

UMPQUA COMMUNITY COLLEGE

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

UCC Board of Trustees Goals, 2012-13

- **Finalize/Adopt Strategic Plan for 2013-18**
- **Review Dashboard & ensure alignment with Strategic Plan**
- **Review & Implement Accreditation Recommendations**
- **Finalize Facility Master Plan, including utilizing state match for Allied Health Science Building**
- **Implement findings from Campus Climate Survey**
- **Increase Board involvement in advocacy during legislative session**
- **Establish process for more regular policy review by Board**

VOL. XLVIII, No. 1 BOARD OF TRUSTEES MEETING 7:00 P.M. Board Room, July 10, 2013

A G E N D A

MEMBERS:

Vanessa Becker, Chair _____
Elin Miller V. Chair _____
Bob Bell _____
Sharon Rice _____

Betty Tamm _____
Wendy Weikum _____
Joe Yetter _____

ADMINISTRATION:

Joe Olson _____
Roxanne Kelly _____

I. CALL TO ORDER **Chair Becker**

II. ATTENDANCE **Chair Becker**

III. CONSENT AGENDA **pp 1 - 5**

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.

IV. CHANGES TO THE AGENDA **Chair Becker**

V. CITIZEN COMMENTS

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

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|--------------|---|-------------------|-----------------|
| VI. | PRESIDENT'S REPORT | Dr. Olson | |
| VII. | OLD BUSINESS | | |
| | A. Second Reading, Policy #309 | Jan Baxter | pp 6 - 7 |
| VIII. | NEW BUSINESS | | |
| | A. UCCFA Contract Renewal Update | Jan Baxter | p 8 |
| IX. | ORGANIZATION | | |
| | A. Election of Chair for 2013-14 | | |
| | B. Election of Vice Chair for 2013-14 | | |
| | C. Election of OCCA Representative for 2013-14 | | |
| X. | BOARD COMMENTS | Chair | |
| XI. | ADJOURNMENT | Chair | |

IMPORTANT DATES:

- Friday, July 19, UCC Foundation Golf Tournament, Myrtle Creek Golf Course
- Monday, August 26, Board Retreat

NEXT BOARD MEETING:

- Wednesday, September 10, Board Meeting, Board Room, 7:00 p.m.

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

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

Subject: Consent Agenda

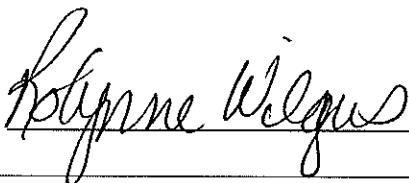
Date: July 10, 2013

Recommendation:


Recommend approval of:

Minutes of College Board Meeting of June 12, 2013 pp 1-5

Recommendation by:



Approved for Consideration:


U.C.C. President

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 12, 2013**

The Umpqua Community College Board of Trustees met on Wednesday, June 12, 2013, in the UCC Administration Building, Roseburg, Oregon. Board Chair Becker called the meeting to order at 7:01 p.m., and the pledge of allegiance was given. The meeting was opened with the formal budget hearing. There was no one who wished to comment on the budget, so the regular board meeting began.

Directors present:

Vanessa Becker, Bob Bell, Elin Miller, Sharon Rice, Betty Tamm , Wendy Weikum, and Joe Yetter.

Others in attendance:

| | | | | |
|----------------|--------------|----------------|---------------|-----------------|
| Joe Olson | Lee Salter | Natalya Brown | Brenna Martin | Victoria Sawyer |
| Roxanne Kelly | Lorrie Ranck | Rebecca Redell | Sarah Gordon | Marjan Coester |
| Lynn Moore | Jason Aase | Emery Smith | Lisa Fields | Jesse Morrow |
| Jan Baxter | Dan Yoder | Debbie Hill | Jess Miller | Robynne Wilgus |
| Dennis O'Neill | | | | |

Consent Agenda:

- A. Budget Minutes of April 24, 2013
- B. Board Minutes of May 8, 2013
- C. Personnel Actions

Motion: I move for approval of the consent agenda as mailed out. Motion by Dir. Miller, seconded by Dir. Weikum and carried unanimously.

