

# UMPQUA COMMUNITY COLLEGE

*Umpqua Community College transforms lives and enriches communities.*

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

NOVEMBER 14, 2018; 4:30 P.M., HNSC 100

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### AGENDA

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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 1-9  
All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.
- V. CHANGES TO THE AGENDA** Chair Loosley
- VI. CITIZEN COMMENTS**  
The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.
- VII. INFORMATION**
- A. Introduction of Athletic Team** Craig Jackson
- B. Governance** Debra Thatcher p 10

<b>VIII.</b>	<b>REPORTS – Discussion of report for future meetings</b>		<b>pp 11-25</b>
	A. ASUCC Report	Byronna Thomas	
	B. President’s Report	Debra Thatcher, President	
<b>IX.</b>	<b>OLD BUSINESS</b>		
<b>X.</b>	<b>NEW BUSINESS</b>		
	A. Fundraising Request	Craig Jackson	p 26
	B. Nursing Program Fees	Debra Thatcher	p 27
<b>XI.</b>	<b>BOARD COMMENTS</b>	Chair Loosley	
<b>XII.</b>	<b>ADJOURNMENT</b>	Chair Loosley	

**NEXT BOARD MEETING:**

- Board Meeting, December 12, 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: Nov. 14, 2018

Recommend approval of:

Minutes of College Board Meeting of Oct. 10, 2018

pp 1-3

Second Reading of Policy #704 Withdrawals

p 4

The associated administrative procedure is presented as an "Information Item":

AP #	Title
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704	Withdrawals
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pp 5-9

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
October 10, 2018**

The Umpqua Community College Board of Education met on Wednesday, October 10, 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 McGroarty, Betty Tamm, and Wendy Weikum

**Others present:**

Debra Thatcher	Nick Thomas	Carol McGeehon	Susan Neeman	Natalya Brown
Robynne Wilgus	Robin Van Winkle	Martha Joyce	Cathy Chapman	Jantyne Bunce
Kacy Crabtree	Becky Kipperman	Karen Carroll	Jason Aase	Marnie Allbritten
Missy Olson	Chelsea Hansen	Joy Yori	Crystal Sullivan	Zoe Krause
Steve Rogers	April Myler	Joanne Richards	Jeri Frank	Dustin Cosby

**CONSENT AGENDA:**

- Minutes of College Board Meeting of Sept. 12, 2018
- Personnel Actions

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

**CHANGES TO THE AGENDA:** Item “A” under New Business: Academic Calendar 2019-20 will be changed to Academic Calendars 2019-20 and 2020-21.

**CITIZEN COMMENTS:** Zoe Krause spoke to concerns related to the changes in Centerstage Theater.

**INFORMATION**

**Introductions:** Missy Olson, Dean of Enrollment Management, introduced and explained the roles of Enrollment Advisors: Chelsea Hansen, Jantyne Bunce, and Dustin Cosby; also introduced was Recruitment Coordinator Jessica Richardson.

April Hamlin, Dean of Student Services, introduced the Advising Team: Jasen Lynch, Emily Fiocco, Danna-May Blommer, Michael Olson, Danielle Haskett; each person’s role in advising was explained. Two team members, Diana Kelly and Anita Louise, were unable to attend.

**Community & Workforce Training (CWT):** Robin Van Winkle, Director of Community & Workforce Training, provided a department overview. Classes are provided in the following categories: Personal Enrichment, Self-Improvement, Hobby; Professional Development & Continuing Education; Safety and Health Training; and Employer Training and Services. Among the areas reviewed were the department’s organizational structure, the age range of students, enrollment trends, and funding information. In answering questions from the Board, Ms. Van Winkle explained non-reimbursable FTE, expenses allotted to the General Fund or Self-Sustaining fund, and CWT’s financial contribution to the UCC schedule.

**Financial Report for FY 2018-19:** Natalya Brown, Chief Financial Officer, provided financial information in advance of the meeting. She highlighted the Statement of Net Position which is an entity-wide statement in which all of the funds are rolled into. When compared to last year’s report, Ms. Brown explains how timing impacts the report; the

implementation of the payroll lag is noticeable. Cash and investments are lower because the College is not carrying grant funding for Tap<sup>h</sup>òyt<sup>h</sup>a' Hall. Ms. Brown noted there was little variance with the General Fund and the revenues are looking on target. The expenditures are anticipated to be right on target with the budget assumptions. Overall the enterprise funds are in a positive position; however, the cafeteria and catering are being worked with for moving out of a negative position. Chair Loosley noted the budget was based on a slight enrollment increase and it makes a huge difference when enrollment stabilizes. He was very pleased with the overall financial health and direction shared.

