Martha Joyce, Toni Clough, Gary Gray and Alan Aylor) have completed the Faculty Advising Training presented by Danielle Haskett and are prepared for the next step in the training.
- 27. Gary Gray and Toni Clough both attended Faculty Professional Development events. Gary attended the NETA Conference (National Economic Teaching Conference). Toni attended a live "Online Course Development" to keep students engaged in online courses. Both have reported out the other faculty in the Department Meeting sharing the concepts they have learned.
- 28. Toni Clough met with Joan McBee of Southern Oregon University to review and revise the existing Business Administration AS degree articulation agreement.

Community & Workforce Training; Robin VanWinkle, Director

- 29. Twenty-three (23) people completed our new "Leadership Bootcamp" class. Representing 10 local employers, attendees gained management and supervisory skills. Each student completed and presented a Workplace Improvement Plan that they worked on with their supervisor or mentor.
- 30. Four (4) staff members attended the LERN Conference in Savannah Georgia in early November. LERN is the largest supporter of lifelong learning programs and keeps us up to date on trends and delivery in the field.
- 31. The department will host an advisory committee meeting for the Truck Driving program on Nov. 28.

Department of Health Sciences; April M. Myler, Department ChairRegistered Nursing; April Myler, Director

- 32. The 2018 Nursing Graduates have achieved a first-time NCLEX-RN pass rate of 90%!
- 33. Students continue to work with the public to provide support of various community partners and events. Highlights include:
 - a. 1st year nursing students working with Phoenix High-School students visited and completed a hands-on nursing simulation activity.
 - b. Continued: Wishes come True holiday events to provide gift for elderly patients in need of necessities and a kind reminder that they are remembered.
- 34. Select nursing staff have completed training for the use of the new Nurse Anne Simulation Manikin. Nurse Anne is now in use!

Nursing Assistant 1; April M. Myler, Director

- 35. Nursing Assistant 1 will be hosting an information session on November 29th, 2018 in HNSC 101 (4:30-5:30pm) to inform students who are interested in the healthcare field of the opportunity to enroll for winter, 2019 (space is available).

Dental Assisting; Tamara Loosli, Coordinator

- 36. Overcame a challenge of not having enough lockers for enrolled students. Due to increased enrollment we needed 2 more lockers, maximum enrollment is 24 so we have decided to add 4 more. A big thanks to Jules DeGiulio for setting everything up and Jason Aase, and Woodgrains of Sutherlin helping to select new lockers that will fit into the existing space and match the others.
- 37. Upcoming newsworthy events: 13 current dental assisting students will be helping at the Mercy Foundation Festival of Trees Family Day on December 2nd at Seven Feathers Convention Center. Our students have been helping with this event for several years. It is a great opportunity for them to give back to the community and to practice their oral health education skills.

Viticulture & Enology/Southern Oregon Wine Institute; Andy Swan, Director

- 38. Harvest is complete; crush and winemaking underway
- 39. Andy Swan gave a presentation and extensive tour of the winery to Board Members of the Douglas County Farm Bureau This tour took place on November 5th, in conjunction with their annual meeting, which was held in the Lang Center.

Small Business Development Center

- 40. SBM Program: This year we offer Level 1 and Level 2, receiving a grant to run both programs from Evergreen Capital
- 41. RAIN: 6th Annual Angel Conference, sponsored by UBC and UCC along with local sponsorships. The event will be held on November 30, 2018 from 10am-5pm at the Lang Center. There will be awards up to \$15,000 for nine local contestants. Students and UCC faculty and staff can purchase tickets at ½ price at www.rain.yaposody.com. Great food, great place and great fun!

ENROLLMENT MANAGEMENT (Missy Olson, dean)

- 42. Michelle Bergmann and Kelli Macha will be attending the annual Federal Student Aid Conference in Atlanta, GA from 11/26/18 through 11/30/18.
- 43. FAFSA applications imported comparison:
 - A. 18/19 - 3,531 – Will continue to receive until June 2019
 - i. Up 72 from last month's report
 - B. 17/18 – 3,994 – Full academic year received
 - C. 16/17 – 3,740 – Full academic year received

44. Financial Aid awards processed comparison:
 - a. 18/19 – 1,797 - Will continue through June 2019
 - i. Up 112 from last month's report
 - b. 17/18 – 1,896 – Full academic year
 - c. 16/17 - 1,805 – Full academic year
45. Winter Admissions through November 19:
 - a. 18-19: 369
 - b. 17-18: 257
46. Recruitment and Retention initiatives:
 - Five Student Orientations
 - November 1: Phoenix Charter School campus visit with focus on nursing program, 30 prospective students participated.
 - November 7: North Medford HS College Day
 - November 11: UCC staff and students walked in the Veterans Day Parade
 - November 13: Met with Phoenix Charter School staff
 - November 15: Boys and Girls Club career and college presentation
 - November 15: South Umpqua HS outreach
 - November 19: Camas Valley HS outreach
 - November 19: Yoncalla 7th grade campus visit
 - November 20: Become a Riverhawk event
 - November 26: Elkton HS outreach
 - November 27: Douglas HS outreach
 - November 28: Phoenix Charter School presentation on admissions, OSAC and FAFSA
 - November Program Events: Pacific University Education night, UCC and University of Oregon Human Services Information Session, Nursing assistant information night
 - Personalized meetings were held throughout October and November with department chairs, program coordinators and directors to better recruit for each program.
 - SOAR TO SUCCESS retention workshop
 - Participated in webinars on Engaging Students in Your Financial Aid Communications and Raising Retention and Graduation Rates by Prioritizing Student Interventions.