Changes to the Agenda

There will be a Board meeting on July 10, 2013. Because of that meeting, the election of Board Chair, Vice Chair and OCCA representative will be done at that time.

Citizen Comment - There was no one signed up to speak this evening.

ASUCC Report

Brenna Martin, ASUCC President, explained that elections were held and introduced Sarah Gordon, ASUCC President Elect. A process is in place for appointing a Business Manager. Thirteen of sixteen proposals were passed in the election. Copies of the ASUCC constitution were distributed. ASUCC leaders are now referred to as a Student Leadership Team. Activities were reviewed including the success of Spring Fever, the Study In and Stress Free Zone.

ACEUCC Report

Debbie Hill, ACEUCC President, extended congratulations to the Outstanding Part Time Classified Employee Award winner, Margaret McAllister. Jim Paris and Honey McNamara tied for the Outstanding Full Time

Classified Employee award. The Foundation was thanked for their support of the awards. Elections are going on for ACEUCC vice president and treasurer positions. There have been a few negotiation meetings and it is working well. Ms. Hill said it is great to be a part of a campus that celebrates the President's birthday with a good turnout from faculty and staff. A good-bye was said to Harry Nuzum who recently passed away; he was a great contribution to the Auto department and students.

UCCFA Report

Emery Smith, UCCFA President, referred to the written report included in the Board packet. There have recently been officer elections: Ken Carloni is Vice President; Donna Wellington is At-Large. The big news is that today faculty voted in favor of the tentative agreement. It has been a good process and positive feedback has been received from the negotiation team and faculty.

President's Report

Dr. Olson said Jess Miller will provide an update of the pool to the Board. Mr. Miller said it has been a long process and there has been a lot of work to pull the pool renovation together. An RFP should go out within a week for a pool contractor; it is hoped to have a work permit in August. The pool will receive needed renovations and be ready for use next spring. He provided a handout with pictures of similar features that will be used. The liner will have a 15 year guarantee; a splash pad gives a wave effect; a mushroom sprinkler will be outside of the pool. The area already has a drainage system to facilitate the new features. Mr. Miller noted that a fence will be needed to ensure the safety of the children. He confirmed Dir. Rice's suggestion of saving funds over fifteen years to have on hand when repairs are once again needed. Dir. Tamm noted the simple additions that make the pool attractive without adding a lot of costs. Mr. Miller concluded with stating the pool committee came up with fantastic ideas; saving needs to begin now to see the ideas come to reality. The Board thanked Mr. Miller for the update.

OCCA Board Report

Dir. Bell explained that Dan Yoder attended the last OCCA meeting. It appears that the "adverse impact" law may go away; this will allow community colleges to start a program without having to check into the private sector. The state's budget for community colleges is settling in at \$450 million; however it is still up in the air. PERS is also unsettled.

Dir. Bell appreciated OCCA keeping the college informed with all that goes on at the state level. However, he felt that southern Oregon could be represented stronger. He encouraged the Board to consider if this is the investment for the President and Board to continue making in terms of travel, time and financial commitment.

OLD BUSINESS

Human Resources Director, Jan Baxter, presented for Board approval the second reading of the following policies: #311 – Compensation and Benefits; #311.03 – Compensation and Benefits Cell Phones; #311.04 Compensation and Benefits Salary Approval; #313.02 – Discipline and Discharge; #406 – Integrated Pest Management.

Motion: I move for approval of the second reading of the stated policies as presented on page 33.
Motion by Dir. Tamm, seconded by Dir. Bell and carried unanimously.

UCC Board Minutes
June 12, 2013

Dan Yoder, Director of Research, Planning and Compliance, presented the Strategic Plan for second reading approval.

Motion: I move to approve the second reading of the Strategic Plan as presented at the previous board meeting. Motion by Dir. Miller, seconded by Dir. Yetter and carried unanimously.