## REPORTS

- **ASUCC – Nick Thomas, Vice President and Legislative Ambassador:** Interviews have been held for open ASUCC positions. Many students have been helped with ASUCC services provided this year. A candidate fair is scheduled for Oct. 24. A letter writing campaign to the governor is being organized; the topic will focus on the need for additional college funding. Voter registration is being encouraged.
- **UCCFA – Crystal Sullivan, Interim President:** An enthusiastic new group of students are attending UCC this fall; the collaboration in recruitment and retention efforts has helped. Faculty advising training begins this week; faculty advising continues in winter term and increases in spring term.
- **President – Dr. Debra Thatcher:** A slide presentation was reviewed.
  - Enrollment: The College continues to work hard to follow through with students in enrollment, advising, and other services. Both enrollment and headcount are trending up.
  - Athletics: The roster size of athletic teams was reviewed. Research is being done regarding track repairs and other needed improvements of the area. The College has requested funding from the Foundation for two new mascot uniforms.
  - Campus safety: A position is open for a Chief of Security; employees have been participating in various safety trainings; and a detailed safety plan is being developed.
  - Fine & Performing Arts: The Centerstage Theatre makeover has resulted in a more versatile, multi-purpose room that better serves College needs; an integrated rehearsal schedule for theater and music ensures each will have adequate access. A dedicated performing arts studio space has been created in Wayne Crooch Hall. Funding is provided through Foundation funds earmarked for the arts.
  - Nursing: Oregon doesn't require national accreditation for nurses. UCC's decision to discontinue seeking national accreditation does not impact students who choose to work across the country. The Oregon consortium is looking at national accreditation as a consortium.
  - Open positions: Applications are being taken for a Director of Advancement and also for a Director of Finance and Accounting.
  - Logo: The College will be displaying sample logo changes around campus next week.

## NEW BUSINESS

Dr. Crabtree presented 2019-20 and 2020-21 academic calendars for Board approval. The proposed 2019-20 calendar includes a 10-week summer school session which would begin on June 24, 2019. The summer classes could be five or ten weeks in length or a variance. The proposed 2020-21 calendar follows an eight-week summer school model; this allows time for the College to close out an academic year which includes an assessment process, strategic planning, and other activities. In discussion, Dr. Crabtree explained the faculty had asked for more time to plan for an eight-week summer session. Ms. Sullivan confirmed that concern and also one for meeting nursing accreditation requirements; with the shorter summer session beginning in 2020 there will be time to address concerns. Dr. Crabtree is available to assist faculty with the transition. The calendars are attached to the permanent minutes.

**MOTION:**        **I move to approve the 2019-20 and 2020-21 academic calendars, as presented. Motion by Dir. Littlejohn, seconded by Dir. Tamm and carried unanimously.**

Ms. Brown requested Board approval of Resolution No. 2, to increase appropriation in the Special Revenue Fund-Grants & Contracts; the resolution is attached to the permanent minutes. UCC was awarded \$69,120 from The Ford Family Foundation to operate two 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. The Board expressed no opposition toward the suggestion of placing such items (resolutions) on future consent agendas.

**MOTION: I move to approve Res. No. 2, increase appropriation, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

President Thatcher reviewed the development process of the Strategic Plan; the draft plan will be posted on the UCC Board of Education Meetings webpage. Referencing the draft plan presented at the previous Board meeting, she reviewed the minor changes that had been made. The core themes and vision statement have remained the same. The wording of the values was changed to be inclusive of both employees and students. An elaboration statement, which also addresses students, was added to the mission statement. The Strategic Plan goals have not changed since the last meeting.

**MOTION: I move to approve the vision statement, the mission statement with its elaboration, the college values, core themes, and the strategic plan goals and objectives, as presented. Motion by Dir. Tamm, seconded by Dir. Lathrop and carried unanimously.**

**Board Comments** – There were none.

Meeting adjourned at 7:19 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  
 2019-20 & 2020-21 Academic Calendars  
 Res. No. 2



## BOARD POLICY

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**TITLE: WITHDRAWALS**

**BOARD POLICY # 704**

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**Policy:**

Students are considered “in attendance” for classes in which they are registered. For purposes of this policy, “in attendance” refers to registration, not to students’ physical presence in classes. Students discontinuing attendance without officially withdrawing through the Registration and Records Office could receive failing grades, depending on course grading structure.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE: WITHDRAWALS**

**ADMINISTRATIVE PROCEDURE # AP 704**

**RELATED TO POLICY # 704**

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### IMPORTANT ANNOUNCEMENT RELATED TO WITHDRAWALS!

Students contemplating withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.

