

# UMPQUA COMMUNITY COLLEGE

*Umpqua Community College transforms lives and enriches communities.*

**Work Session: FISH! Philosophy – Vincent Rose, Director of IT; 3:30 P.M., HNSC 100**

## **VOL. LIII, No. 3 BOARD OF EDUCATION MEETING**

**OCTOBER 10, 2018; 4:30 P.M., HNSC 100**

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### AGENDA - REVISED

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#### MEMBERS:

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

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

#### ADMINISTRATION:

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

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- I. CALL TO ORDER** Chair Loosley
- II. ATTENDANCE** Chair Loosley
- III. PLEDGE OF ALLEGIANCE** Chair Loosley
- IV. CONSENT AGENDA** Chair Loosley pp 1-3  
All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.
- V. CHANGES TO THE AGENDA** Chair Loosley
- VI. CITIZEN COMMENTS**  
The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.
- VII. INFORMATION**
- |  |                                     |            |
|--|-------------------------------------|------------|
| <b>A. Introductions</b>                      | <b>Missy Olson and April Hamlin</b> | <b>p 4</b> |
| <b>B. Community &amp; Workforce Training</b> | <b>Robin Van Winkle</b>             | <b>p 5</b> |
| <b>C. Financial Report for FY 2018-19</b>    | <b>Natalya Brown</b>                | <b>p 6</b> |

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| <b>VIII. REPORTS – Discussion of report for future meetings</b>  |  | <b>pp 7-19</b>  |
| <ul style="list-style-type: none"> <li><b>A. ASUCC Report</b></li> <li><b>B. UCCFA Report</b></li> <li><b>C. President’s Report</b></li> <li><b>D. Chair Report</b></li> </ul>                   | <ul style="list-style-type: none"> <li><b>Byronna Thomas</b></li> <li><b>Crystal Sullivan</b></li> <li><b>Debra Thatcher, President</b></li> <li><b>Steve Loosley</b></li> </ul> |   |
| <b>IX. OLD BUSINESS</b>  |  |   |
| <b>X. NEW BUSINESS</b>   |  |   |
| <ul style="list-style-type: none"> <li><b>A. Academic Calendar 2019-20</b></li> <li><b>B. Res. No. 2 – Increase Appropriation - REVISED</b></li> <li><b>C. Strategic Plan 2018-21</b></li> </ul> | <ul style="list-style-type: none"> <li><b>Dr. Crabtree</b></li> <li><b>Natalya Brown</b></li> <li><b>Debra Thatcher</b></li> </ul>   | <ul style="list-style-type: none"> <li><b>pp 20-21</b></li> <li><b>pp 22-23</b></li> <li><b>p 24</b></li> </ul> |
| <b>XI. BOARD COMMENTS</b>  | <b>Chair Loosley</b>   |   |
| <b>XII. ADJOURNMENT</b>  | <b>Chair Loosley</b>   |   |

**NEXT BOARD MEETING:**

- Board Meeting, November 14, 2018, 4:30 pm, HNSC 100

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

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

Information Item

Action Item

Subject: Consent Agenda

Date: Oct. 10, 2018

Recommend approval of:

Minutes of College Board Meeting of Sept. 12, 2018

pp 1-2

Personnel Actions

p 3

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
September 12, 2018**

The Umpqua Community College Board of Education met on Wednesday, September 12, 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 4:45 pm and the pledge of allegiance was given.

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

**Others present:**

|                    |               |                 |                 |               |
|--------------------|---------------|-----------------|-----------------|---------------|
| Debra Thatcher     | Lynn Johnson  | Carol McGeehon  | Becky Kipperman | Jason Aase    |
| Robynne Wilgus     | Natalya Brown | Steve Rogers    | Susan Neeman    | Karen Carroll |
| Jessica Richardson | Vincent Rose  | Tiffany Coleman | April Hamlin    |               |

**CONSENT AGENDA:**

- Minutes of College Board Meeting of June 13, 2018
- Minutes of College Board Meeting of July 11, 2018
- Personnel Actions
- Board Priorities for 2018-2019

**CHANGES TO THE AGENDA:** Resolution No. 1 will be added at the end of New Business

**CITIZEN COMMENTS:** There were no comments

**REPORTS**

- **President’s Report – Dr. Debra Thatcher:** Various topics were highlighted including the introduction of the FISH! Philosophy as a strategic initiative, calendar highlights for the beginning of fall term, and the creation of the Office of Admissions. A review of the governance assessment was shared; it is bringing clarity to the policy process and a focus on goal setting. An update was given about facility renovations: Office of Admissions in the LaVerne Murphy Student Center, theater classroom space in Wayne Crooch Hall, and retooling Centerstage Theatre for use by the theater and music programs. Also reviewed was the community college funding request to the legislature. Chair Loosley requested next month’s board meeting to begin at 3:30 and include an overview of FISH!
- **OCCA Report – Dir. Lathrop:** Cam Preus was recently chosen as the new OCCA Executive Director. The next meeting will be in Newport on Oct. 5; the annual conference will be at Sunriver in November.
- **Chair Report – Chair Loosley:** The new President for ACEUCC, Susan Neeman, was introduced. Chair Loosley explained he had recently met with all of the association presidents. In discussion with the Board, they shared their desire to be more effective: prefer to spend meeting time considering board issues, written reports are important, new information can be shared at the meeting, they like to have the opportunity of asking questions, and knowing the “why” behind an issue is beneficial.