NEW BUSINESS

Mr. Yoder presented a review of the Draft Oregon Achievement Compact Projections for 2013-14 for Umpqua Community College. There has been difficulty arriving at targets; the term is incomplete and yet goals need to be adopted. The state will match OUS data with UCC data and provide a report. There are a couple of issues: 1. Persistence from last year to the current year is higher than typical. Historical patterns do not match for the upcoming year. 2. There are changes in federal financial aid rules. Further down the road a trend can be indicated for data. In conclusion, Mr. Yoder stated environmental issues will be reviewed along with the data. It is his understanding that there aren't any repercussions to the institution with this data.

Dennis O'Neill, UCC Foundation Director, said it is an honor and a privilege to make the request for naming facilities at UCC. The three men have collectively provided 115 years of distinguished leadership with UCC. It is appropriate to recognize them as the college celebrates its golden year.

- In recognition of his service on the UCC Board from 1977 – 2009 and the scholarship provisions through the Del Blanchard Family Endowment and Del & Evelyn Blanchard Endowment it is recommended to rename the "Administration Office" to the "Del Blanchard Administration Building".
- In recognition of his service on the UCC Board from 1975 – 2011 and his dedicated use of the Physical Fitness Center it is recommended to rename the "Physical Fitness Center" to the "Tom Keel Center for Physical Fitness".
- In recognition of his state and local leadership in education, his organization and leadership to establish Umpqua Community College and his service on the UCC Budget Committee from 1964 – 2011 it is recommended to rename the "Student Services Center" to the "LaVerne D. Murphy Center for Student Development".

Dr. Olson mentioned that each facility renaming will be rolled out individually to allow due accolades to each nominee.

Motion: I move to approve the naming proposal for college facilities as presented. Motion by Dir. Weikum, seconded by Dir. Tamm. Motion approved by Chair Becker, Directors Bell, Rice, Tamm, Weikum, and Yetter; Dir. Miller abstained acknowledging her connection to Mr. LaVerne Murphy.

Ms. Baxter presented the first reading of policy #309 – Communicable Disease. The policy revision has removed references to specific illness or disease.

UCC Board Minutes
June 12, 2013

Motion: I move to approve the first reading of Policy #309 Communicable Disease as presented. Motion by Dir. Weikum, seconded by Dir. Rice and carried unanimously.

Resolution #6 – Approval to Spend Funds

Dr. Lynn Moore, Vice President for Administrative Services and Student Development, brought forward Resolution #6 which will increase appropriations in the Special Revenue Fund – Grants and Contracts. The Oregon Small Business Development Center awarded UCC \$12,598 for State Broadband Delivery Services and \$5,000 for the Oregon Trails Summit planning event.

Motion: I move for approval of Res. #6 for \$17,598 as presented. Motion by Dir. Tamm, seconded by Dir. Miller and carried unanimously.

Dr. Olson noted that, regrettably, this is Dr. Moore's last appearance at a UCC Board meeting as she has accepted a president's position in Kentucky. He thanked her for her service.

Resolution #7 – Establishing Clerk, Deputy Clerk, and Budget Officer

Dr. Moore presented this annually required resolution to establish Dr. Olson as Clerk of the Board, and Rebecca Redell as the Deputy Clerk and Budget Officer for the 2013-14 fiscal year.

Motion: I move for approval of Res. #7, Establishing Clerk, Deputy Clerk and Budget Officer as presented. Motion by Dir. Miller, seconded by Dir. Rice and carried unanimously.

Resolution #8 – Interfund Borrowing for Fiscal Year 2013-14

Dr. Moore presented this annually required motion from the Board which permits short term use of funds belonging to one fund by another fund for the 2013-14 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.

Motion: I move for approval the authorization for Interfund Borrowing for Fiscal Year 2013-14 as presented. Motion by Dir. Rice, seconded by Dir. Weikum and carried unanimously.

