

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

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

VOL. LIII, No. 2 BOARD OF EDUCATION MEETING

SEPTEMBER 12, 2018; 4:45 P.M., HNSC 100

AGENDA - REVISED

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 - Revised** **Chair Loosley** **pp 1-8**
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. **REPORTS – Discussion of report for future meetings** **pp 9-19**
A. **ASUCC Report** **Byronna Thomas**
B. **President’s Report** **Debra Thatcher, President**
C. **Chair Report** **Steve Loosley**

VIII.	OLD BUSINESS		
	A. Memorandum of Agreement with ACEUCC	Lynn Johnson	p 20
IX.	NEW BUSINESS – Discussion Items		
	A. IT Presentation	Vincent Rose	p 21
	B. Strategic Plan - Draft	Debra Thatcher	p 22
X.	BOARD COMMENTS	Chair Loosley	
XI.	ADJOURNMENT	Chair Loosley	

NEXT BOARD MEETING:

- Board Meeting, October 10, 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 - Revised

Date: Sept. 12, 2018

Recommend approval of:

Minutes of College Board Meeting of June 13, 2018

pp 1-4

Minutes of College Board Meeting of July 11, 2018

pp 5-6

Personnel Actions

p 7

Board Priorities for 2018-2019

p 8

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 13, 2018**

The Umpqua Community College Board of Education met on Wednesday, June 13, 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 4:35 pm and the pledge of allegiance was given.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Joelle, McGrorty, and Betty Tamm

Director excused: Wendy Weikum

Others present:

Debra Thatcher	Nick Thomas	Micque Shoemaker	Tiffany Coleman	Karen Carroll
Robynne Wilgus	April Hamlin	Jeri Frank	John Blackwood	Martha Joyce
Jessica Richardson	Missy Olson	Carol McGeehon	Debi Gresham	Kacy Crabtree
Natalya Brown	Nicki Day	Jennifer Lantrip	Mary Waechter	

Consent Agenda

- A. Minutes of College Board Meeting of May 9, 2018
- B. Personnel Actions
- C. Second Reading of Policies
 - a. 201 UCC Art Gallery
 - b. 211 Public Art
 - c. 322 Employee Tuition Waiver
 - d. 325 Special Admission to College Events
 - e. 400 Facilities Use / Events

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

Changes to the Agenda – New Umpqua Healthcare Careers Pathways Certificate, on page 46, should be an information item instead of an action item.

Citizen Comments – There were none.

Focus Presentations

Carol McGeehon, Director of Library, Success Center, & eLearning, and Jennifer Lantrip, Reference Librarian, each had a PowerPoint presentation on Open Educational Resources (OER). Ms. McGeehon focused on OER’s available at UCC. Ms. Lantrip provided an overview on the OER Research Group 2017 Project and the OER Research Fellowship 2017-19: OR CC Project and LBCC Project.

Micque Shoemaker, Bookstore Manager, shared a presentation on the Leadership UCC Class of 2018 project, *Reflections of the Umpqua*. The project has already surpassed their goals for raising scholarship funds.

Reports

- **ASUCC – Nick Thomas, Vice President:** Byronna Smith was re-elected as the President as well as Nick Thomas as the Vice President. Students chose Jan Woodcock as the Faculty of the Year. Recent campus activities were reviewed. ASUCC purchased a copy of *Reflections of the Umpqua* for each graduate.
- **ACEUCC – Becky Kipperman, Interim President:** The association is close to reaching an agreement with the college. The full-time Outstanding Classified employee of the year is Frank Ruiz; the part-time Outstanding

Classified employee of the year is Kendy Jones. Spring elections for the association resulted in Susan Neeman as President, Danna May Blommer as Secretary, and Ms. Kipperman will still be the Vice President.