INSTITUTIONAL RESEARCH (Steve Rogers, director)

47. SENSE survey administration complete:
 - a. 321 UCC students, in 20 different courses, surveyed on their experiences during their first five weeks of college.
 - b. Results expected from the Center for Community College Student Engagement in March of 2019.
 - c. All 17 Oregon community colleges participated.
48. Fourth week enrollment data has been sent to Oregon Higher Education Coordinating Commission. This is a required state report.
49. Clarification on campus crime survey provided to U.S. Dept. of Education. U.S. DOE contacted us for clarification to incidents reported on our latest submission. DOE determined that 2 of the 3 campus incidents we reported shall be removed from our report.

50. Oregon Senate Bill 1520 (relating to education; and declaring and emergency): There is a new, required state report describing faculty, administrator, and staff to student ratios, aggregated salary information, and part-time/full-time ratios.
51. S. Rogers attended (via Zoom) the fall meeting of the OCC CIR.
52. Provide updated weekly FTE and Enrollment report. Multiple data graphics to improve readability and increase information content.

STUDENT SERVICES (April Hamlin, dean)

Accessibility Services

53. The Accessibility Services and Veteran Advising Center has been visited 235 times by 141 students from the beginning of Fall 2018 term (September 24, 2018) through week eight of the term (November 15, 2018).
54. Disability Awareness Day was held on campus October 25, 2018. Fifty students engaged in the event. This was measured by Riverhawk Bucks that were handed out. Umpqua Valley Disability Network, supported the event by having a table in the LaVerne Murphy Campus Center.

Advising & Career Services

55. Dr. Jason "Mitch" Mitchell starts as the Director of Advising & Career Services on December 3rd. Dr. Mitchell has moved to Roseburg, OR from Washington D.C. and previously worked at Goshen College as an Academic Success Counselor & Core Faculty, Associate Director of Community Life, and Assistant Director of Residence Life & Student Activities. He has taught at Edward Waters College and Elizabeth City State University.
56. Advisors have had 340 appointments with students in the previous month (October 22 – November 16) and responded to 205 Early Alerts on 158 students; last year same timeframe—160 appointments
57. 13 students received Career Services appointments; and 4 Career Workshops have been facilitated, including topics on Job Search, Soft Skills, Interview Skills, and Major to Career
58. Over 250 students (out of 918) have responded to the Major/Concentration Declaration Month activities in the past two weeks of the Major Declaration month. Continued progress is also being made on the efforts to make modifications in Banner to revise admissions and student records to reflect these choices by students.
59. Dr. Jason "Mitch" Mitchell will be starting as the Director of Advising & Career Services on December 3, 2018.

Dean of Student Services

60. Student Services employees attended the Question-Persuade-Refer (QPR) Training facilitated by COMPASS's Adam Jones on October 19, 2018, including Sophia Garcia, Destiny Hunt, Freddy Gompf, Jeremy Cornish, Steven Moldenhauer, Michael Olson, Anita Louise, Marjan Coester, Inez Orozco, Anisha Wikstrom, David Vincent.
61. Members of the Behavioral Intervention and Threat Assessment Teams attended the Cultural Sensitivity in Crisis Situations facilitated by Rebecca Bolante and team on November 13, 2018. This included April Hamlin, Ronda Stearns, Danielle Haskett, Anita Louise, Les Rogers, Kira Oerman, Veronica Joyce, and Janelle Joyner.

Life Coaching

62. Since September 17, 2018, provided Life Coaching Services to 22 students with 65 sessions, two of these were initiated from faculty with students in crisis.

63. Received 23 Student of Concern referrals (eight of academic nature)
64. The Life Coach attended the following training:
 - Trauma Informed Training (October 2nd)
 - School Safety – Standard Response Protocol & Standard Reunification Method Training (October 11)

Registration & Records

65. Brenna Hobbs was awarded the Community College Excellence Award at AAWCC on Thursday, Nov. 8. The American Association of Women in Community Colleges is a prestigious organization recognizing women for outstanding service and leadership. UCC Faculty Emeritus Jan Woodcock made the presentation.
66. Walk in Registrations for winter term to date: Total 325
 - 201830 Total unduplicated Registrations Nov. 13, 2017 = 1540 (in person & online registrations)
 - 201930 Total unduplicated Registrations Nov. 12, 2018 = 1379 (in person & online registrations)
 - 35 transcripts have been received as of 11/14/18, for the 2019 Registered Nursing Program.

Upward Bound / Educational Talent Search

67. Upward Bound is currently sitting at 53 students. Our advisor has been recruiting in classrooms as well as speaking with teachers and counselors at each school we serve (Roseburg High School, South Umpqua High School and Douglas High School.)
68. November 2-3, 13: Upward Bound students and 2 staff travelled to Chemeketa Community College where they received a campus tour and spoke with the colleges TRIO program. The group was given a tour of the brand new athletic facilities on campus. Students and staff then travelled to Camp to spend the night and returned to George Fox University the next day to watch a women's soccer game.
69. Kim Meinhardt and Mary Morris attended a free training with Oregon Connections and Nepris. This training will help our students look at different career clusters, attend virtual job shadows, participate in virtual classrooms with experts in their fields.