#### Definitions:

- I. **Dropping a Class:** A student who withdraws from a class or classes before the conclusion of the first week of classes is considered to be dropping a class. This action results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
  
- II. **Withdrawing from a Class:** A student who withdraws from a class after the final day of the first week of the term is considered to be withdrawing from a class and will receive a grade of "W". Students are required to pay the tuition and fees for classes that they withdraw from after the first week of the term. Financial Aid awards, such as Federal Financial Aid, Scholarships, and Tuition Waivers may be impacted by withdrawing from a class and/or all classes.

#### Procedure:

##### I. Drop Options

- a. Student Drop: Students will complete the Registration Schedule Change Form, which is available in the Registration and Records Office, or online at: [https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration\\_Schedule\\_Change\\_Form.pdf](https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration_Schedule_Change_Form.pdf) before the



conclusion of the first week of classes. Students can also drop online through Self Service Banner through Sunday of the first week of term.

- b. Instructor Drop: Instructors *may* drop a student for non-attendance, if the student does not make contact with the instructor by attending class, logging into an online class, or contacting the instructor by phone or e-mail during the first week of term. If so determined, instructors for classes that meet Monday – Friday will communicate with the Registration and Records Office by Friday at 4:00 pm during the first week of term; Instructors for classes that meet on the weekends or online will communicate with the office of Registration and Records by Sunday at 10:00 pm during the first weekend after the term starts.
- c. Although an Instructor Drop will result in tuition and fees for a class being deducted from a student's account, the student is ultimately responsible for dropping from courses they do not plan to attend, and failure to do so will result in charges on the student's account.

## II. Withdrawal Options

- a. Students are recommended (on the Registration Schedule Change form) to speak with their instructor(s) and/or advisor prior to withdrawal from class(es) to determine how the action may impact program progress. Student Athletes who drop below 12 credits in any academic term will lose their ability to compete and their team may have to forfeit. Students with tuition waivers, scholarships, or other financial awards may lose their eligibility.
- b. Students are required to contact the Financial Aid Office prior to withdrawal from courses. The Financial Aid office provides students who withdraw from courses with information about the impact that withdrawing from courses may have on their Financial Aid package, including Federal Financial Aid, and on Satisfactory Academic Progress (SAP).
- c. In Person: Students will complete the Registration Schedule Change Form, which is available in the Registration and Records Office, or on-line at: [https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration\\_Schedule\\_Change\\_Form.pdf](https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Registration_Schedule_Change_Form.pdf)
- d. Online: Online students and students who must drive from a distance or have other barriers to in-person withdrawal may request withdrawals by sending the Registration Schedule Change Form via their student e-mail account to [FinancialAid@umpqua.edu](mailto:FinancialAid@umpqua.edu) and [Registration@umpqua.edu](mailto:Registration@umpqua.edu).

- e. Telephone: Telephone withdrawal is available for out-of-area students or students who have other barriers to in-person or online withdrawals. The student must call the Registration and Records Office and request a telephone withdrawal. The Registration Specialist will mail the Registration Schedule Change Form directly to the student, who has ten (10) business days from the mailing date to return the completed form to the Registration and Records Office. Once the paperwork has been returned and verified against the recorded time of mailing date, the withdrawal is processed and the Financial Aid Office is notified.
- f. Proper withdrawal is reflected on transcripts; adherence to the correct procedure protects the student's academic record.

### III. Type of Withdrawal

- a. Drop: Students may drop a class or classes during the first week of term only. Dropping a class results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
- b. Withdrawal for eleven-week classes: Students wishing to withdraw from a class or classes must initiate the withdrawal procedure by the end of the seventh week of class, except for classes less than 11 weeks in length. The student may drop or withdraw by completing the Registration and Schedule Change Form and submitting it to the Registration and Records Office either in person or online.
- c. Withdrawal for classes less than eleven-weeks: To withdraw from a class or classes that are less than 11 weeks in length, the student must complete the Registration and Schedule Change Form and submit it to the Registration and Records Office no later than the end of week 7 of a 10 week session; week 3 of a 5 week session; and week 2 of a 3 week session.
- d. Complete withdrawal from the College: To withdraw from all classes after the registration period ends, the student must complete the Registration and Schedule Change Form and include the signature of a staff person working in Financial Aid. The Financial Aid employee will provide information about how the withdrawal will impact a student's Federal Financial Aid and Satisfactory Academic Progress, and will recommend that the student speak with their instructor and/or advisor prior to withdrawal.
- e. Medical withdrawal: For severe medical emergencies, hospitalizations, etc., the student or their representative (via the Student Release of Information Authorization form) will work with the Accessibility Services Coordinator, the Life Coach, their assigned Advisor, or the Director of Advising to help them determine the best course of action to ensure the student's continued academic success.