- **UCCPTFA - Jeri Frank, President:** The association recently had their spring term meeting. A general meeting was held in June: Ms. Frank will continue as President and Kelly Wyatt as Vice President. Bargaining has begun for the upcoming year.
- **UCCFA – John Blackwood, President:** Crystal Sullivan will provide board reports while Mr. Blackwood is on sabbatical. Joseph Villa, science faculty, was recently a guest speaker at Brockway Elementary School. Melinda Benton and Susan Rochester are creating a Media Studies program. A faculty breakfast was hosted by the association. Ms. Sullivan and Debi Gresham will be attending a leadership summit in Portland. The Outstanding Faculty member is Jan Woodcock.
- **President – Dr. Debra Thatcher:** Commencement is at the forefront of activities this week. One of the graduates is 81 years old and there will be four graduates receiving their high school diploma and an AAOT simultaneously. The enrollment plan is coming together with many people's efforts of implementing new practices. Participation in a survey for strategic planning has been phenomenal. Community forums will take place this summer to also aid in the planning process. Two building names have been changed to reflect their current function: Science will now be Community & Workforce Training (CWT), the Educational Skills Building will be Educational Support Building (retaining ESB), and the Del Blanchard Welcome Center will be the Del Blanchard Administration Building. Visitor parking will be moved nearby the wayfinding map. OCCA is creating a train the trainer model for campuses to have a team for reaching out to legislators. President Thatcher had recent speaking engagements at Philanthropic Education Organization state convention and a Roseburg Sister Cities gathering. She has upcoming involvement with Oregon Institute of Leadership Development and the OCCA Executive Director Search Committee. After a national search Natalya Brown was selected as the Chief Financial Officer. Another national search was just completed for the Institutional Researcher and Steve Rogers, an internal candidate, was selected. The search for the Director of Advancement was just reopened.
- **OCCA – Dir. Lathrop:** The last meeting for the fiscal year was on May 18. Very beneficial information from the Board Forum is included in the monthly report. There will be a special August meeting related to filling the OCCA Executive Director position. Dir. Lathrop will be attending a training on June 25.
- **Recovery – Dir. Weikum:** There was no report.
- **Chair's Report – Chair Loosley:** There was no report.

NEW BUSINESS

The first reading of Policy 704 Withdrawals was presented by President Thatcher as an information item.

Dr. Kacy Crabtree, Provost, presented information regarding the change of location for the Apprenticeship Program. The Apprenticeship program committees were in agreement to utilize program funds to lease an appropriate space that would be for the exclusive use of Apprenticeship students. A lease has been entered into with Murray and Atchley, LLC for the rental of a 6,000 square foot warehouse/classroom space which will house the Millwright and Electrician Apprenticeship program equipment and classrooms. The program committees for electricians and Millwrights are also contributing by providing labor for necessary electrical upgrades and moving the equipment to the new locations. The move will take place in the summer and will be completed by the start of fall classes.

Chair Loosley explained that according to policies and procedures curriculum is not the prerogative of the Board, but the President. This is a change from past practice and why the New Umpqua Healthcare Careers Pathways Certificate should be an information item. The certificate is for high school students and is looked at as also an enrollment initiative in partnership with high schools. Dir. Littlejohn verified the program is already funded. The Board will discuss their expectations for what should come for approval at their summer retreat.

Motion: I move to approve the New Umpqua Healthcare Careers Pathways Certificate, as presented. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.

Resolution No. 14 – Approval to Spend Funds

Natalya Brown, Chief Financial Officer, requested Board approval for Resolution No. 14, Approval to Spend Funds, in regards to three grants: 1. UCC was awarded \$76,931 from The State of Oregon for the continued development and implementation of Career Pathways. The grant is for two years, July 2017 through June 2019 (late award); 2. UCC was awarded \$15,000 from the Ford Family Foundation for development and delivery of a Lean manufacturing process improvement program; and 3. UCC was awarded \$2,001 from the Oregon Department of Education for training for staff associated with the Childcare Resource and Referral program.

Motion: I move to approve Resolution No. 14, Approval to Spend Funds, as presented. Motion by Dir. Tamm, seconded by Dir. Littlejohn and carried unanimously.

Resolution No. 15 – Adopting the Budget

The Board was requested to approve Resolution No. 15, Adopting the Budget, and to make appropriations for the 2018-2019 year. Ms. Brown highlighted a summary of the changes that were made since the Budget Committee approval. The General Fund includes restructuring for enrollment management and a component for recruitment and retention initiatives. A transfer from the General Fund to Financial Aid was no longer needed. There was a slight restructuring in the Enterprise Funds.