Resolution #9 – Adopting the Budget

This final resolution presented by Dr. Moore is to request adopting the UCC Budget for the next fiscal year, 2013-14, as previously approved by the Budget Committee on April 24, 2013. Rebecca Redell, Budget Coordinator, noted a change of \$8,000 that was made since the external budget committee meeting for the purpose of paying the difference in sequestration obligations.

Motion: I move for adoption of the UCC Budget for the fiscal year 2013-14 as presented in the total amount of \$106,551,182 and to impose the tax rate of \$0.4551/\$1,000 of assessed value of all taxable property within the district. Motion by Dir. Miller, seconded by Dir. Tamm and carried unanimously.

Dr. Moore was thanked by Dir. Miller for having an open and transparent budget process; this was one of the Board's goals for the year.

Dir. Miller led the effort with the Board members on Dr. Olson's evaluation. This year's process used the same tool as two years ago with information being collected only from the Board. It covers how he does his job and what he does. The goals of the Board are also included as it is a summary of ownership between Dr. Olson and the Board. The findings were tallied in a numerical ranking and qualitative comments were added. Overall, how Dr. Olson does his job is very high, between excellent and very good. A very good rating came in for the Board goals. Written feedback will be provided to Dr. Olson which will include things done well and things to improve. Dr. Olson stated he is grateful to the Board and staff for the opportunity to work together. He is looking forward to many more years. There will be amendments to his contract: an increased mileage allowance, slight increase on an annuity and his salary is to be consistent with the Administrative salary increases. Dir. Miller appreciated Dr. Olson's approach of taking this evaluation seriously. She added that next year some of the leadership staff input will be included; however, it will not be a full 360.

Motion: I move to accept the verbal report that included changes to Dr. Olson's contract as stated.
Motion by Dir. Tamm, seconded by Dir. Yetter and carried unanimously.

There were no Board comments.

Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Approved,

Joe Olson
Clerk of the Board

Vanessa Becker
Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

Resolution No. 6-9
Policy #'s 309, 311, 311.03, 311.04, 313.02, and 406
ASUCC Constitution

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

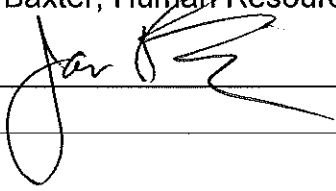
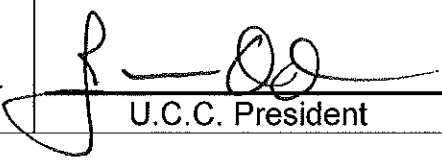
Information Item
 Action Item

Subject: 2nd Reading Policy #309
Date: July 12, 2013

The following policy revision is coming to the Board for a second reading.

Revised Policy:

| Pol. # | Policy Title |
|--------|----------------------|
| 309 | Communicable Disease |

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| Recommendation by: Jan Baxter, Human Resources Director  | Approved for Consideration:  U.C.C. President |
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BOARD POLICY

BOARD POLICY SERIES NUMBER: 309

TITLE: Communicable Disease

UCC shall take action involving persons who have communicable diseases based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighting of the identified risks and the available alternative for responding to the person with a communicable disease.

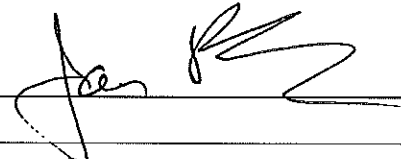
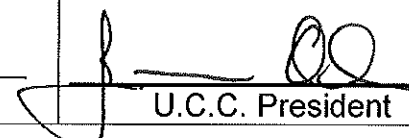
DATE OF ADOPTION: 7/12/2013
DATE(S) OF REVISION(S): 10/12/10
DATE OF LAST REVIEW:

BOARD OF DIRECTORS
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON

Information Item
 Action Item

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| Subject: UCCFA Contract Renewal Update | Date: July 10, 2013 |
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An update on the UCCFA Contract renewal will be presented by Beverly Jensen.

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| Recommendation by: Jan Baxter, Human Resources Director  | Approved for Consideration:  U.C.C. President |
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