Appropriate withdrawal paperwork, including documentation to verify the circumstances will be submitted to the Registration and Records office for processing. Based on the recommendation of the appropriate professional, the student will be withdrawn and a *pro-rated* refund may be issued. Alternatively, a credit may be applied to their account to be utilized for a future term, once they are cleared to return to classes. This is determined on a case-by-case situation.

- f. Military withdrawal: When military personnel attending courses receive orders to report for duty while term is in session, they may have the option of continuing courses online or taking an in-complete in the class to be completed upon return from active duty, if available. Students must receive permission from their instructor(s) for this option. Alternatively, they may be withdrawn from classes and will be covered by the HEROES Act of 2003, which provides waivers of any "Return to Title IV" issues that may result, and a waiver of an adverse SAP status. The Registration Schedule Change form and a copy of the military orders must be submitted to the Registration and Records Office as soon as possible after receiving order to report for duty.
  - g. Late withdrawal: Withdrawal requests submitted after the withdrawal due date are considered late. A student wishing to pursue a late withdrawal must complete the late withdrawal form, provide a statement explaining the extenuating circumstance(s) that prevented the withdrawal from being submitted by the published withdrawal deadline, and any additional documentation to confirm the extenuating circumstance(s). This documentation must be submitted to the Director of Registration and Records.
    - i. Consideration will be given to new first-time students and students who are submitting a first-time withdrawal from their coursework.
    - ii. Late Withdrawal requests made during finals week will be directed to the Academic Standards Committee for review. The Late Withdrawal paperwork must be completed along with the Academic Appeal paperwork and submitted by the published deadlines for review by the Academic Standards Committee.
    - iii. For terms less than eleven weeks, the deadlines are prorated and published accordingly.
  - h. Completed forms will be filed in the student's academic file in Registration and Records.
- IV. Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Advising Office or online at: <https://www.umpqua.edu/resources-and-services/academic/student-forms-and-publications>

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.


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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION: 5/29/2018 CC; 4/14/2010**

**DATE(S) OF PRIOR REVIEW:**

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>      </u> Action Item</p>
<p>Subject: Governance</p>	<p>Date: Nov. 14, 2018</p>
<p>President Thatcher will share a brief review of College Governance. This will include the role of the Board in governance.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p style="text-align: center;"></p>





**Office of the Provost  
Report to the Board of Education  
02 November 2018**

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

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

1. The Performing and Visual Arts Department hosted a gallery showing of the fabric sculpture work of an artist from Seattle in October. A closing reception was held with the artist, as well as UCC students and staff on October 25<sup>th</sup>.

*Department of Science and Mathematics; Dee Winn, department chair*

2. Dee Winn is acting Chair for the Oregon Community College Math Department Chairs. UCC hosted the semi-annual meeting on October 19 of the OCCMDC to discuss statewide issues in Mathematics instruction.
3. Bryan Benz gave a presentation on October 25<sup>th</sup> at Roseburg High School (RHS) about his work as a botanist with the US Forest Service (USFS) and about the natural resource and forestry program at UCC.
4. Mick Davis is presenting on his work on an Open Education Resources (OER) textbook in physics as part of a panel at the OCCA main conference in mid-November.

**ASSESSMENT** (Debi Gresham, director)

5. Debi Gresham has resigned as Director of Teaching, Learning and Assessment effective November 30. Dr. Crabtree is in the process of developing a plan to cover these important duties.
6. Full-time faculty are working on their fall course assessment reports which are due January 11, 2019.
7. All non-academic areas are scheduled to submit program assessment reports as well. Submission deadline for these reports is January 15, 2019. The following academic programs are scheduled to complete Program Reviews this year. Submissions are due April 1, 2019.
  - Criminal Justice
  - Fire Science
  - Emergency Medical Services
  - Paralegal and Legal Assistant
  - Natural Resources
  - Forestry (all pathways)
8. Assessment forms and processes are available for review on the assessment webpage at <https://www.umpqua.edu/assessment>.

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

***Automotive / T-Ten Program***

9. 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.
10. 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.
11. 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.

12. 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.
13. 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.
14. Training/certification for Hybrid. Hybrid certification will be a required certification for T-TEN students starting in the 18-19 school year.
15. 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.
16. 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.
17. 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**

18. As of Tuesday, September 25, the Business Department Programs have a combined of 1097 students – up 141 students from this time last year!
19. The Retail Management Program has 550 total students currently active in the program.