Student Engagement

70. Marjan Coester presented two workshops at the Southern Oregon College Student Leadership Summit held at Rogue Community College-Riverside – Leader vs. Leader and The Communication Puzzle on November 3, 2018.
71. Byronna Thomas, ASUCC President, was invited to and attended the first in-person meeting of the Advisory Council for the National Mass Violence and Victimization Resource Center, held in Washington D.C. on November 13 – 15.

ASUCC Student Services:

| | Requests | Unduplicated | Backpack | Bus Pass | Food Box w/Meat Voucher | Food Box | Gas Card | Hygiene |
|--------------------------|----------|--------------|----------|----------|-------------------------|----------|----------|---------|
| Fall 9/25/18 to 10/23/18 | 102 | 90 | 32 | 26 | 15 | 17 | 48 | 19 |
| 10/24/18 to 11/15/18 | 51 | 37 | 8 | 5 | 15 | 6 | 27 | 21 |

ASUCC Board Meeting Participation:

| | |
|-------------|----|
| October 30 | 25 |
| November 6 | 20 |
| November 13 | 15 |

Student Engagement Opportunities hosted by Student Engagement and ASUCC

| | |
|--|--|
| Midterm Boost | 96 students, 21 massages |
| Candidate Fair | 8 candidates, 21 "passports" handed out, 13 returned |
| Harvest Hunt | 21 sign ups, 11 returned |
| Costume Contest | 45 entries, 83 voters |
| National Substance Abuse Information Table | 12 contacts |
| Thanksgiving Basket Food Drive | 1,000 + items collected and \$245 cash |
| Veterans Day Parade | 20 students/staff participated |
| Thanksgiving Basket Application | 90 students applied as of 11/15 |

SafeColleges:

Students were sent information on five SafeColleges courses to complete; participation was suggested (not mandatory). In addition, Craig Jackson requested one additional course for the athletes.

| | |
|--|-----|
| Alcohol Awareness for Students | 74 |
| Bystander Intervention for Students | 83 |
| Campus SaVE Act for Students | 32 |
| Drug Awareness and Abuse | 102 |
| Intimate Partner Violence for Students | 32 |
| Health and Safety Awareness for Students | 32 |

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Crabtree – 28 November 2018

OFFICE OF BUSINESS SERVICES BOARD REPORT
December 2018
Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

- Key priorities:
 - Review of business services policies and procedures
 - In the process of converting Whistleblower policy 302.14 and corresponding procedure 302.14AP
 - In the process of reviewing Compensation and Benefit – Cell Phone Policy 311.03 and corresponding procedure 311.03AP
 - Set up a committee to review Business policies and procedures
 - Implement annual assessment of division non-academic services
 - Review Strategic plan and set operational goals for the Office of Business Services
 - Finalized Comprehensive Annual Financial Report for FY2018
 - Lead campus in long-term financial planning
 - Prepare campus for budget planning
 - Budget forum held on November 6, 2018
 - Prepared preliminary budget estimates
 - Met with Institutional Effectiveness Council to discuss their role in the budget development process
- Ina Jackson joined the Office of Business Services team in the position of the Director of Accounting and Finance.
- Staff is transitioning to Banner 9 operations.

Budget Office; Katie Workman, Budget Manager

- Key Priorities:
 - Improve existing and develop new processes
 - Manage current and develop future budgets without use of reserves
 - Over 300 budget development worksheets are being generated and will be sent to budget managers once the timeline is finalized.
 - First quarter year to date expenditure and budget comparison complete. Any concerns were addressed with budget managers.
 - Provide budget and process training opportunities and communication to campus
 - Trainings on proper budget management, budget law, purchase order and credit card purchase impacts were held. Employees with budget responsibility were required to attend; all others were invited.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Key Priorities:
 - Update purchasing policies and procedures
 - In the process of revising Community College Rules of Procurement (CCRP), Personal Services Contract Process and Procedure; Surplus Merchandise Disposition Process
 - Build and refine Office of Business Services Web Site
 - Learn and implement all Banner 9 processes for procurement of goods and services.

Cafeteria, Catering & Special Events; Greg Smith, Events & Food Services Director

- Special events held Gothard Sister's "Live on Stage Roseburg" presentation and is preparing for the Emerald City Jazz King's "Ring Those Bells" December 10th concert.

**OFFICE OF INFORMATION TECHNOLOGY
PRESIDENT'S REPORT
~~November-December~~ 2018
Vincent Rose, Director of Information Technology**

For the month of ~~October-November~~ 2018 the Office of Information Technology has completed the following tasks;

- IT completed 302 tickets (see chart)