Motion: I move to approve Resolution No. 15, Adopting the Budget, as presented, for the fiscal year 2018-2019 in the total amount of \$69,029,225. Motion by Dir. Lathrop, seconded by Dir. McGrorty and carried unanimously.

Motion: I move for approval to impose the tax rate of \$0.4551/\$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2018-19 upon the assess value of all taxable property within the district. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.

Resolution No. 16 – Establishing Clerk, Deputy Clerk, and Budget Officer

Board approval was requested to designate Dr. Debra Thatcher as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2018-2019 fiscal year.

Motion: I move to approve Resolution No. 16, Establishing Clerk, Deputy Clerk, and Budget Officer as presented. Motion by Dir. Lathrop, seconded by Dir. Tamm and carried unanimously.

Resolution No. 17 – Interfund Borrowing for fiscal year 2018-2019

Board approval was requested to permit short term use of funds belonging to one fund by another fund for the 2018-2019 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.

Motion: I move to approve Resolution No. 17, Interfund Borrowing for fiscal year 2018-2019, as presented. Motion by Dir. Tamm, seconded by Dir. McGrorty and carried unanimously.

Chair Loosley thanked Dir. Kennerly's efforts in organizing the evaluation of the President. Chair Loosley read a statement on behalf of the Board: On behalf of Umpqua Community College Board of Education it is my pleasure to announce that our evaluation of President Debra Thatcher has resulted in her second outstanding performance review. We evaluated the president in seven areas including leadership and strategic direction, educational outcomes, work relations, financial management, staff management and supervision, community relations, and decision making and governance. The Board is very appreciative of Dr. Thatcher and we look forward to her continued service to our community and college.

Directors Littlejohn, Weikum, and Lathrop reviewed the President's compensation which included comparing compensation packages of community colleges across the state. Dir. Littlejohn said it was determined that UCC is on the low end of the pay scale and a wage increase was recommended; however, in light of budget considerations and the negotiations process President Thatcher declined. Therefore in an effort to recognize the value Dr. Thatcher brings to the college the recommendation is to provide additional vacation time.

Motion: **I move to amend the President's salary package to include an additional one week of vacation time in lieu of additional compensation, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

Organization - The Board held their election of officers for FY 2018-19. Chair Loosley explained that a July meeting will not be held.

Chair of the Board: Dir. McGrorty nominated Chair Loosley, seconded by Dir. Tamm. A unanimous vote was cast for Chair Loosley.

Vice Chair: Dir. Littlejohn nominated Dir. Kennerly; Dir. Tamm seconded the motion. A unanimous vote was cast for Dir. Kennerly

OCCA Board Representative: Dir. Tamm nominated Dir. Lathrop; Dir. Littlejohn seconded the motion. A unanimous vote was cast for Dir. Lathrop.

Board Comments

- Dir. Littlejohn appreciates how the Board has come together over the past year. He appreciates working with everybody on the Board, the diversity of opinion, and the way decisions are made.
- Dir. Littlejohn also thanked Chair Loosley for the time he invests as Chair and Dir. Lathrop for her efforts and travels as OCCA representative.
- A Doodle Poll will be sent to the Board for determining a retreat date.

The meeting adjourned at 6:23 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: Personnel Actions; Policies 201, 211, 322, 325, 400; Res. #'s 14, 15, 16, 17

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
July 11, 2018**

The Umpqua Community College Board of Education met on Wednesday, July 11, 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 12:00 pm and the pledge of allegiance was given.

Directors present: Doris Lathrop, David Littlejohn, Steve Loosley and Wendy Weikum

Directors on the phone: Guy Kennerly, Joelle McGrorty, Betty Tamm

Others present:

Debra Thatcher	Lynn Johnson	Kathy Thomason	Diana Kelly	Joy Yori
Robynne Wilgus	Natalya Brown	Dan Wright	Karen Carroll	Unknown
Judy Ode	Jessica Richardson	Kem Todd	Valerie Miltko	
Susan Neeman	Leslie Bryant	Becky Kipperman	Kristin Moser	

CITIZEN COMMENTS – There were no comments.