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

20. CWT held 5 weeks of youth camps on campus with 407 total registrations.
21. Four Driver Education classes were held in Roseburg and one in South County this summer reaching 63 students.
22. 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.
23. The CWT 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.
24. Certified Production Technician (industry credential) training began 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.
25. A non-credit training certificate course called "Leadership Bootcamp" took place during October. Local employers sent a total of 24 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.
26. 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**

27. 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.
28. 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.
29. 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.
30. 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.
31. 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/Computer Information Systems**

32. Fall enrollments are promising.
  - o 40 new students enrolled in introductory engineering (Engr111)
  - o 23 students enrolled in the introductory forestry (FOR111)
  - o 37 new students enrolled in introductory CIS/CS classes (21 in CIS122 and 16 in CS160).
33. 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.
34. 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.
35. 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), and 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**

36. 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.
37. 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**

38. 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.
39. UCC ADN graduates 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.
40. 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.
41. UCC Nursing applied for and will receive a new Manikin (Nurse Anne Simulator) via a Perkin's grant.

**Welding**

42. 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); many are continued Dual Credit students from our participating local high school programs.
43. 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)**44. Data/General Statistics**

- FAFSA applications imported comparison:
  - 18/19 - 3,459 – Will continue to receive until June 2019
    - Up 78 from last month's report
  - 17/18 – 3,994 – Full academic year received
  - 16/17 – 3,740 – Full academic year received
- Financial Aid awards processed comparison:
  - 18/19 – 1,685 - Will continue through June 2019
    - Up 197 from last month's report
  - 17/18 – 1,896 – Full academic year
  - 16/17 - 1,805 – Full academic year
- Fall Admissions Applications through October 25:
  - **18-19: 2,347**
  - 17-18: 2,047
- Winter Admissions through October 25:
  - **18-19: 190**
  - 17-18: *Not available at this time.*

**45. Recruitment initiatives:**

- PNACAC Fall College Fairs in October:
  - 94 students completed interest cards at the Mid-Willamette Fair located at University of Oregon
  - 113 students completed interest cards at the Central Oregon Fair located at Redmond High School

- 162 students completed interest cards at the Douglas County Fair located at Roseburg High School
- 134 students completed interest cards at the Southern Oregon Fair located at Southern Oregon University
- GED to College Presentation at Rose School: 20 students attended
- Sutherlin High School campus visit: Around 50 students.
- 2018 GEAR UP Lincoln County School District College/Career Fair: 1500 in attendance
- Response Form from Web 34 inquiries
- Winter UCC Student Orientations are scheduled
- Reaching out through phone and email to the winter term admits, as well as those admitted for fall who did not attend.
- The Admissions staff has been meeting with department chairs, directors, and coordinators to learn details about programs, understand career opportunities, and work through any admissions barriers.

#### 46. **Retention initiatives:**

- Pathways to Opportunity: A team consisting of Kelli Macha, Jantyne Bunce, Destiny Hunt, Missy Olson, Mary Worthington, Heidi Graves, and Danna-May Blommer has been formed to work on aligning federal, state and local resources to help low income students. The group attended a Summit on October 24 and are working on documenting the various programs UCC offers to help this population. Once developed, this handout would provide clear information for students on staff on the various initiatives and programs at the college.
- STEP Grant: UCC has joined the state STEP consortia of community colleges, which is to provide expanded services to students on Food Stamps. A team is brainstorming how to best provide enhanced services to STEP students, how to involve career coaching, and how to collaborate with our community partners who also do this work. The college will be reimbursed 50% for every dollar spent on this initiative.
- The Soar to Success program was successfully started fall term. 35 students are actively participating in the first cohort. Along with the initial Gateway to College course, the students are attending retention workshops, receiving a financial stipend, and working with the grant program's navigators.

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

#### 47. **Office of the Dean**

- A. UCC has been awarded a Violence Against Women Act grant, funding a full-time BPA Advocate on campus for the next two years. Congratulations to Elizabeth Bastian for her tremendous work putting the grant application together!
- B. April Hamlin attended the ELSEE Institute on September 28-29, the Trauma Informed Care training, hosted by UCC on October 2, 2018; and the CSSA Fall Quarterly Meeting on October 11-12.
- C. Anita Louise, Janelle Joyner, and Veronica Joyce attended the Trauma Informed Care training, hosted by UCC on October 2, 2018

#### 48. **Accessibility Services**

- A. Disability Awareness Day took place on October 25, 2018; in the LaVerne Murphy Campus Center.

#### 49. **Adult Basic Skills**

- A. 12 GED completers for '18-19 calendar year as of October 3<sup>rd</sup>.
- B. ABS Staff is organizing a recycling fund-raising endeavor to assist students with the cost of GED Testing.