Network & Systems Administration

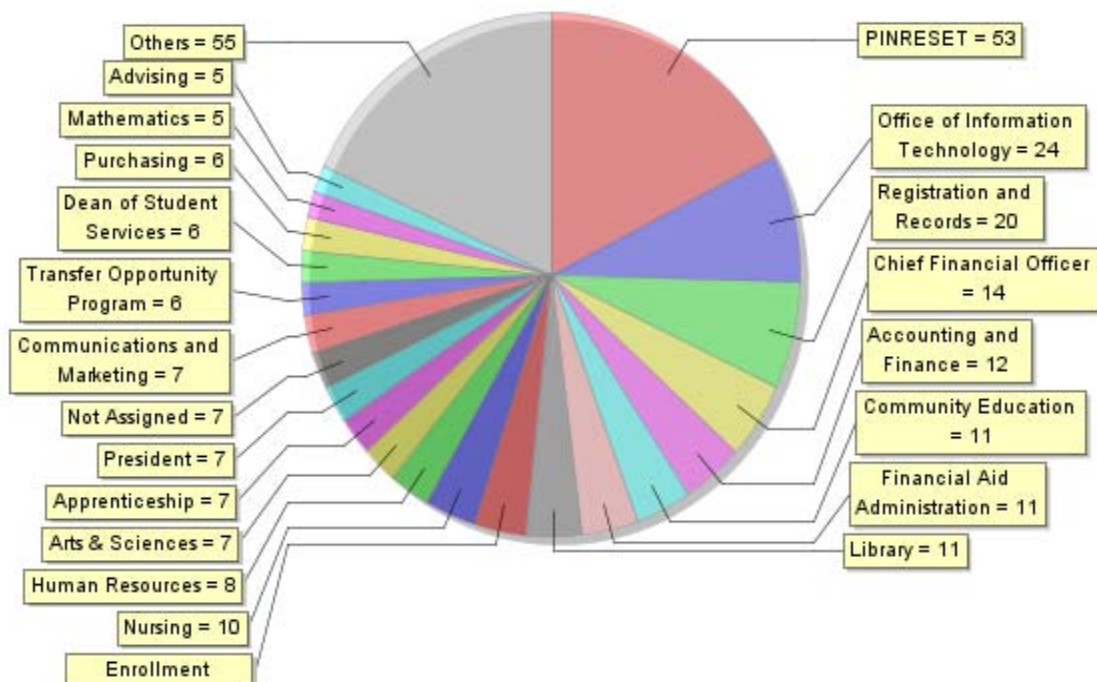
- Set up Wireless router at the apprenticeship offices
- Applied Updated security patches to the Webserver

Enterprise Information Systems

- Created a script to automatically import new students into the Library's SersiDyrex system.

Desktop Support

- Remodeled Desktop Support Area



ATHLETIC DEPARTMENT PRESIDENT'S REPORT**December, 2018****Craig Jackson, Athletic Director**


- Craig Jackson was selected for a grant to attend the National Association of Collegiate Athletic Directors Fall Leadership Symposium at the Ohio State University at the end of October.
- To date, the RiverHawk student athletes have completed 160 hours of community service to groups such as Green Elementary School, Winchester Elementary School, Boy's and Girl's Club of Roseburg, and the Salvation Army
- The annual fall fundraiser for the Athletic Department is just about to conclude and over the past two falls, the teams have raised over \$50,000 in just this single event.
- The RiverHawks had 5 NWAC Academic Excellence award winners for the fall sports, given to returning sophomores with a g.p.a. of over a 3.25.


UCCPTFA Board Report

December 2018

Jeri Frank, President, UCCPTFA

- We have completed our bargaining on Article 7: Compensation in our bargaining agreement.
- UCCPTFA has ratified the amended Article 7 at a November 28 General Meeting.
- We are pleased that the results of the bargaining reflect part-time instructors' important role in teaching about half of the classes at UCC.
- Our new pay scale resulting from our bargaining sessions will be retroactive to the beginning of fall term 2018.
- During fall term 128 part-time instructors were teaching classes.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.

| | |
|--|---|
| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Budget Committee Appointments</p> | <p>Date: Dec. 12, 2018</p> |
| <p>Board approval of the appointment of the following Budget Committee members is requested. Term of appointment is July 2018 through June 2021 (3 years).</p> <p>Zone 1: Dir. Tamm recommends re-appointment of Hop Jackson</p> <p>Zone 3: Dir. Weikum recommends accepting the resignation of Chris Davidson and the new appointment of Tom Davidson</p> <p>Zone 4: Dir. Littlejohn recommends re-appointment of Sally Dunn</p> <p>Zone 7: Chair Loosley recommends accepting the resignation of Janet Morse; a replacement is to be determined.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p>  |

| | |
|--|---|
| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Oct. 1 Memorial</p> | <p>Date: Dec. 12, 2018</p> |
| <p>Board approval is requested for the October 1, 2015 Memorial site and to proceed with the design concept.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration: </p> |

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: Dec. 12, 2018

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

| Old # | New # | Title |
|--------------|--------------|---------------------------------------|
| TBD | 3502 | Trespass Notice |
| TBD | 6650 | Strategic Energy Management |
| 405 | 3650 | Naming of Facilities & Other Entities |

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

| Old # | New # | Title |
|--------------|--------------|---------------------------------------|
| TBD | 3502 | Trespass Notice |
| TBD | 6650 | Strategic Energy Management |
| 405 | 3650 | Naming of Facilities & Other Entities |

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: TRESPASS NOTICE

BOARD POLICY # 3502

Policy:

Umpqua Community College is to control the use of, and access to college grounds, buildings, equipment, and other college property. Persons may be removed or excluded from the college for violation of college policy, Oregon law or federal law. (Reference Board Policy 613.01 Access to College Property and Administrative Procedure 613.01 Access to College Property.)