**OLD BUSINESS**

Lynn Johnson, Director of Human Resources, presented a Memorandum of Agreement seeking to modify the language of Article VI Association Dues and Fair Share in the 2017-2020 Association of Classified Employees of Umpqua Community College Collective Bargaining Agreement that is no longer lawful under the United States Supreme Court’s decision in *Janus v. American Federation of State, County and Municipal Employees, Council 31*.

**MOTION:** I move to approve the Memorandum of Agreement (MOA) seeking to modify the language of Article VI Association Dues and Fair Share in the 2017-2020 Collective Bargaining Agreement. Motion by Dir. Tamm, seconded by Dir. Lathrop. Those in favor were Directors Weikum, McGorrtly, Tamm, Lathrop, Kennerly, and Chair Loosley; Dir. Littlejohn was opposed. The MOA was approved.

#### NEW BUSINESS

Vincent Rose, Director of Information Technology, reviewed a PowerPoint presentation explaining how UCC employs cybersecurity best practices. The in-depth strategy includes technical, administrative, and physical components. There was a discussion of addressing known risks, departmental needs, and what can be accomplished over the coming year.

President Thatcher presented a PowerPoint of the draft Strategic Plan for 2018-21. The presentation included highlights of the process used to create the plan including a Strength, Weakness, Opportunities, and Threats Analysis and a survey of faculty, staff, students, and community members. The plan's four goals were reviewed and discussed. She asked for input and changes will be made as needed. Her goal is to bring the final plan to the October Board meeting.

#### Resolution No. 1 – Transfer of Appropriation

Natalya Brown, Chief Financial Officer, requested Board approval of Resolution No. 1, a transfer of appropriation from the General Fund Contingency to General Fund College Support Services to ensure sufficient budget for unforeseen expenses. President Thatcher explained the funds will be used for a Chief of Security and believes a qualified candidate can be found for a part-time position. After a year, the position will be re-evaluated to determine if it should be full-time. Upon questioning, Ms. Brown confirmed the College will still maintain 10% balance as required per policy.

**MOTION:** I move to approve Resolution No. 1, Transfer of Appropriation, as presented. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.

#### Board Comment:

- With the many personnel changes, Dir. Lathrop requested an organizational chart with names included.

Meeting adjourned at 6:35 p.m.

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: Personnel Actions, Board Priorities for 2018-19, ACEUCC MOA – Article VI, Res. No. 1



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*Serving Douglas County Since 1964*

TO: UCC Board of Education  
FROM: Lynn M. Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: October 10, 2018

Board approval is requested on the following personnel action:

**Administrative/Confidential-Exempt Contracts:**


Anita Louise, Life Coach - Effective September 17, 2018

**Faculty Contract:**

N/A

**Resignation/Separations:**


N/A

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| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p><u> X </u> Information Item<br/><u>   </u> Action Item</p>   |
| <p>Subject: Introductions</p>   | <p>Date: Oct. 10, 2018</p>  |
| <p>Dean of Enrollment Management Missy Olson will introduce:</p> <ul style="list-style-type: none"><li>• Enrollment Advisors – Dustin Cosby, Jantyne Bunce, Chelsea Hansen, Leanna Vincent</li><li>• Recruitment Coordinator – Jessica Richardson</li></ul> <p>Dean of Student Services April Hamlin will introduce:</p> <ul style="list-style-type: none"><li>• Academic Advisors – Michael Olson, Emily Fiocco, Diana Kelly, Jasen Lynch</li><li>• Career Coach – Danna May Blommer</li><li>• Life Coach - Anita Louise</li><li>• Accessibility Services Coordinator – Danielle Haskett</li></ul> |   |
| <p>Recommendation by:</p>   | <p>Approved for Consideration:</p>  |

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| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>                          | <p><input checked="" type="checkbox"/> Information Item<br/><input type="checkbox"/> Action Item</p> |
| <p>Subject: Community &amp; Workforce Training Update</p>   | <p>Date: Oct. 10, 2018</p>   |
| <p>Robin Van Winkle, Director of Community &amp; Workforce Training will provide an update on the department.</p> |  |
| <p>Recommendation by:</p> <p><i>Robin Van Winkle</i></p>  | <p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>                                       |