- C. ABS has placed more yard signs in North County promoting our ABS / GED offerings.
- D. We're in talks with Scott Yakovich (principal at North Douglas HS) to try re-establish connections and do outreach in North Douglas.
- E. ABS staff have utilized a couple of hours canvassing Sutherlin & Roseburg area stores to display ABS flyers and handouts.

#### 50. **Advising & Career Services**

- A. Advisors scheduled 369 student visits between 9/24 and 10/24.
- B. Weekly workshops on career-related topics are being facilitated by Career Coach Danna-May Blommer; a resource-rich Canvas shell is also available to students who attend any workshop
- C. The Advising Procedures Manual has been updated by the Advising & Career Services and Accessibilities Services team, with development of graphic organizers and content editing provided by new Academic Advisor Emily Fiocco.
- D. Danielle Haskett has agreed to be the Faculty Advising Training coordinator, and has been facilitating weekly training on the advising topics, including the advising basics, using advising forms, and using advising software, including DegreeWorks and Advisor Trac. Additional training will include case studies, self-care, and advisor side-by-side experience.

#### 51. **ETS/UB**

- A. On October 12<sup>th</sup>-13<sup>th</sup>, Educational Talent Search took 34 students to Portland State University for a campus tour. We also went to a Blazer game as part of a cultural event and then stayed at Camp Howard where the kids were able to participate in zip lining and a giant swing.
- B. Educational Talent Search advisors were able to recruit for our program during registration, which helped fill our required numbers for the 2018-19 year. We are required to serve 592 students and we currently have that number and a waiting list.
- C. All ETS/UB staff participated in the NAEOP conference in Eugene, Oregon. This gives us an opportunity to connect with other TRIO programs in the Northwest and share information.

#### 52. **Registration & Records**

- A. Notice to Approximately 160 Veterans & dependents for early priority registration November 2, 2018, being sent out Oct 23, 2018.
- B. Priority Registration begins November 5, 2018.
- C. Reviewing applicants for Registration & Records Associate. Hoping to have this position filled to assist Director by November.
- D. Currently building 2019-2020 & 2020-2021 Academic Shells; Walk in Registrations for week 1 & 2 of fall term:
  - o 2017: 727 In person & Special Reg. Groups @ R&R Front Counter
  - o 2018: 756 In person & Special Reg. Groups @ R&R Front Counter

#### 53. **TOP**

- A. We continue to onboard incoming students into TOP. We have about 20 spots left to fill and nearly 50 applicants for those remaining spots. This is more evidence that in the next grant cycle we may be able to request serving additional students within the TOP grant.
- B. Our fall first year experience cohort is underway. We took a group of students to the Oregon Institute of Technology Fall Preview Day, and students had a wonderful experience meeting their future professors and classmates. Students also got great face to face time with the decision makers in many of the competitive programs at OIT. Additionally we have several workshops planned for scholarships in the coming month as OSAC opens November 1.

**53. Student Engagement**

- A. Jesika Barnes was hired as Peer Mentor
- B. Eric Branagan is a 15 hour/week JOBS participant working within Student Engagement
- C. The American Red Cross notified us that UCC is in the top 20th results for the 2018 Cesar Chavez Challenge and will be receiving a plaque in the coming weeks to mark this accomplishment
- D. Leadership: ASUCC had seven open senator positions and received 12 applications; this is a milestone as this has not occurred in 13 years. ASUCC recommended one applicant apply for a Peer Mentor position and this student was hired and started on October 19. Seven of the remaining 12 were selected to be senators. Three were brought on as ASUCC Representatives, a pilot program with the ASUCC Leadership Team. The final applicant was extended the opportunity to be a representative but chose not to.
- E. ASUCC Student Services Requests:

	Requests	Unduplicated	Backpack	Bus Pass	Food Box w/Meat Voucher	Food Box	Gas Card	Hygiene
Summer	38	28	6	11	13	8	17	6
Pre Fall 9/1-9/23	39	35	19	17		16	16	14
Fall 9/24/18		21	11	15		6	10	3
Fall 9/25/18 to 10/23/18	102	90	32	26	15	17	48	19

- F. UCC Scholars are required to complete two hours of volunteer service during weeks 2-10 of the academic term. The Scholars were assigned as noted in the table; we will be moving several of the Scholars in Student Services over to Christine Case in IT to assist in the Computer Labs to keep them open more hours.