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Trespass Notice

ADMINISTRATIVE PROCEDURE # 3502

RELATED TO POLICY # 3502 TRESPASS NOTICE

Trespass Notices may be issued under two conditions:

1. When an individual has a relationship with the College (student or employee) and the individual's behavior is disruptive to campus operations or poses a risk to the campus, a security employee may require the individual to leave for the day (Temporary Trespass Notice). In this case, the person (student or employee) will be referred to the relevant student or employee Board policy/procedure or to relevant employee collective bargaining agreement for follow up when they return to campus.

When the safety of campus members is at risk, such temporary notices may be extended until arrangements for due process are established.

2. Permanent Trespass Notices are issued for violations of College policy, the Student Code of Conduct, or Oregon or federal law for actions which pose a threat to the campus community or which create a disruption of the College learning environment and or College activities. Permanent Trespass Notices are typically, but not always, issued to persons who are not affiliated with the College.

Persons who receive a Trespass Notice from the Director of Facilities and Security or Chief of Security must not enter or return to college property to any campus or location unless given specific permission to do so. Such permission may be requested from the Director of Facilities and Security or Chief of Security at (540) 440-7777.

Persons who violate the Trespass Notice will be subject to arrest and prosecution for criminal trespass as provided by Oregon Revised Statutes 164.245.

Notifications of trespassed individuals may be generated to campus members when the College has determined that the safety of others is compromised by the potential presence or return to campus of an individual. The Director of Facilities and Security, Chief of Security or other College Senior Leadership Team (SLT) member or

representatives in collaboration with Security in incidents where a concern for campus safety is identified. Notifications will be specific and done so individually and in a case-by-case manner about trespassed persons.

In the event that a student is issued a Trespass Notice, the Director of Facilities and Security and the Dean of student Services (or their designee), will be notified.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/13/2018 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STRATEGIC ENERGY MANAGEMENT

BOARD POLICY # 6650

Policy:

Umpqua Community College is committed to responsible energy and water management to achieving benchmark standards for energy efficiency. While providing energy resources adequate to maintain operational goals and to provide an acceptable working and learning environment, the College will efficiently manage energy and water utilization in order to minimize energy use, energy costs, environmental impact of harmful emissions, and use of fossil fuels. To achieve these goals, UCC shall devise and implement an energy and water management plan with guidelines and procedures to support conservation and sustainability.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Strategic Energy Management

ADMINISTRATIVE PROCEDURE # 6650

RELATED TO POLICY # 6650 STRATEGIC ENERGY MANAGEMENT

These guidelines will help members of the College community play a role in promoting efficient energy use.

1. Offices, Classrooms, and Common Space Energy Efficiency: The Individual's Role:

Each member of the UCC community should strive to make office spaces, classrooms, and shared spaces more energy efficient. The following is a non-exhaustive, illustrative list of steps to take to use less energy:

- a. Employ general energy saving measures, such as turning off lights and equipment when leaving a room.
- b. Lighting devices that produce excessive heat (such as halogen lamps) are prohibited.
- c. The use of space heaters is prohibited.
- d. As lights burn out or new construction takes place, Facilities Services will replace all Incandescent light bulbs with compact fluorescent light bulbs or LEDs.
- e. Computers, printers, copiers, scanners, etc. should be set on energy saving settings, such as sleep mode. (Offices only)
- f. Use energy-saving technologies ("smart" energy strips, timers, sensors) whenever possible.
- g. All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use.
- h. Close windows and exterior doors to prevent loss of conditioned air.
- i. When possible, set thermostats at the highest bearable temperature in warm weather and the lowest bearable temperature in cool weather if applicable.
- j. Report equipment failures to Facilities Management through the Help Desk.
- k. During the heating season, open blinds, drapes, and curtains to allow in heat from the sun. At night, or on cloudy days, close them to keep the heat in.
- l. During the cooling season, close blinds, drapes, and curtains to block direct sunlight.

- m. Be proactive. Take personal responsibility for energy efficiencies and contact a member of the Facilities Council to see how the problem can best be addressed.
- n. Help others be energy efficient. Seek energy efficiency advice from the Director of Facilities Director at: Ext. 4698, or our Energy Champion at Ext.7843.

2. Space Heaters and Personal Appliances

- a. ***Personal Appliances such as microwaves, refrigerators, coffee pots, fans, and space heaters are not allowed on UCC property unless specifically approved by the Director of Facilities.***

UCC provides a breakroom area in most buildings that have approved appliances. Additional appliances result in increased risk of overloading electrical circuits as well increasing energy usage, demand, and additional energy costs. Personal appliances create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met or if they are not properly maintained. Any unauthorized appliances left on campus facilities, including personal cooling, food storage, and heating appliances, may be removed and disposed of if owner is found to be noncompliant only after the following actions have occurred: notification of noncompliance is sent to the individual/office; an opportunity to appeal the noncompliance ruling is provided, along with the manner in which to appeal; and the owners are notified that the appliances will be held by Facilities for a specified period of time for the owners to retrieve the items.

- b. ***The use of space heaters is not permitted in UCC buildings*** because they are grossly inefficient and may pose a significant fire hazard. UCC faculty and staff members who feel that their work environment is too cold should contact Facilities at ext. 4671. Fans, heaters, air cleaners, and purposely blocked vents are signs of occupant discomfort and may signal something is wrong that needs to be addressed. Facilities Services will evaluate the space conditions to determine the appropriate solution.
- c. The College will allow the use of personal radiant electric heaters only if the College temperature guidelines cannot be met with the building heating system or if a documented medical condition requires accommodation.
 - i. An exception requires a written treatment plan must be provided from a healthcare provider to Human Resources.
 - ii. Facilities Services will evaluate the space conditions and approve or disapprove the use of a radiant heater.
 - iii. Heaters purchased for use must be of the type and wattage approved by Facilities or purchased through Facilities by the requesting department.