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| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>                     | <p><input checked="" type="checkbox"/> Information Item<br/><input type="checkbox"/> Action Item</p> |
| <p>Subject: Financial Report for FY 2018-19</p>  | <p>Date: October 10, 2018</p>  |
| <p>Natalya Brown, CFO, will present financial reports for fiscal year 2018-19, ending September 30,2018.</p> |  |
| <p>Recommendation by:</p> <p><i>NBrown</i></p>   | <p>Approved for Consideration:</p> <p><i>DebraHatcher</i></p>  |

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| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p><u>  X  </u> Information Item<br/><u>      </u> Action Item</p>  |              |                |              |                  |                    |                           |              |               |
| <p>Subject: Reports</p>   | <p>Date: October 10, 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></table> |   | ASUCC Report | Byronna Thomas | UCCFA Report | Crystal Sullivan | President's Report | Debra Thatcher, President | Chair Report | Steve Loosley |
| ASUCC Report  | Byronna Thomas  |              |                |              |                  |                    |                           |              |               |
| UCCFA Report  | Crystal Sullivan  |              |                |              |                  |                    |                           |              |               |
| President's Report  | Debra Thatcher, President   |              |                |              |                  |                    |                           |              |               |
| Chair Report  | Steve Loosley   |              |                |              |                  |                    |                           |              |               |
| <p>Recommendation by:</p>   | <p>Approved for Consideration:</p>  |              |                |              |                  |                    |                           |              |               |



**Office of the Provost  
Report to the Board of Education  
26 September 2018**

**PRIORITIES FROM THE PROVOST**

1. The 2018-2019 academic year is off to a great start. Faculty, staff and students are excited and ready for a year of teaching and learning.
2. Key priorities follow:
  - A. Implement Phase II and Phase III of the Enrollment Management initiative
  - B. Implement the new academic structure with recruitment, retention, marketing, community relations, fundraising and student success in mind
  - C. Implement a new academic advising model
  - D. Teaching and learning initiatives
  - E. Review of academic policies
  - F. Complete renovations and infrastructure of Center Stage and Wayne Crooch 20
  - G. Implement annual program assessment
  - H. Implement annual assessment report of non-academic programs
  - I. Align academic programs with similar infrastructure with recruitment and retention as the focus

**ARTS & SCIENCES** (Karen Carroll, dean)

3. There is a renewed vision on campus to enhance and promote the arts in such a way that UCC becomes a destination of choice for consumers and supporters of the performing and visual arts. Renovations are in the process of being completed in WCH 20 and Centerstage Theatre. These initial renovations are covered by the Whipple endowment. We are in the process of building a list of needs inclusive of program support, equipment, curtains and seating. An integrated class, rehearsal and production schedule is being implemented to ensure that each fulltime faculty member has his/her own classroom and performance spaces when needed. Discussions are underway to determine ways to roll out new initiatives in Fall 2019.

**CAREER & TECHNICAL EDUCATION** (Jason Aase, dean)

***Automotive***

4. Recruitment - UCC's T-TEN dealer's numbers of requested interns for the 2019 school year are in. The dealers show a need of 26 new interns. Recruiting at High Schools is starting to meet these needs.
5. David Wolf - Dave has been asked by Toyota to be part of a team of approximately 6 individuals in the nation from T-TEN to work with the curriculum design Toyota team to produce the curriculum for the upcoming T-TEN hybrid certification.
6. Light duty diesel - UCC's automotive program is working on the creation of a light duty diesel course focused on emissions and fuel systems for light duty diesel. This will be an option for the Automotive Technology students as well as certified technicians in the field wanting to expand into light duty diesel.

7. Snap-on Torque Certification - Four of UCC's Instructors completed certification in Torque. Equipment has arrived. UCC's Automotive program and Community & Workforce Training are now offering certification for Torque.
8. Roseburg High School - Roseburg High's new automotive program started this school year. UCC's Automotive program is currently working to support this program through donations of equipment and materials needed for the program. UCC and RHS are also working to offer dual credit for articulated CAP-Local Certification.
9. Training/certification for Hybrid. Hybrid certification will be a required certification for T-TEN students starting in the 18-19 school year.
10. Nc3 Train the Trainer event is scheduled for July 23 – 27 in Kenosha, Wisconsin. UCC plans on two instructors attending training/certification at this event.
11. T-TEN Hybrid-- Toyota has added Hybrid certification to the requirements for T-TEN certification. Both of UCC's T-TEN instructors received training and certification in hybrids at the National training event this August.
12. Toyota has agreed to purchase a new Hybrid Prius for all T-TEN schools in addition to the current fleet all ready at the schools. Toyota is also purchasing the hybrid tool set valued at approximately \$15,000 for UCC in order to provide the necessary instruction and certification for UCC's T-TEN students.