Career Services	2
Communications & Marketing	13
Enrollment Management	10
Fitness Center	9
Student Engagement	7
Student Services	9
Testing	7

- G. ASUCC Board Meeting Participation is often challenging in the first few weeks of fall term, as senators are being selected and student organizations are recertifying. However, the past four meetings have seen higher than usual participation:

October 2	13
October 9	13
October 16	16
October 13	13

- H. ASUCC student clubs and organizations have met 13 times between the start of the fall term and October 26. Eight organizations have recertified; five more are expected to do so while two new ones are in the process of certifying for the first time. Student clubs & organizations are being asked to submit sign in sheets for club meetings as well as event evaluations for any activities they sponsor.

- I. As part of our assessment work, we are proactively collecting data related to participation in student engagement opportunities hosted by Student Engagement and ASUCC and are learning which ways of assessment for these types of activities works and which do not.

Welcome Week	702
Virtual Panel Discussion: Matthew Shepard	9
National Coming Out Day	60
Club Fair	8 organizations; estimate 45 students
Blood Drive	65 donors signed up prior to start of drive

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Crabtree – 02 November 2018

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

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

- Key priorities:
  - Review of business services policies and procedures
  - Implement annual assessment of division non-academic services
  - Lead campus in long-term financial planning
  - Prepare campus for budget planning
- Budget forum will be held November 6, 2018 to provide information about financial position, budget challenges, estimates for next year, and information on planning ahead.

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

- Worked with Elizabeth Bastian, Director of Grant Development, and Donna Goebel, Staff Accountant, to create a grant application guide. This is an effort to standardize the college's process, provide grant seekers with a methodical process, as well as ensuring all appropriate approvals are received and necessary staff made aware.

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

- Catering department provided service for Travel Oregon, the Oregon Tourism Commission, during the dedication of Roseburg Library's mural

## COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

October 2018

Tiffany Coleman, Director

- Continued efforts to build legislative campus advocacy team through OCCA.
  - Team is comprised of people from all campus groups.
  - Participants: Board Chair Steve Loosley, Les Rogers (Administrator), Charles Young (Faculty), Nick Thomas (Student), Jantyne Bunce (Classified), Tiffany Coleman (campus coordinator).
  - Most-recent work was a letter writing campaign to Governor Kate Brown.
  - Upcoming work includes campus outreach that will follow Nov. 6 Election Day.
  
- The 2019 Winter Quarter Class Schedule was mailed to 50,121 homes in Douglas County at the end of October.
  - The edition's spotlight was on the Forestry Program
  - The success story highlighted Wade Christensen, a retired military veteran who returned home to earn a college degree and start his second career.
  - Wade was this past year's Harry Jacoby Award recipient.
  - He is now a transfer student at Oregon State University.
  
- Completed campus monitor project. This project unified campus-wide messaging. Using cost-efficient technology, the team has worked with the Facilities Department and UCC's Media Services personnel to deploy television monitors with Wi-Fi-enabled Chromebits in these locations:
  - Library
  - Cafeteria
  - Student Center Lobby
  - HNSC (first and second floor)
  - Workout/weight room in the Athletics complex
  - Gym Lobby
  - Bookstore
  - Admissions Office
  - Whipple Fine Arts Building (first and second floor)
  - Lang Center (first floor entryway)
  - ASUCC Student Lounge
  - Tap<sup>h</sup>òyt<sup>h</sup>a' Hall (two locations)
  - Woolley Center
  
- The team was awarded a gold medal for its recent [UCC Inside-Out Campus Tour](#) video.
  - This top honor was received at the National Council for Marketing and Public Relations (NCMPR) District 7 conference in Boise. The district is comprised of community colleges in Oregon, Washington, Idaho, Montana, Alaska, and the Canadian provinces of Alberta, British Columbia, Saskatchewan, and Yukon Territory.



**FACILITIES PRESIDENT'S REPORT**  
**Oct., 2018**  
**Jess Miller, Director of Facilities and Security**

**Maintenance; Jess Miller, Director of Facilities and Security**

- Remodel of Student Recruitment office in the Laverne Murphey Student Center is complete
- Remodel of WFA Theater/Music multi-purpose room is substantially complete. (Cabinets, seating and shop area still need work)
- Remodel of WCH Dance/Theater multi-purpose room (20) is complete
- I presented at the Southern Oregon, Energy Trust of Oregon Strategic Energy Management Cohort meeting to close out 2018.

**Grounds; Jess Miller, Director of Facilities and Security**

- Removal of overgrown Juniper in center islands near the Technology Building is nearly complete.

**Custodial Services; Custodial Manager**

- Revised Assessment tool for both building inspections and performance tool for new hires. These tools now align in more of a succinct manner.