NEW BUSINESS

Lynn Johnson, Director of Human Resources, requested ratification of the 2017-20 Collective Bargaining Agreement between the College and the Association of Classified Employees of Umpqua Community College. The contract is effective from July 1, 2017 – to June 30, 2020. Ms. Johnson mentioned that substantive changes to the contract have been shared and then she read a brief statement about the recent Janus decision by the Supreme Court; the College will create a memorandum of agreement (MOA) with the three associations that is pertinent to the Janus decision. Dir. Littlejohn expressed concern of the adequacy of an MOA in this matter; Ms. Johnson responded this was the direction received from the college attorney for correction in this matter. Dir. Weikum agreed to amend the original motion to include an MOA to be in place by August 31, 2018. Ms. Johnson explained this allow sufficient time since association dues will not be collected until October. After discussion there was acknowledgement that should further efforts in this regard be needed, the concerns will be brought back to the Board. Dir. Lathrop had some grammar related concerns which she has already discussed with Ms. Johnson; clarification can be addressed during the next negotiating opportunity. All were in favor of adding the amendment regarding the MOA to the motion.

MOTION: **I move to ratify the 2017-20 Collective Bargaining Agreement for the Association of Classified Employees of Umpqua Community College contingent upon a memorandum of agreement pertaining to the Janus fair share decision, which is applicable to Article VI-B of the agreement, being approved no later than August 31, 2018. Motion by Dir. Weikum, seconded by Dir. Lathrop and carried unanimously.**

Board Comments:

- Dir. Lathrop suggested shirts for the Board with the college logo if there is interest. President Thatcher will follow up with obtaining samples from the UCC Bookstore.

- Chair Loosley thanked everyone for coming and also the efforts of those who have worked on the bargaining agreement.

Meeting adjourned at 12:25 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: ACEUCC Collective Bargaining Agreement



Serving Douglas County Since 1964

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

Board approval is requested on the following personnel action:

Administrative/Confidential-Exempt Contracts:

Steve Rogers, Institutional Researcher - Effective June 18, 2018

Faculty Contract:

Peter Chamberlain, Engineering/CS/CIS Faculty – Effective September 17, 2018

Jarred Saralecos, Forestry Faculty- Effective January 1, 2019

Resignation/Separations:

Sara Carson, Director of JOBS Program – Effective August 16, 2018

Elise Sensabaugh, Director of Ford Childhood Enrichment Center – Effective September 28, 2018

Umpqua Community College 2018-2019 Board Priorities


The Umpqua Community College Board of Education recognizes two types of priorities—evergreen and current. Evergreen Priorities are a consistent and ongoing commitment for the Board. Current Priorities represent priorities of specific focus for the current academic year.

Evergreen Priorities

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

Current Priorities

1. Support the College in a comprehensive analysis of academic programs to weigh the costs and benefits of current and proposed programs with a long view to the future.
2. Support the College in the development of both construction and financial plans to build the new the Industrial Technology Building and renovate Lockwood Hall.
3. Engage the College and community to alleviate the student housing shortage.
4. Support the development of a robust and sustainable College Athletics Program to benefit students, the community, and the College.

<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: September 12, 2018</p>						
<table><tr><td>ASUCC Report</td><td>Byronna Thomas</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	President's Report	Debra Thatcher, President	Chair Report	Steve Loosley
ASUCC Report	Byronna Thomas						
President's Report	Debra Thatcher, President						
Chair Report	Steve Loosley						
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 						



Office of the Provost
Academic, Enrollment and Student Services
Board of Education
30 August 2018

Accreditation (Jason Aase and Kacy Crabtree, liaison officers)

1. The accreditation committee continues their work on the three-year review process.
2. Dr. Crabtree is working closely with SLT members on the college's response to the recommendations put forth by NWCCU.

Arts and Sciences (Karen Carroll, interim dean)

3. Karen Carroll is the new Interim Dean of Arts and Sciences as of June 18th.
4. First Year Experience initiative is in the process of being developed. Our first major initiative is to offer First Year Seminar with consistency during the 2018-19 academic year. Dr. Mary Stinnett is our FYE Coordinator.
5. College Success classes (HD 100 course) are being offered both in person and online to new students, including Oregon Promise students and student-athletes. At least one section has completely filled as of August 27th.
6. Renovations to turn WCH 20 into a dance studio, performing art rehearsal space, and theater classroom will allow for growth of theater classes and productions. Students are currently enrolling in theater classes in WCH 20 (as of August 27th).
7. Centerstage Auditorium is currently being remodeled to accommodate more variety to the performances, classes and events that will take place in this space.
8. Our new full-time faculty will begin teaching this fall:
 - Alex Jardon, new to UCC, will be teaching primarily psychology in the Department of Social and Behavior Sciences.
 - Bryan Benz, formerly part-time faculty, will be teaching primarily biology in the Department of Sciences and Mathematics.