### ***Business***

13. As of the Banner Class List report from Tuesday, September 25, the Business Department Programs have a combined of 1097 students – up 141 students from this time last year!
14. The RMC now has 550 total students currently active in the program.

### ***Community Workforce Training (CWT)***

15. CWT held 5 weeks of youth camps on campus with 407 total registrations.
16. Four Driver Education classes in Roseburg and one in South County this summer reaching 63 students.
17. Community and Workforce Training partnered with UCC Engineering and the Umpqua Basin Operator Section (UBOS) to host a 3-day continuing education event in August. The Oregon Operator Conference had 168 attendees.
18. The department also hosted the 36<sup>th</sup> annual Conference on Extraordinary Living event on September 7<sup>th</sup> for those 50+ that included a keynote, exhibitors and workshops. Attendance was 140 attendees and 50 exhibitors and instructors from around the community.
19. Certified Production Technician (industry credential) training begins Monday, Oct. 8<sup>th</sup>. This 8-week course prepares people for entry to mid-level manufacturing jobs. This program is supported by local employers and the Southwestern Oregon Workforce Investment Board.
20. A non-credit training certificate course called "Leadership Bootcamp" starts October 2<sup>nd</sup>. Local employers are sending emerging managers and supervisors to gain practical skills in coaching, supervision, time management, conflict management, communication and goal setting. The 7-week course includes guest presentations from UCC staff and the community. There is also "next steps" progression with information on credit programs through the UCC Business Department.
21. Torque Certification Course – Community & Workforce Training is offering a 24-hour class that covers theory, application of torque, corresponding safety, and proper hydraulic torque. The equipment and training were provided by a generous grant from the Ford Family Foundation to

implement Torque training in credit automotive and welding programs and offer it to employers of Douglas County.

### ***Dental Assisting***

22. Tamara Loosli, Cheryl Oilar and Deidra Daigle attended a 3 day workshop at Austen Dental Equipment Company (A-DEC) headquarters. Jim Epley and Rachelle Bender attended a similar seminar at ADEC that was more in depth and focused on maintenance. This will enable us to work together to keep our equipment in great working order. It was also a great opportunity to network with dental faculty from all over the country.
23. Healthy Kids Outreach Program (HKOP) is scheduled to do a presentation to the dental assisting students the second week of class. We have a long standing relationship with them. HKOP school programs are a great way for our students to explore options in dental public health and to serve in the community.
24. Program director and faculty are in the planning process of partnering with Patterson Dental to host a continuing education event for the local dental community.
25. 22 students enrolled (capacity is 24). All students are enthusiastic and ready to learn. It should be a great year! Historical enrollment has been 2017 Fall 20 students, 2016 Fall 18 students, 2015 Fall 11 students.
26. October 26 the annual CODA survey is due. This is a robust and lengthy document that must be submitted each year to maintain accreditation status.

### ***Engineering/CIS***

27. Fall enrollments are promising.
  - 40 new students enrolled in introductory engineering (Engr111)
  - 23 students enrolled in the introductory forestry (FOR111)
  - 37 new students enrolled in introductory CIS/CS classes (21 in CIS122 and 16 in CS160).
28. Ben Collar, UCC Engineering Transfer, was one of 10 students statewide selected to participate in the OSU College of Forestry “Training the next generation in Digital Manufacturing and Mass Timber Buildings”, a 12-week summer research and extension experience. Ben worked on the OSU campus and received a \$6,000 stipend and assistance with housing.
29. Daniel Isenberger, UCC Engineering Technology student, placed second in the “Fresh Ideas Poster” competition in a regional event to present a technical, solution-orientated poster relating to a topic within the Water Industry. The competition was held by Pacific Northwest Section of the American Water Works (PNWS- AWWA). Daniel attended the PNWS-Tacoma Regional Conference in Tacoma, WA to receive his award for the poster and in addition was awarded a \$3,800 scholarship through “AWWA-One Operator Scholarship program” towards his schooling at UCC.
30. The UCC Forestry Program was selected to make a panel presentation titled “Developing a Program with Industry Support to Create a Forestry Workforce” at the National SAF Conference in Portland on October 5<sup>th</sup>. The panel includes Clay Baumgartner (UCC), Nicole Kent (OSU), Mark Buckbee (Public Agency), Brennan Garrelts (Private Industry), Wade Christensen (OSU student & UCC Alumnus). Ashley Backen (UCC student). The students will talk about their experience at UCC and what it has meant to them to have a Forestry program available at UCC.

**Fire Science**

31. New this year! We are teaching the Elementary Fire Science class with co-instructors: a firefighter from Douglas County Fire District #2 and a firefighter from Roseburg City Fire Dept. This has never been done in the history of UCC's Fire Science program, and the newly invigorated relationship with Fire District 2, Roseburg Fire Department, and UCC has made this possible. This started with the training that was done at the old Windmill Inn this summer.
32. Fire Science coordinator and faculty are in the process of exploring a partnership with Douglas County Fire District #2 to determine the possibilities of using their Melrose training grounds on a regular basis and determine the feasibility of establishing a student field station.