**Security; Jess Miller, Chief of Security**

- Completed Clery Report for 2018. This compilation is from 2017 events.
- Training / Convocation.
- Hire of new Chief of Security

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

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

- IT completed 338 tickets (see chart)
- Developed a strategic priorities list aligned with the UCC strategic plan
- Welcomed Matthew Figueroa to the team
- Completed Training related to cultural competency

**Network & Systems Administration**

Responded to a security incident

Implemented automated & required password changes

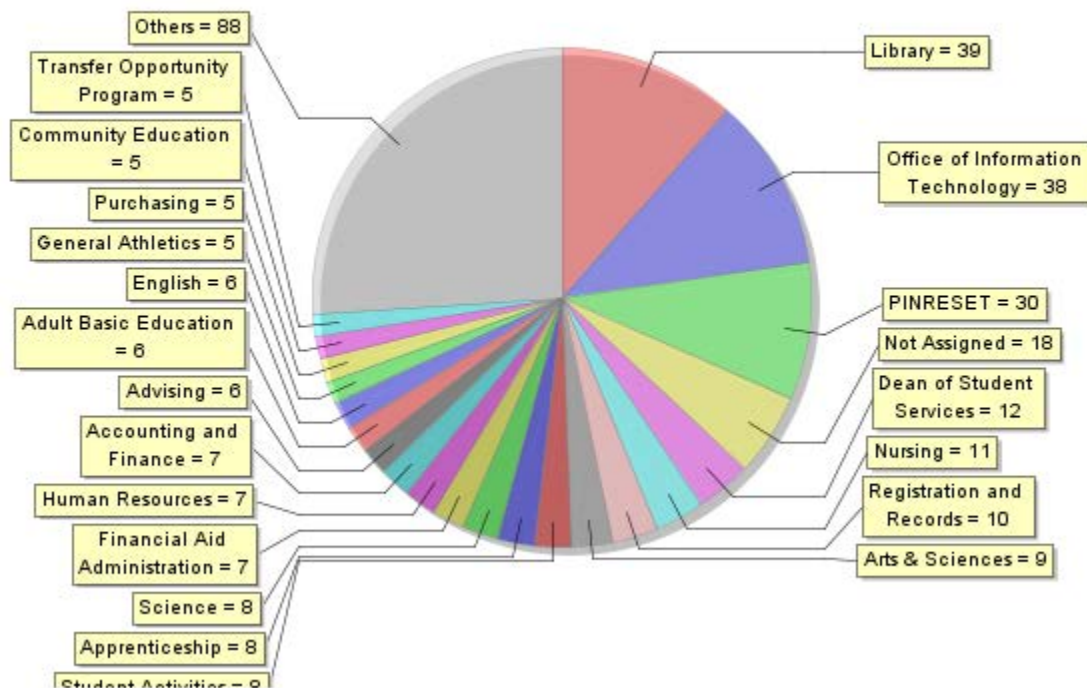
Implemented VPN access by security group

**Enterprise Information Systems**

Successfully tested removal of temporary login for the Self Service banner Admissions page

Removed alternative ID's from SSB Spriden table (Security improvement)

Had two staff members attend the Cohesion conference



**OFFICE OF ADVANCEMENT BOARD REPORT**  
**November 2018**

**GRANT DEVELOPMENT**

- Collaborated with Finance to finalize a “Grant Development and Approval Guide” which provides instructions for departments seeking outside grant funding. The document is available on the Grants page located on myUCC.
- Collaborated with Fire Science to apply for funding from Jordan Cove to support equipping the department fire engine. Award decisions will be made in December.
- Awarded the VOCA (Victims of Crime Act) Campus Outreach grant through Oregon DOJ. UCC has partnered with Battered Persons’ Advocacy (BPA) for this project which provides a fulltime co-located Confidential CARE (Campus Advocacy, Resources and Education) Advocate to the UCC main campus through Sept 2020.

**FOUNDATION**

- 51% of UCC staff supported the annual Employee Giving Campaign that was held in September and October raising over \$24,000.
- The 3<sup>rd</sup> Annual Legacy Ball was held on November 2<sup>nd</sup> at Seven Feathers Casino Resort to another sold-out crowd. The event raised an overall amount of \$167,000 with \$46,000 earmarked for the purchase a new tractor for the UCC Truck Driving Program. A total of 31 organizations and individuals sponsored the event.

## **UCCPTFA Board Report**

**November 2018**

**Jeri Frank, President, UCCPTFA**

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

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

Information Item

Action Item

Subject: Fundraising Request

Date: Nov. 14, 2018

Board approval is requested to begin raising funds for the track.

Recommendation by:

Approved for Consideration:



<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Nursing Program Fees</p>	<p>Date: November 14, 2018</p>
<p>A proposal to implement Nursing Program fees will be presented.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>