- iv. The heater must be turned off when leaving for the evening, weekends, and holidays. Heaters shall only be used when truly necessary.
- d. Excessive heating of a space on campus above the UCC Temperature Guidelines will be reported to Facilities Services so heating levels can be adjusted. The use of any electric heater to offset cooling system operation in the summer shall not be permitted.

3. UCC Temperature Guidelines

To maintain reasonable comfort and lower energy expenditures, UCC has adopted the following temperature standards. Temperature guidelines are designed to be maintained during normal business hours as well as scheduled events and/or classes processed through the Resource 25 (25 Live) software program.

a. Heating

Winter heating temperatures will be set at 68-70 degrees during the normal business hours. Temperatures will be set at 60 degrees during the nights, weekends, and holidays (unscheduled times). Consideration will be made for sensitive laboratories and other areas with environmentally or temperature sensitive equipment or objects such as computer labs.

b. Cooling

Summer thermostat settings (air conditioning) will be set at 74-76 degrees during business hours. Temperatures will be set at 80-85 degrees during nights, weekends, and holidays (unscheduled times). Any exceptions to these guidelines must be approved by the Director of Facilities and Security. Students, faculty, and staff are expected to dress appropriately for each season.

c. Building Usage and Scheduling

Facilities Services schedule many buildings for night and weekend temperature setbacks during unoccupied periods in order to increase building efficiency during low-demand periods. Every attempt will be made to accommodate special events, class schedule changes, and other changes to these occupancy schedules when requested. Department and Event Schedules should be emailed to Facilities for implementation prior to the expected date requiring an alternate schedule. When feasible, UCC should take energy efficiency and energy cost savings into consideration when scheduling classes and other activities. For example, evening, weekend, summer and winter-session classes should be scheduled to meet in the smallest number of buildings necessary to accommodate academic function and achieve highest possible energy efficiency.

4. Lighting

- a. Interior lighting will be fluorescent or LED whenever possible. New energy saving lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Fluorescent lamps will be replaced with high efficiency LED lamps when re-lamping is required.
- b. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines.
- c. Accommodations can be made for individuals that need full spectrum lamps as advised by their physician.
- d. Where feasible and cost-effective, occupancy/motion sensors (ultrasonic or infrared) will be installed to reduce or turn off lights in unoccupied areas. Day lighting controls will be installed to automatically adjust lighting levels in areas where appropriate.
- e. LED task lighting, such as an LED desk lamp, should be considered to allow a reduction in area light levels.

5. Computing

The College shall promote the establishment of energy-efficient standards on all IT equipment connected to the College IT network and energy distribution systems.

6. College Closure Periods

During periods of closure, such as nights, weekends and holidays, buildings will be heated and cooled at temperatures outlined in the established Temperature Guidelines.

- a. The Special Events Manager and Facilities Director will be responsible for working with Event Coordinators to process requests for exceptions to this policy.
- b. During extended closures, such as the winter holiday, the college will follow hard shutdown procedures:
 - i. Lights will be turned off to egress levels. Staff and faculty shall turn off electronics and appliances (defrost and empty refrigerators) including computers in labs and offices, all copiers, and other office equipment.
 - ii. Facilities staff will unplug water fountains, and turn off hot water heaters. Restrooms will be cleaned, toilets flushed and trash removed prior to shutdown to maintain minimum sanitary conditions. Other college departments will follow additional guidelines developed for shut down periods.
 - iii. Plans for temperature setbacks and shut down of other electronics, appliances, lighting, and other energy draws over extended closures will be communicated to the campus community by email.

RESPONSIBILITY:

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

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/27/2018 CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: Naming of Facilities and Other Entities
(previously was #405 Naming Opportunities)

BOARD POLICY # 3650

The College utilizes a methodology for naming that ensures naming practices are consistent, reflect the College's mission, and provide value to the College.

A. Naming Categories

1. **Facilities and Other Physical Property** (hereafter referred to as "facilities"): Buildings and building complexes, building components (wings, floors, towers, etc.), interior building spaces (classrooms, laboratories, meeting rooms, faculty and staff offices, lobbies, foyers, etc.), developed outdoor spaces and structures (plazas, gates, fountains, etc.), athletic facilities, and performance venues
2. **Academic and Non-Academic Entities** (hereafter referred to as "entities"): Centers, institutes, programs, positions (program chair, director, program faculty, coach, etc.), and collections (art, film, music, memorabilia, archives, etc.)

B. Types of Names

1. **Working name:** A temporary name, typically used in the planning, development, and construction phases of a facility, which will be replaced by an administrative or commemorative name.
2. **Administrative name:** A name that is primarily descriptive or decorative and is determined by the College administration. For example: Educational Support Building
3. **Ideal-based name:** A name that reflects an ideal or principle that is consistent with the College's mission and values. For example: Tap^hòyt^ha' Hall; Heritage Hall
4. **Commemorative name:** The name of an individual person or persons which is assigned as a permanent name for a facility or entity. For example: Mary Smith Alumni Center, Samuel Jones Endowed Engineering Chair. There are two types of commemorative names:
 - a. **Honorific name.** Recognition of an individual (or individuals) who has made extraordinary non-financial contributions to Umpqua Community College or the College district

b. **Gift name.** Recognition of substantial financial contributions by a donor or donors to the College.