Assessment (Debi Gresham, assessment coordinator)

9. Non-academic program assessment is underway.
10. We are instituting an annual program assessment process that will support the program reviews that take place on an assigned, rotating schedule.
11. Debi Gresham will be working in a telecommuting format during the 2018-19 academic year. She will be onsite in September, November, March and June.

Athletics (Craig Jackson, director)

12. Director of Athletics is now reporting to the President. This is a strategic decision due to the fact that the President is the person that makes final community relations and advancement decisions for the college; the Provost does not. Craig will be joining SLT starting on September 5. The Provost appreciates the dedication and contributions made to the Provost Council.

Career and Technical Education (Jason Aase, dean)

FT = full time; PT = part time

13. Hires have been completed for the following areas
 - FT Forestry instructor
 - FT CIS/Engineering instructor
 - FT Nursing administrative assistant
 - PT Criminal Justice coordinator
 - Multiple PT instructors
14. Open hires include:
 - FT business faculty
 - FT Nursing faculty
 - FT V&E/SOWI administrative assistant
 - JOBS program director
15. Our 2018-19 Perkins grant update received state approval. Activities and purchases are in process.
16. Open World Ukrainian delegates will be on campus October 12-21. We have a list of the delegates, and are eagerly awaiting their arrival! Their focus will be nontraditional STEM education in the primary and secondary school systems.
17. Torque grant from The Family Ford Foundation is underway. Equipment has been ordered and staff have been sent to training. We are looking forward to engaging area employers in the torque certification.
18. Community Education hosted the Oregon Operators Conference, a water quality conference, and was a great success. We are also looking into the feasibility of a regional water quality technology program.
19. TTEN national accreditation has been submitted to NATEF, and we are awaiting site visit information.
20. General Automotive national accreditation is pending submission.
21. EMS national accreditation site visit is in October 15-16.

Enrollment and College Transition (Missy Olson, dean)

22. The new Office of Admissions is up and running in full swing. New furniture will arrive by late September.
23. FAFSA applications imported comparison:
 - 18/19: 3,105 – Will continue to receive until June 2019
 - 17/18: 3,994 – Full academic year received
 - 16/17: 3,740 – Full academic year received
24. Financial Aid awards processed comparison:
 - 18/19: 1,286 - Will continue through June 2019
 - 17/18: 1,896 – Full academic year
 - 16/17: 1,805 – Full academic year
25. Fall Admissions Applications through the Date of August 23:
 - 18-19: 1614
 - 17-18: 1509
26. 770 postcards were mailed to students admitted to fall but not registered. An additional 200 postcards are ready to go out after next batch of admissions are processed.
27. 945 emails sent out to students admitted for summer or fall and not registered
28. 131 calls made to fall list. These are ongoing.
29. 350 students have attended fall term orientation.
30. August 16 Become a River Hawk Event: 21 attendees
31. The lead generator from the recruitment webpage had 112 online response cards completed from 6/11/18 – 08/17/18.
32. All the Enrollment Advisors are hired and have been connected to the Admissions phone line and email. They are Dustin Cosby, Chelsea Hansen and Jantyne Bunce and are located in the new Office of Admissions

in the Laverne Murphy Student Center. Jessica Richardson is our recruitment coordinator/enrollment advisor.

33. The list of Oregon Promise students were all contacted via phone and email.
 - 88 have registered
 - 36 were accepted to UCC for fall term and have been contacted again about enrolling.
 - 28 are attending other institutions or working.
34. Financial Aid mailed out approximately 1,600 “You’re Almost Done” postcards to students with outstanding financial aid requirements.
35. The first cohort of the Soar to Success grant initiative participated in a Gateway to College experience. Nine students participated. We are revising the agenda and looking at new dates to promote to students for September.
36. The staff involved in the Career Pathways grant met to plan how to inventory students interested in earning a Career Pathway Certificate. This tracking system will be active by September 10. CTE faculty were also asked to inventory their pathways certificates to determine if changes should be made and if they meet industry demand.
37. Ann Able – UCC’s Veteran’s Coordinator attended the Western Association of Veteran Education Specialist (WAVES) annual Conference the week of July 23-26.