**Nursing**

33. Patrick Harris, FT Nursing Instructor, has helped to create a new partnership and affiliation agreement with Roseburg's Community Cancer Center (CCC). Patrick's 2<sup>nd</sup>-year Chronic II students will begin clinical rotation with the CCC this term.
34. UCC ADN graduated for 2018 have nearly completed their State Board testing (NCLEX-RN). If calculated correctly, and dependent on outcomes of remaining testers, the RN program should maintain or exceed the current 90% benchmark.
35. UCC Nursing Staff completed the first OSBN Site-visit preparation meeting for the 2018-2019 academic year (09/20/2018). Staff are working as a team to complete the necessary requirements for a successful site-visit which will take place April 8-10, 2019.
36. UCC Nursing applied for and will receive a new Manikin (Nurse Anne Simulator) via a Perkin's grant.

**Welding**

37. First year classes are above capacity with 25 students enrolled.
  - a. 3 of the first year students are of the non-traditional category (women in welding)
  - b. Many are continued Dual Credit students from our participating local high school programs.
38. The advanced welding classes (2nd year welding students) will be working on many customer and community projects this year.
  - a. Students and faculty are committed to working with the Oregon Department of Fish and Wildlife (ODFW) on several Elk traps and a few small clean-up type projects, one of which you will soon be seeing at the fish viewing area at Amacher park.
  - b. Students and faculty will also continue to build parts for local industrial partners Fabform, North River Boats, Performance Fab, Great Northern and others.

**ENROLLMENT MANAGEMENT** (Missy Olson, dean)

39. Achievements and Progress
  - A. FAFSA applications imported comparison:
    - 18/19 - 3,381 – Will continue to receive until June 2019
      - Up 279 from last month's report
    - 17/18 – 3,994 – Full academic year received
    - 16/17 – 3,740 – Full academic year received
  - B. Financial Aid awards processed comparison:
    - 18/19 – 1,488 - Will continue through June 2019

- Up 219 from last month’s report
    - 17/18 – 1,896 – Full academic year
    - 16/17 - 1,805 – Full academic year
  - C. Fiscal Year 2015 Official Cohort Default rate came in at 19.9 (below 20%!)
  - D. Fall Admissions Applications through the Date of September 25:
    - a. **18-19: 2,270**
    - b. 17-18: 1,821
  - E. Summer Testing Numbers: Total of **1322** testers
  - F. Fall term Orientations: **545 participants**
  - G. September Become a Riverhawk event: **50 participants**

***Recruitment initiatives:***

- 40. Enrollment Advisors have been attending financial aid nights with Brian Proctor and Honey McNamara at the following high schools: Sutherlin, Oakland, Douglas, Roseburg, Geneva, South Umpqua and Woolley.
- 41. Missy Olson spoke to 200 students at Sutherlin High School about Dual Credit and Credits with a Purpose.
- 42. Jessica Richardson was the class speaker at the JOBS Connections Class.

***Retention initiatives:***

- 43. Three new Soar to Success groups attended the initial Gateway to Success course, bringing the fall term cohorts up to 41 participants. The grant goal was 40 students for fall term.

**STUDENT SERVICES** (April Hamlin, dean)

***Accessibility Services***

- 44. Danielle Haskett, accessibility services coordinator, is currently working with 120 students for fall term with documented disabilities. Last year 170 unduplicated students were served.
- 45. April Hamlin and Ms. Haskett completed Behavioral Threat Assessment (8 continuing education hours) in Bend, OR, August 27-28, 2018.
- 46. Sophia Garcia and Ms. Haskett attended the Motivational Interviewing for Leadership conference on 9/13/2018.

***Advising & Career Services***

- 47. Emily Fiocco has joined the Advising & Career Services team as an Advisor. The search is underway for a Director of Advising.
- 48. Ms. Fiocco is joining the Executive Leadership Series for Equity and Empowerment program for 2018-19.
- 49. In the previous month (August 27 – September 24), advisors had 365 appointments with students; in the previous year, advisors had 288 appointments.
- 50. Danna-May Blommer has scheduled 10 career focused workshops for Fall term.
- 51. Jasen Lynch and Ronda Stearns attended the Motivational Interviewing for Leadership conference on 9/13/2018.