5. **Corporate name:** The name of a corporation which has made substantial financial contributions to the College. For example: [*Corporate name*] Sports Complex

c. **Duration of Names**

1. Ideal-based and commemorative names are considered permanent until/unless a facility is demolished, substantially renovated, or expanded or until/unless an entity no longer exists.
2. Corporate names are limited in duration according to a time period negotiated with the Board.
3. In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name.

d. **Naming Approvals**

1. Working and administrative names are approved by the College President.
2. Ideal-based, commemorative, and corporate names are approved by the Board of Education.

RESPONSIBILITY:

The College President, in consultation with the Executive Director of the UCC Foundation, is responsible for implementing and updating this policy. Specific guidance for policy implementation are found in the associated Administrative Procedures.

DATE OF ADOPTION:

NEXT REVIEW DATE:

DATE(S) OF REVISION:

DATE(S) OF REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Naming of Facilities and Entities

ADMINISTRATIVE PROCEDURE # 3650

RELATED TO POLICY # 3650 Naming of Facilities and Entities
(renamed from “#405 - Naming Opportunities”)

A. Conferring Names

1. **Working name:** The College President, in consultation with senior College administrators, will assign temporary working names to be used during the planning, development, and construction phases of a facility. The Board of Education will be notified of the working name, which will be replaced by an administrative or commemorative name before completion of construction.
2. **Administrative name:** The College President, in consultation with senior College administrators, will assign administrative names that are primarily descriptive or decorative (e.g., Educational Support Building). The College President will notify the Board of Education of the administrative name. Any administrative name may later be replaced by an ideal-based, commemorative, or corporate name.
3. **Ideal-based name:** A name that reflects an ideal or principle that is consistent with the College’s mission and values may be recommended to the President by the UCC Foundation Board or a campus member. The President, in consultation with the senior college administrators, will determine if the name fits the College mission, adds value to the College, and merits Board consideration. The recommended name will be sent to the College Council for review and feedback from campus constituents. Ideal-based names must subsequently be approved by the President and by the Board of Education.
4. **Commemorative name:** Commemorative names, both honorific and gift, may be recommended to the President by the UCC Foundation Board or a campus member. See below for further details on honorific and gift naming. The President, in consultation with the senior college administrators, will determine if the name fits the College mission, adds value to the College, and merits Board consideration. The recommended name will be sent to the College Council for review and feedback from campus constituents. Commemorative names must subsequently be approved by the President and the Board of Education.

a. Honoric Naming

- i. Facilities and entities may be named for an individual (or individuals) who has provided exemplary, meritorious, or philanthropic support or service to Umpqua Community College or to the district.
- ii. Names of people currently serving in political offices and current employees of Umpqua Community College are not eligible for consideration.
- iii. Honoric name suggestions may be sent forth by campus members or the UCC Foundation at any time for consideration. Suggested names will be reviewed when honorific naming opportunities present themselves. Names must be sent to the President and with the following information:
 - Name of person making the nomination
 - Name of nominee
 - Position held by nominee
 - Description of accomplishments of nominee
 - Description of nominee's relationship to the College and/or district
 - Nomination statement of 3-6 paragraphs explaining why the College in particular should honor this individual.

b. Gift Naming Process

- i. **New construction.** Naming gifts shall provide a substantial portion of the cost of construction (generally at least 50%).
- ii. **Renovation.** Naming gifts shall provide a substantial portion of the cost of construction (generally at least 50%).
- iii. **Existing facilities.** Naming gift amounts shall be based on one or more of the following considerations:
 - Replacement value of the facility (generally 50% of the replacement cost)
 - Amount needed to provide a meaningful level of support, ideally through endowment, for the maintenance and enhancement of the facility
- iv. **Other entities.** Naming gifts shall provide the amount needed to support the entity or for significant entity improvements that will elevate the status of the entity to a level of regional prominence
- v. **Historical buildings.** For buildings recognized by historical societies, the College will honor the historical significance of names but remain mindful of opportunities to acknowledge future donors.

5. **Corporate name:** Corporate names may be recommended to the President by the UCC Foundation or a campus member. The President, in consultation with the senior college administrators, will determine if the name fits the College mission, adds value to the College, and merits Board consideration. Corporate names must be approved by the Board of Education.
 - a. When naming College facilities or entities for corporations, the appropriateness of the corporate name in a public context should be taken into consideration.
 - b. Corporate names may not be used for academic units.
 - c. Prior to acceptance of a corporate name, the College will negotiate and commit to writing a time limit for the use of the corporate name.