Library Services (Carol McGeehon, director)

38. Umpqua Community College had the third highest estimated savings in textbook cost amongst the seventeen community colleges in Oregon according to the latest open educational resources report from Amy Hofer, the Open Educational Resources Librarian for the State of Oregon. This initiative generates a cost-savings of \$17,221 for UCC.
39. Library and Success Center are collecting data on space usage in the library building. We have two terms of data to analyze.
40. Oregon Community College Distance Learning Association is funding the subscriptions to Ally and Zoom. Ally is an accessibility software tool which students and faculty can use to provide digital course content in more accessible formats. Zoom is a web conferencing software which is being used to provide bring guest speakers into our classrooms from remote locations to interviewing out-of-state candidates to conducting virtual meetings.
41. Umpqua Community College hosted the Oregon Community College Distance Learning Association and the Oregon Community College Library Association quarterly meetings in May 2018.
42. Success Center usage comparisons for spring and summer terms:
 - Spring term 2017 & Summer term 2017 total usage hours are 2177 and total individual students are 197.
 - Spring term 2018 & Summer term 2018 total usage hours are 4222 and total individual students are 418.

Institutional Research

43. Steve Rogers is our new Director of Institutional Research.
44. Steve is working hard to put structures into place that will allow us to report data with accuracy and consistency.
45. Example of ongoing data reports include:

Accreditation	College Information System (recruitment)
Clery Act, D4A	Financial Aid Audit Data Request
FTE Desk Audit	Placement vs. Grades Report
House Bill 4053 (accelerated college credit programs)	Title III Progress Report Data Request (Retention)
IPEDS (Federally Mandated)	Voluntary Framework of Accountability (data request from HECC)
SENSE (Retention)	Academic Program data
Weekly FTE and enrollment reports	

Student Services (April Hamlin, dean of student services)**General updates:**

- 46. As a retention initiative, the LaVerne Murphy Student Center will be staffed from 8 am – 7 pm Monday – Thursday starting Fall term – including staff in Advising, Registration and Records, Financial Aid, Information Desk, and Admissions
- 47. Non-Academic program assessment reports were completed and submitted to the Assessment Coordinator for Student Engagement, Financial Aid, Advising, TOP, and Accessibility Services over Summer term.

Advising and Career Services

- 48. Currently preparing for new Academic Advising initiatives for the Fall term, inclusive of a new advising model, enhanced relationship enrollment management and faculty orientation.
- 49. New Academic Advisor Emily Fiocco is starting in her position on September 5, 2018.
- 50. From June 20 – August 31, there have been 996 recorded student appointments with Advisors and Career Services staff. There were 802 recorded student appointments in the same time period in 2017.
- 51. Positions: Degree Audit Advisor Manual is complete for Advisor Training in Fall term. The Registration Specialist – Degree Audit position is posted; Selection to begin in the last week of August. The Registration & Records Associate position will be posted early September. Once the above noted positions have been filled, the Office of Registration & Records will be fully staffed and can begin process of getting caught up on workloads.

Registration and Records

- 52. Kendy Jones has been assigned the maintenance of Registration & Records web pages/online Academic Calendar effective August. This will assure accurate and update information is available to potential and active students alike. These screens were maintained by the Admissions Specialist prior to the reorganization.
- 53. Academic Paper Schedule has been revamped and will now always show two consecutive terms. The “active” upcoming term and a preview of the following term.
- 54. To date, 69 students have applied for 2018 Summer Graduation.
- 55. Spring term Degree Award comparison: 2017 – 274 awarded
 2018 – 270 awarded