***Student Engagement***

- 52. First day of classes (September 24) the Information Desk received just over 100 starting at 7:00 am.
- 53. Student Leadership in practice – Student Ambassadors/Peer Mentors

- a. Five Student Ambassadors (2 new, 3 returning; 3 at Information Desk, 1 in Accessibility, 1 in Testing, 1 in Veteran Student Center)
- b. Four Peer Mentors (3 new, 1 returning)
- c. From July 1-September 15, provided 948 hours of support to Information Desk, Peer Mentoring, and Testing (FYI: did not have anyone working in the Veteran Student Center this summer)

#### ***Educational Talent Search / Upward Bound***

54. Educational Talent Search (ETS) and Upward Bound (UB) each received a 4.25% increase in funding from federal government grants.
55. Upward Bound has a new employee, Kim Meinhardt, bringing the program to full staff.
56. There have been 145 new applicants for ETS; UB has taken in 13 new applicants. Both programs are close to their required numbers.
57. On Sept. 8, 15 students and 3 UB staff members volunteered at the Color Blast in Roseburg. The Color Blast raises money for prevention programs and helps raise awareness about suicide, drug abuse, and other problems.

#### ***Transfer Opportunity Program***

58. We visited Silver Falls State Park and the Evergreen Aviation and Space Museum on August 25 to complete the Summer Bridge to Opportunity Programs. Students also visited Southern Oregon University and attended the Oregon Shakespeare Festival.

#### ***Registration & Records***

59. 2018 Summer Graduation - 80 students applied: 62 degrees and certificates were awarded.
60. 100 Career Pathways certificates were awarded to students who completed pathway courses.
61. 58 Oregon Transfer Modules were awarded.
62. Kendy Jones was hired as the full-time Registration Specialist – Degree Audit, as of October 1. She has worked as the interim Degree Audit Specialist since January 2018, and will continue her great work with DegreeWorks software and programming. She also works closely with Advisors and students to ensure successful academic planning.
63. The Registration & Records Associate is open for applicants and having the position filled by November is the goal.

#### ***Student Engagement – UCC Scholars***

64. 59 UCC Scholars for 2018-19
65. 57 attended a Bootcamp before Fall term started
66. Scholars will be deployed to complete service hours in the following areas of campus: Student Engagement, Enrollment Management (specifically Admissions), Athletics, Student Services, Testing, and Communications & Marketing.
  - a. As each Scholar is required to commit to 2 hours/week from weeks 2-10, this means they will cumulatively be providing 1,044 hours of services this academic term to UCC.

#### **OTHER**

67. No reports for Assessment, Institutional Research. Library Services and Title III.

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Crabtree – 27 Sept 2019



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

**Office of Business Services; Natalya Brown, Chief Financial Officer**

- External audit visit has been taking place in the last couple of weeks of September. Comprehensive annual financial report will be issued shortly after completion and results will be presented to the Board of Education for review and acceptance.

**Budget Office; Katie Workman, Budget Manager**

- Held budget training during in-service week. Focused on appropriations, self-sustaining, and purchase order and credit card usage impacts on budgets.

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

- External Events, not classrooms, booked
 

|               | FY 2016-2017 | FY 2017-18 |
|---------------|--------------|------------|
| Total Events: | 1843         | 1901       |
| Catering:     | 321          | 324        |
- Events Campus, not classrooms, booked
 

|               | FY 2016-2017 | FY 2017-18 |
|---------------|--------------|------------|
| Total Events: | 1372         | 1481       |
| Catering:     | 170          | 185        |

**OFFICE OF INFORMATION TECHNOLOGY  
PRESIDENT’S REPORT  
October 2018  
Vincent Rose, Director of Information Technology**

Over the past month the Office of Information Technology has completed the following tasks for the Month of September,

- IT completed 250 tickets (see chart)

**End User Support**

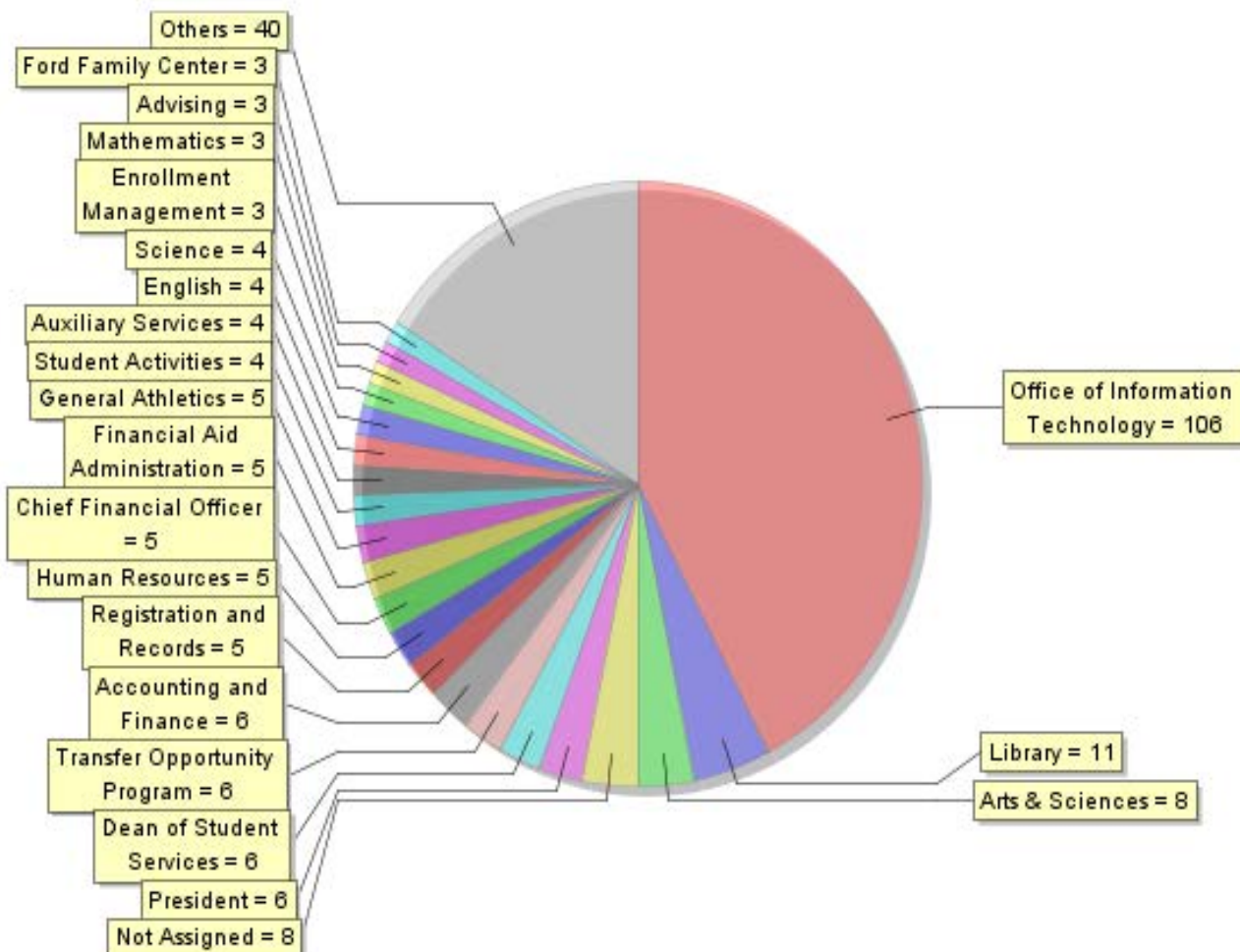
- Updated Engineering computers in the Library and TC104
- Updated Wayne Crooch Hall computer lab 12
- Crossed trained two employees in computer imaging and lab deployment

**Network & Systems Administration**

- Upgraded all virtual labs to Windows 10 Enterprise
- Cabled and deployed a new switch for CWT 17 lab
- Wired and configured Title IX “Blue Phone” at Tap<sup>h</sup>dyt<sup>h</sup>a’ Hall
- Deployed new wireless access points for Athletic Center and

**Enterprise Information Systems**

- Resolved the Degree Works certificate issue
- Configured Docuware to force HTTPS



**OFFICE OF ADVANCEMENT BOARD REPORT**  
**October 2018**

**GRANT DEVELOPMENT**

- UCC has partnered with Battered Persons' Advocacy (BPA) on a grant opportunity through the Oregon DOJ. The proposed project would provide a fulltime co-located Confidential CARE (Campus Advocacy, Resources and Education) Advocate to the UCC main campus through Sept 2020. This position will be hired by BPA and will work with existing UCC Student Services and Title IX Staff to provide outreach and direct client services to students and survivors of gender-based violence. In addition the Advocate will coordinate monthly awareness activities and offer trainings to faculty and staff on campus. This collaboration came about thanks to years of strong community partnership between UCC and BPA. Award notifications are expected in October 2018.

**SCHOLARSHIPS**

- The Foundation has awarded \$485,000 to 360 students for the 2018/19 academic year.

**FOUNDATION**

- The UCC Foundation has raised \$104,815 since June in new funding for scholarships, student and program support.
- The 3<sup>rd</sup> Annual Legacy Ball will be held on November 2<sup>nd</sup> at Seven Feathers Casino Resort. This year's theme will be the Great Gatsby. Only 40 tickets remain so get yours soon!

**UCC Faculty Association  
October, 2018  
Crystal Sullivan, Interim UCCFA President**

**UCCFA; Crystal Sullivan, Interim UCCFA President**

- The faculty association has concerns about the proposed 2019-20 and 2020-21 academic calendars.
- The faculty association would like to respectfully request that safety, specifically classroom safety, be made a priority and that training be provided to faculty on how to handle classroom safety issues as soon as possible.
- The full time faculty association held a lunch meeting during in-service with 47 faculty in attendance to go over the new Supreme Court ruling on Janus v. AFSCME.

**ACEUCC Board Report**  
**October 2018**  
**Susan Neeman, ACEUCC President**

The Classified Association held its Fall meeting on September 18, 2018. The members were notified that the new contract has been uploaded to the intranet and were given the opportunity to ask questions regarding the US Supreme Court Janus ruling and other topics. Lunch was provided.

## **UCCPTFA Board Report**

**October 2018**

**Jeri Frank, President, UCCPTFA**

- After having several bargaining sessions during spring term on Article 7 – Compensation in our bargaining agreement, we will resume bargaining this month.
- We are aiming for results that will reflect part-time instructors' important role in providing quality instruction for our students.
- Our new pay scale resulting from our bargaining sessions will be retroactive to the beginning of fall term.
- We are planning to have monthly union meetings during fall term to continue our important work on behalf of part-time instructors.
- In teaching about half of the classes at UCC, we are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in teaching across many curriculum areas.

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

Information Item

Action Item

Subject: Academic Calendar 2019-20

Date: Oct. 10, 2018

Dr. Kacy Crabtree, Provost, will present the academic calendar for 2019-2020 for Board approval.

Recommendation by:



Approved for Consideration:



# Umpqua Community College

## 2019-2020 School Calendar

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

| August 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| October 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| November 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| December 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

| January 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |


| February 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| April 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| May 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| June 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

-  Campus Closed
-  Faculty Instructional Days
-  Campus Open (Non-Contractual Faculty Days)
-  Faculty Non-Instructional Contractual Days\*
-  Paid Faculty Holiday
-  Faculty Prep Days
-  Convocation - All FT Employee Meeting
-  Summer Courses
-  Faculty Retreat: Teaching & Learning
-  Summer Courses - 9 week model\*\*
-  Campus Services Closed

\*Non-instructional days include but are not limited to employee meetings, professional development, planning, assessment, and grading.

\*\*Four extra days for programs that requested and received approval for a nine-week model for summer school delivery.

Summer School recruitment, advising, registration, and student textbook purchasing will take place June 15-26, 2020.

Faculty: 156 instruction days; 6 holidays; 3 prep days; 7 non-instruction days; 2 convocation days = 174 contractual days



|  |  |
|--|--|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>   | <p><input type="checkbox"/> Information Item<br/><input checked="" type="checkbox"/> Action Item</p> |
| <p>Subject: Resolution #2, Increase Appropriation -REVISED</p>   | <p>Date: 10/10/2018</p>  |
| <p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants &amp; Contracts.</p> <p>UCC was awarded \$69,120 from the Ford Family Foundation to operate 2 professional learning cohorts for interested school districts and the tribe's new preschool program. An additional \$26,000 was awarded for scholarships to attendees of the 2018 Early Childhood Conference held by the Childcare Resource and Referral program.</p> |  |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p>   | <p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>                                       |

UMPQUA COMMUNITY COLLEGE  
Resolution No. 2 - FY 18-19  
Increase Appropriation and Approval to Spend  
REVISED

WHEREAS, Umpqua Community College has been awarded \$95,120 from The Ford Family Foundation, and;

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

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

NOW, THEREFORE  
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$69,120 for operation of 2 professional learning cohorts for interested school districts and the tribe's new preschool program. \$26,000 is to be offered to attendees of the 2018 Early Childhood Conference held by the Chilcare Resource and Referral program.

Special Revenue Fund - Grants and Contracts

|                          | 18-19 Budget<br>Through<br>Resolution 1 | Adjustment  | 18-19 Budget<br>Through<br>Resolution 2 |
|--------------------------|---|-------------|---|
| REVENUES:                | \$ 5,647,274                            | \$ 95,120   | \$ 5,742,394                            |
| 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       | 579,776                                 | 95,120      | 674,896                                 |
| TOTAL                    | <u>\$ 5,647,274</u>                     | <u>\$ -</u> | <u>\$ 5,742,394</u>                     |


ADOPTED: OCTOBER 10, 2018

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Clerk of the Board

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UCC Board Chair

|   |   |
|---|---|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p><input type="checkbox"/> Information Item<br/><input checked="" type="checkbox"/> Action Item</p>                    |
| <p>Subject: Strategic Plan 2018-2021</p>  | <p>Date: October 10, 2018</p>   |
| <p>President Thatcher will present the Strategic Plan 2018-2021 for Board approval.</p> <p>Separate approval is needed for each of the following:</p> <ul style="list-style-type: none"><li>• Vision statement</li><li>• Mission statement and its elaboration</li><li>• College values</li><li>• Core themes</li><li>• Strategic plan goals and objectives</li></ul> |   |
| <p>Recommendation by:</p>   | <p>Approved for Consideration:</p>  |