B. Duration of Names

1. **Facilities.** In the event of demolition or renovation of major facilities (intentionally or through accident or act of nature), existing names will not automatically be transferred to a new or renovated facility. In such cases the College reserves the right to assign a name to the new or renovated facility by:
 - a. Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the College wishes to continue to honor). Transfer of the names requires Board of Education approval. NOTE: The College will strive to maintain names of individuals who were instrumental in the creation and early success of the College. Those names may be transferred to the new/renovated facility, to a portion of the new/renovated facility, or to another appropriate facility on campus.
 - b. Asking the previous donor to make a new gift to maintain the name. The Board of Education must approve maintenance of names based on new gifts.
 - c. If the previous donor declines to make a new gift, or no member of the donor's family is reachable (due to death or an unsuccessful, exhaustive effort to contact the donor's family), the College may offer the naming opportunity to a new donor, use an administrative name, select an honorific name, or name the facility based on an ideal. The College may find it appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name. Any name change requires the approval of the Board of Education.
2. **Entity.** If an entity is discontinued, the College will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment fund. The Board of Education must approve the alternate recognition.

3. **Name Changes.** In matters of individual name changes, the college will work with the individual to appropriately address changes in name in a manner that is appropriate for the donor and the College. In matters of corporate name changes, the College will work with the naming corporation in a manner that is appropriate for the corporation and the College. All name changes (other than working or administrative) must be approved by the Board of Education.
4. **Removal of Names**
 - a. In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name. The President of the College will bring forth the recommendation for approval to the Board of Education. Examples of such situations include, but are not limited to:
 - i. Donor/corporation does not fulfill a commitment upon which the naming was approved
 - ii. The donor or the person whose name is used is subsequently convicted of a felony
 - iii. The donor or the person whose name is used engages in conduct which, in the sole discretion of the Board of Education, is significantly detrimental to the reputation of the benefactor or named person such that continued name association between such individual and the College would be contrary to the best interests of the College and/or may compromise the public trust or reputation of the College
 - iv. Any of the officers or directors of a naming corporation are later convicted of a felony or incur civil sanctions in their capacity as corporation officers or directors that are detrimental to the reputation of the corporation, and the Board of Education determines that continued name association between the corporation and the College would be contrary to the best interests of the College.
 - v. A naming corporation changes its name or goes out of business.
 - b. The President, in consultation with senior administrators, will present a proposal to the Board of Education regarding the discontinued use of an existing name, outlining the reasons for termination and presenting an analysis of risks associated with this action. Prior to the approval of a name revocation by the Board of Education, the UCC Foundation and/or the College shall provide the benefactor, or a representative of the benefactor, the opportunity to voluntarily relinquish the name from the College facility or entity, as the case may be.
 - c. The UCC Foundation or the College is responsible for contacting the individual, group, or corporation regarding termination of naming. If the

individual is deceased, the Foundation or the College will take due action to contact next of kin or personal representative.

C. Recognition

1. For historical purposes, any named facility or entity should include a plaque or similar recognition that explains the significance of the name to the College.
2. The Office of Communications & Marketing should be consulted for adherence to the College's typeface and signage codes.

D. Fundraising for Naming Opportunities

1. All fundraising and development campaign efforts related to naming opportunities and the marketing of naming opportunities must be coordinated with the President and the Executive Director of the UCC Foundation. The President may delegate responsibilities to the Executive Director of the UCC Foundation or other named officers of the college for coordination of fundraising and development campaign efforts to secure gifts related to naming opportunities. Upon approval by the Board of Education, the President and Executive Director of the UCC Foundation shall maintain a college-wide naming schedule listing required gift levels for naming opportunities.
2. Unless previously stipulated, as in the event of a capital campaign where such solicitations are planned, the President must approve all gift-related naming opportunities of \$1,000,000 or more prior to solicitation of any prospective donor. No commitment regarding naming for such gifts shall be made to a donor or honoree prior to recommendation by the Executive Director of the UCC Foundation and approval by the President and the Board of Education. Each proposal shall be made in writing. A gift agreement stating the terms of the gift-related naming must be signed by the donor, the President, and UCC Foundation Board President when applicable. The proposal and gift agreement shall be maintained by the Foundation Office in accordance with federal and state records retention requirements.

RESPONSIBILITY



The President, in consultation with the Executive Director of the UCC Foundation, has responsibility for the implementation, revision, and review of these procedures.

DATE OF ADOPTION: 11/27/2018 CC

NEXT REVIEW DATE:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

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| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: UCC Part-Time Faculty Association Contract</p> | <p>Date: December 12, 2018</p> |
| <p>Board approval is requested to ratify the Salary portion of the Part-Time Faculty Association Collective Bargaining Agreement effective the first day of Fall Term 2018 to the last day of Spring Term 2019.</p> <p>Changes:</p> <p>Article VII – Compensation A. Salary</p> <p>1. Schedule: An increase of 1% in the salary schedule. Starting in the Fall Term of 2017, there will be no reduction in pay for holidays in each term for all employees covered on this pay schedule.</p> <p>5. Meetings: Employees required to attend meetings shall be compensated at \$25 per hour. Documentation that the employee is required to attend the meeting will be obtained prior to the event and signed by the Dean and Provost. Attendance at in-service shall be compensated at \$25 per hour up to a limit of \$75 per day. Exception to this will be during Fall in-service where attendance will be compensated for up to 10 hours at a rate of \$25 per hour for that week.</p> <p>6. Cancelled Class Compensation: If classes are canceled five (5) business days before the term begins, instructors will be compensated at a rate of \$50 per course.</p> | |
| <p>Recommendation by:</p>  | <p>Approved for Consideration:</p>  |

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Audit Report for FY 2017-18</p> | <p>Date: 12/12/2018</p> |
| <p>The Board of Education is requested to accept the 2017-18 Audit report.</p> | |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p> |