Student Engagement

- 56. The Office of Student Life & Campus Engagement has changed its name to The Office of Student Engagement, and Marjan Coester remains at the helm, as Director of Student Engagement.
- 57. Currently, ASUCC’s Executive Leadership Team is completing Leadership Training, in preparation for their work in the 2018-2019 academic year. This year’s team includes: ASUCC President Byronna Thomas, ASUCC Vice President Nick Thomas, ASUCC Activities Officer Katherine Hicks, ASUCC Public Relations Officer Kristie Knight, and ASUCC Business Manager Jamie Williams.
- 58. ASUCC President Byronna Thomas has been invited to join an Advisory Council for the National Mass Violence Victimization Resource Center. She plans to travel to Washington D.C. for the first meeting of that Council on September 18, 2018.
- 59. ASUCC Leadership is holding a Fill The Bus event on August 22 at Fred Meyer; the goal is to fill the RiverHawk bus with items for their food pantry, backpack program, and hygiene program.
- 60. In 2017-18, ASUCC Student Services assisted 181 students; this is more students than they served in the first four years of the program (179).

61. Three UCC Scholars Bootcamps are scheduled for September 11, 12, and 13; the Boot Camps are intended to provide the new cohort with information to help them be successful in their first term. There are 71 new students in the 2018 cohort.
62. Inez Orozco, Student Ambassador, was promoted to Lead Peer Mentor
63. Heidi Shirley, Katelyn Barry, and Monica Botwinick were hired as Peer Mentors
64. Jessica Bartlett was brought on as a Student Ambassador

SSS-Transfer Opportunity Program

65. For the 2018-2019 fiscal year TOP will be funded at \$296,602, which is a substantial increase from our initial award for this grant cycle of \$269,486. We are excited to see that the Grant Award Notification (GAN) has included an additional funding increase that will allow us to continue to restore some of the portions of our program that had been lost since the cuts and stagnation of the 2008 financial crisis.
66. We continue to onboard incoming students into TOP. We have completed our Summer Bridge program, and provided workshops on: financial aid, Apps and tools for highly effective college students, scholarships, Canvas, and Goal Setting.
67. TOP students went to Silver Falls State Park and the Evergreen Aviation and Space Museum on August 25 to complete our Summer Bridge to Opportunity Program.
68. Our summer retention program includes calling all students and working through their financial aid verification for those that continue to have outstanding verification requirements.
69. TOP students and staff volunteered for a clean-up event of the Tye landing section of the Umpqua River on 8-3-2018; sponsored by SOLVE Oregon to encourage volunteerism during the scholarship application window.
70. The TOP program is providing a "Jump Start Day" the second week of September to do a final primer to start fall term. We will be double checking financial aid, term by term plans, a deep dive into the workings of Canvas, and the Zotero research application (at the request of the students from Bridge).

Upward Bound / Educational Talent Search

71. As part of our Upward Bound 6-week summer academy, we offered students the opportunity to build STEM guitars. 15 students were able to build their own electric guitars. The course offered students the opportunity to learn about the science involved with building these guitars. Students created guitars from blank templates using their own unique designs (on the handles) and then painted them as well. The kit came with an amp and case that the students were able to take home with them.
72. We held our end of the year banquet on August 1st, 2018 with 120 people in attendance. We had 20 alumni attend who are either currently attending Umpqua Community College or have attended.

Title III

73. Title III funding has been extended until June 2019, allowing us to continue with student success initiatives.

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

Office of Business Services; Natalya Brown, Chief Financial Officer

- External Auditors with Moss Adams conducted initial visit testing internal controls and financial aid. Final visit is scheduled during the weeks of September 17 and September 24.
- The first attempt to fill the position of Director of Accounting and Finance failed. Recruitment is ongoing.
- Budget and some of Accounting and Finance staff participated in the summer training organized by Business officers taking place at Linn-Benton Community College. Topics covered included Social Engineering Fraud Awareness, grant compliance, de-escalations techniques when dealing with collections, financial aid repayment, GASB Lease Accounting changes.

Budget; Katie Workman, Budget Manager

- Worked in collaboration with other interested parties to create a formal grant process and a Field/Student Trip procedure
- Assisted in the set-up of ForeCast5 forecasting software
- Preparing for budget trainings during and post in-service and the 2019-20 budget cycle to begin

Purchasing; Jules DeGiulio, Purchasing Manager

- Gym Lighting Upgrade completed as per proposal and final payment processed.
- UCC's lease agreement with South Umpqua School District (South County) was re-negotiated, eliminating some spaces and reducing cost to the college by ~\$20,000. Final draft with attorney. Execution expected by early September.
- Revising the Community College Rules of Procurement (CCRP) by a team of Purchasing Managers was completed and was presented at the August Business Manager's meeting. It is expected to review with UCC's board this Fall.
- Study of Campus Copier Fleet with a mind to reduce costs was completed, including comparable input from competitive vendors. Current contract runs through Sept of 2020. It was determined UCC's lowest cost option was to continue with the current lease for another year and then open the process up to a formal solicitation.

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

- Completed successful hosting of UACT Little Mermaid production.
- Lighting in Jacoby Auditorium being repaired and reset for season.
- Working on EMV Chip Card capability for Cafeteria opening.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT
July/August 2018
Tiffany Coleman, Director

- Participated in OCCA campus advocacy coordinator training.
 - More information about forming our campus team will be coming soon.
- Partnered with the Pacific Racing Association to sponsor Fan Appreciation Night at the Douglas County Speedway on July 6.
 - More than 25 volunteers from UCC attended the event, including: Fire Science program, Community and Workforce Training (CWT), the UCC truck driving team, Toyota T-Ten program, EMS program, Enrollment Management team, the Communications and Marketing team, Board of Education Chair Steve Loosley, and Dr. Thatcher.
 - CWT fielded many inquiries about the truck driving program.
 - UCC's Career & Technical Education (CTE) Programs will be promoted at the speedway throughout the season that ends in October.
- Covered ASUCC's community involvement effort in the Special Olympics Torch Run.
- Created a digital, interactive campus map: <https://www.umpqua.edu/map/>.
- The 2018 Fall Quarter Class Schedule was mailed to 50,529 homes in Douglas County at the end of July.
 - The edition's spotlight was on Truck Driving.
 - The success story highlighted Jessica Luttrell, who went from barely being able to make ends meet—to bringing in half of a six-figure income.
 - She became the first female truck driver at Umpqua Dairy in Roseburg, when she started working for the company last September.
- Filled the part-time Digital Marketing Specialist position.
- Filled the full-time Graphic Designer position.

HUMAN RESOURCES PRESIDENT'S REPORT
SEPTEMBER, 2018
Lynn M. Johnson, Director of Human Resources

Human Resources; Lynn M. Johnson, Director of Human Resources

- Formalized processes for recruitment, onboarding and separation. This will be valuable tools for supervisors as they manage their staff through the various stages of transition with the college.
- Established a telecommuting process in an effort to reduce attrition with faculty and staff. The agreement is to review what is working and adjust what is not on a monthly basis as we firmly establish the process. Current trial is with one employee and will go for the period of one academic year.

Payroll; Lynn M. Johnson, Director of Human Resources

- Pay Cycle Change set for September 15. Employees paid semi-monthly; administrators, fulltime classified and full time faculty, will not receive a paycheck that day, unless a transition payment was requested in May.

UCCPTFA Board Report

September 2018



Jeri Frank, President, UCCPTFA


We had several bargaining sessions during spring term on Article 7 – Compensation in our bargaining agreement. The results of these sessions will be in place starting in fall term, 2018. 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.

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.

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

- Susan Neeman, Community and Workforce Training Department has now official begun her role as ACEUCC President.
- The Association will not be having its annual classified retreat. We will be holding a fall meeting on Tuesday, September 18, 2018 with lunch provided.

<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: Memorandum of Agreement with ACEUCC</p>	<p>Date: Sept. 12, 2018</p>
<p>Lynn Johnson, Director of Human Resources, will present a Memorandum of Agreement seeking to modify the language of Article VI Association Dues and Fair Share in the 2017-2020 Collective Bargaining Agreement that is no longer lawful under the United States Supreme Court's decision in <i>Janus v. American Federation of State, County and Municipal Employees, Council 31</i>.</p>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: IT Presentation</p>	<p>Date: Sept. 12, 2018</p>
<p>Vincent Rose, Director of Information Technology, will make a special presentation regarding Information Technology.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>

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

Information Item

Action Item

Subject: Strategic Plan Update

Date: September 12, 2018

President Thatcher will provide an update on the progress of developing a Strategic Plan.

Recommendation by:

Approved for Consideration:

