LOGGING IN

To log in to your Drupal website:

- Type in the web address followed by /user - Example: https://ugs.uoregon.edu/user (once the site goes live) or https://ugs-stage.uoregon.edu/user (for a staging website) OR https://advising.uoregon.edu/user or https://advising-stage.uoregon.edu. Note: Make sure the website is https and not http. You will get an error message if you are trying to log in from an http site.

- Click on the link that says Shibboleth login at the bottom of the page. Do not attempt to enter your username and password on this page, it is for emergency administrator log ins only.

On the Web Login Service screen, enter your Duck ID and Duck ID password and click Login.
ADDING CONTENT

Once you have logged in to your website, you will return to your website and have a menu appear at the top of the page. To add content, click on “Add Content” in the grey menu.

On the “Add Content” page, you can choose to add:

- Articles
  - More dynamic content – are posted more frequently about ever-changing topics
  - Key Dates and Deadlines (calendar-type) feed for homepages
  - News, story or blog-like in nature
  - Can be combined to feed into other content like collection/syndication pages
- Basic Pages - Most Often Used Page Type
  - Static content – doesn’t change often
  - Informational in nature
- Collections
- External Articles
- Profiles
- Webforms
CREATING BASIC PAGES

• To create a basic page, you will need to complete the title and add body copy to the page.

  - The “Title” will appear at the top of the page. A title is required for every page.
  - The “Body” is the primary content of the page.
    - To add body copy to the page, copy from its current location (current website, word file, document, etc.)
    - To keep the original formatting, click on the clipboard with the W on it and paste the content in the pop-up screen. To disregard all formatting, paste the content directly on the page.
CREATING ARTICLE PAGES

Creating an Article page is very similar to creating a Basic Page. The only differences:

- “Tags” section that allows you to tag the article to appear in a specific feed of articles. These will need to be the same and correspond with the name of the feed they will appear in.
- “Image” section that allows you to upload an image that will automatically appear in the article and as a thumbnail in the feed of articles.

The body section is the same as creating a Basic Page.
EDITING A PAGE THAT ALREADY EXISTS

To edit a page that already exists, you can go directly to that page and click on the “Edit” tab just below the title of the page and edit the same way you do for a page you are creating.

OR

You can go to “Find Content” in the menu at the top of the page to pull up a list of all the content on your website, including unpublished pages. Once you have found the page you want to edit in the list, click on the “Edit” button associated with that content in the right hand column.
FORMATTING TEXT

Most of the text formatting icons are the same or similar to those found in Word.

- To “**Bold**” or “*Italics*” or “Underline” or “Strikethrough,” click on the B, I, U or S icons.

- To align text left, center or right, click on the appropriate icons.

- To add bullets or numbers, click on the bullets or numbers.

- To add a line across the page, click on the highlighted line icon.

- To add a symbol, click on the Omega symbol and a pop-up menu will appear and you can select the symbol you want to add.
**ADDING HEADERS**

To style headers for your body copy, highlight the text you want to format and click on the button that says “Normal” on the toolbar. That will give you a drop down menu. Scroll down and select from Heading 2 or Heading 3.

Be sure to use “header” tags (H2 for major headings, H3 for subheadings) to separate sections rather than just bolding the text.

**ACCESSIBILITY IN PRACTICE**

For screen reader users, header tags are vital in giving a sense of the main topics of the page and enabling easier navigation through your content. Additionally, effective header tags help with search engines – making your site more accessible to everyone.
**ADDING A LINK TO A WEBPAGE**

- Highlight the text you would like to make the link to a webpage.

- Click on the link icon with the plus sign on the right hand side of the formatting bar. That will bring up a pop-up “Linkit” box (right). NOTE: The link icon on the left should only be used to insert email addresses (see “Adding a Link to an Email”).

For a Link that IS NOT on Your Website:

- Copy the address and paste it in the “Link URL” box - it must include the http:// or https://.

For a Link that IS on Your Website:

- Type only what appears AFTER uoregon.edu (relative link) so for uoregon.edu/apply, you would only put /apply in the “Link URL” box. **OR**

- Start typing the title of the page in the “Search for content” box and it will auto-populate with page titles. Click on the corresponding page title and it will add link based on the node number (the way the Drupal system tracks webpages).

**ACCESSIBILITY IN PRACTICE**

Links should have concise and descriptive screen text.
**ADDING A LINK TO AN EMAIL**

- Highlight the text you would like to make the link to an email.

- Click on the link icon with the left hand side of the formatting bar. That will bring up a pop-up “Link” box.

- From the drop down menu for “Link Type,” click on E-mail.

- Enter the email address in the box marked “E-Mail Address.” If you want to automatically include a subject or body, enter that text in the appropriate boxes and click OK.
ADDING LINK BUTTONS

- Highlight the text you want to make a button.
- Make the text you want to turn into a button a link. The text must already be a link because buttons will not work without the text being a link.
- Click on the button that says “Styles” on the toolbar. That will give you a drop down menu.
- Select either Button Black or Button Dark (Button White is only used on very dark backgrounds).

---

**Button Black**

Explore Faculty Research

**Button Dark**

Meet Jasmine Akiyama-Kim
ADDING COLUMNS / GRIDS

- To add columns or grids in the body of your copy, place the cursor where you want the grid to go, then click on the paper icon on the right of the menu.

- The “Content Templates” box will pop-up. The one you will use most often are the 2 Column Grid and the 3 Column Grid. These are great for mobile use. Scroll down and click on the grid you want to insert.

- Once you click on the grid you want, it will populate the content area. You can copy and paste your text in the text areas marked First Item and Second Item.

Adding Additional Grid Items
To add additional columns, click the green + button on the right. That will add one new column at a time.

Deleting Grid Items
To delete a grid item, click the red x box for that grid item.

Deleting the Grid
To delete the entire grid, click the red x box at the top right of the entire grid. When the grids are optimized for mobile, the grid items will stack on each other, so the grid item on the right will fall below the grid item on the left. If you have multiple grid items, they will stack within each other.
Example of a 2 column grid using just two grids

View on the website

View on a mobile device

Example of a 2 column grid using multiple grids

View on the website

View on a mobile device

View on the edit screen
UPLOADING / ADDING A NEW PHOTO TO A PAGE

• Place your cursor where you want the photo to be inserted.

• Click on the photo icon on the right hand side of the formatting bar (Disregard the one on the left side).

• That will bring up a pop-up box. The box is automatically defaulted to upload a photo. If you have already uploaded the photo, or have used it previously on the site, then skip down to “Adding a Previously Uploaded Photo to a Basic Page.”

• To upload a photo, click on “Browse” and find the photo on your computer and click “Open.” Once the title of the photo appears in the box next to “Browse,” click on “Upload” and then click on “Next.”

• On the “Destination” screen, select “Public local files served by the webserver” and click next.

• You will then need to add Alt Text and Title Text. **NOTE: Always use alt text with images for accessibility and search engine optimization. Alt Text should tell someone who can’t see the photo what is being shown.**

• Once Alt Text and Title Text have been entered, click on “Save” and then on the next page click “Submit” and it will return you to the page with the photo added to the page.

ACCESSIBILITY IN PRACTICE

Include clear and concise alt attributes for all relevant images and graphics appearing in your site. “Comment out” (for the screen reader) strictly decorative graphics with alt = “”. Use a testing tool to view images replaced with their alt text.
ADDING A PREVIOUSLY UPLOADED PHOTO TO A BASIC PAGE

• Place your cursor where you want the photo to be inserted.

• Click on the double photo icon on the right hand side of the formatting bar (Disregard the one on the left side). That will bring up a pop-up box.

• Click on the “Library” tab on the right.

• The pop-up box will then change to thumbnails shots of all of the photos that have previously been uploaded on the site.

• Click on the photo you want to insert and click on “Submit.”

There are 25 photos / documents per page on the Library screen and numbers (1, 2, 3, 4 ...) you can click through at the bottom of the box to show you more photos in your library.

If you know the name of the photo (or part of the name of the photo) you are looking for, you can type it in the “File Name” box and then click “Apply” and it will just show you photos that include what you have entered in the “File Name” box. Click on the photo you want to include and click on “Submit.”

Once the photo has been inserted, you can adjust it like you would with an uploaded photo.
EDITING THE PHOTO PROPERTIES

• To adjust the photo size or to add, right click on the image and click on “Image Properties.”

• To adjust the size of the photo, you can click on the “Width” box and type in how wide you want the photo to appear. If the lock on the right of the “Width” and “Height” boxes is locked, the height will adjust in proportion to the change in the width. If it is unlocked, the width will adjust independently of the height.

• To see the current size of the photo, click on the circle with the arrow next to the lock and it will autofill the current width and height.

• To add space to the left and right of the photo (so it doesn’t bump into text on the page), add the number of pixels you want to the left and right in the HSpace box (8 is a commonly used number).

• To add space to the top and bottom of the photo, add the number of pixels you want to add to the top and bottom in the VSpace box (again 8 is a commonly used number).

• To wrap the text around the photo and align the photo on the left or right of the page, click on “Alignment” and choose left or right based on if you want the photo to appear on the right or left of the page.
If you need to add multiple photos or documents, it’s best to add them all at once.

• Click on “Find Content” in the menu at the top of the page. That will bring you to the “Content” page that lists all of the content pages (basic pages, profiles, articles, etc.) on your website.

• Click on the “Files” tab on the right hand side of the page.
• On the “Files” page, click on “+ Add file” at the top left of the page. That will give you the same screen that appears in the pop-up box when you are adding a photo while creating a page.

Note: You can choose most types of files to upload - jpg, doc, ppt, etc. If you are adding a photo, you will have to go through the same steps as adding a photo while creating a page. If you are adding a document, you will only have to click “Upload” and “Next” and the document will be added.
LINKING A DOCUMENT / PHOTO FROM THE LIBRARY TO A PAGE

To link to a document while creating a page, go into the body copy of the document and highlight the text you want to link to the document. Click on the link with the plus mark on the right hand side of the toolbar.

That will give you the same pop-up menu that appeared when adding a link while creating a page.

- To add a link to a document
- Type the name of the document in the “Search for content” box
- When the document you want to link to appears, click on it and it will populate the “Link URL” for that document.
- Click “Insert Link” and the text will be linked to the document.
UPLOADING / ADDING A YOUTUBE VIDEO TO A BASIC PAGE

• Place your cursor where you want the YouTube video to be inserted.

• Click on the iFrame (globe) icon on the right hand side of the formatting bar.

• That will bring up the iFrame Properties pop-up box.

• To add a video, go to the YouTube webpage the video you want to embed is on. Click on “Share” below the title of the video. That will give you a menu for Share, Embed and Email. Click on “Embed.”
• A line of HTML code that begins with `<iframe` will appear. In the line of code, highlight the web address for the YouTube site that is located there. Start with `https://www.youtube.com/embed/` (do not include the quotation marks). Copy the web address.

• Go back to the iFrame Properties pop-up box and paste the YouTube web address in the box marked URL. You can then set the width and the height and the alignment of the video on the page.

• Once you have the URL entered and the width and height and alignment you want, click on “OK.” That will return you to the page. **NOTE:** You will not be able to see the video on the edit screen. It will show up on the edit screen as a white box outlined in black with iFrame written in red in the middle.

**ACCESSIBILITY IN PRACTICE**

Caption all video. YouTube has very useful built in captioning tools. For videos not hosted on YouTube you can caption your videos using web applications like Universal Subtitles.

All audio files must contain links to text transcripts.
ADDING YOUR PAGE TO THE NAVIGATION

If you want the page you are creating to be added to the navigation, click on the box that says “Provide a menu link” at the bottom of the page next to Menu Settings. That will give you a sidebar menu that auto populates the “Menu link title” with the title of the page. You can change that text if you want.

- To add the link to the primary navigation, in the “Parent item” drop down menu click on <Main men> (already set by default).

- If you want it to appear as a secondary navigation, click on the “Parent item” drop down menu and then click on the navigation you want your item to appear below.

Once you have finished the page, click on “Save” and that page will be live on the website. You can see the page and where it has been added to any navigation you have selected.
CHANGING THE ORDER OF YOUR NAVIGATION

If you have added pages or want to change the order of any pages to the navigation, go to the menu at the top of the page and click on “Structure.”

That will take you to the Structure page. Click on the link to Menus.

On the Menus page, click on the link for “list link” that corresponds with the “Main menu” title.

On the Edit Main Menu page, you can click on the cross with the four directional arrows and drag your navigation to where you would like it to appear. Once you have finished click on “Save configuration.”
FORMATTING THE FOOTER

To edit the grey footer on your page with your address, phone number, contact us, social media accounts, quick links, etc., click on “Configuration” in the menu at the top of the page.

That will take you to the Configuration page. Click on the link to “UO Banner and Footer.

On the UO Banner and Footer Setting page, you can select which information you would like to edit. The information is divided into four categories - General Settings for the quick links, Location and Map for your address, Contact Information for your phone number and contact us link, and Social Media Links to add the icons and links to your social media accounts.
General Settings

The only thing on the General Settings section that you should change is in the “Custom Footer Content” section. Do not adjust the settings for Custom Page Width, Utility Links Menu, or Hamburger Menu Target.

While the Custom Footer Content information appears to be the same as a basic grid layout, it is formatted slightly differently because it collapses when viewed on a mobile device. To change items in your footer, please contact Melissa Foley at mfoley@uoregon.edu and let her know what changes need to be made, or use the HTML code that is included.
General Settings Custom Footer Content HTML Coding

The three-column example below is the quick links section from the footer on uoregon.edu. The column titles are shown in aqua, the webpage links are shown in pink, and the link text is shown in green. This should be the only information that is changed as part of the HTML code. Use relative links for links to pages on your website. See “Adding a Link to a Webpage” for more information about relative links. To add it to your footer, in the General Settings section, under Custom Footer Content, click on “Enable rich-text” and paste the HTML code.

```html
<div class="footer-collapsible-grid grid-3col">
  <div class="grid-item">
    <dl class="collapsible collapsed">
      <dt>CAMPUS</dt>
      <dd><a href="http://around.uoregon.edu/" class="low-priority">News</a> <span class="low-priority">|</span> <a href="http://calendar.uoregon.edu/" class="low-priority">Events</a></dd>
      <dd><a href="/uoregon.edu/maps/" class="low-priority">Maps</a> <span class="low-priority">|</span> <a href="/uoregon.edu/directions/" class="low-priority">Directions</a></dd>
      <dd><a href="/uoregon.edu/azindex/" class="low-priority">A–Z Index</a></dd>
      <dd><a href="/uoregon.edu/findpeople/" class="low-priority">Find People</a></dd>
    </dl>
  </div>
  <div class="grid-item">
    <dl class="collapsible collapsed">
      <dt>TOOLS</dt>
      <dd><a href="https://webmail.uoregon.edu/" class="low-priority">Webmail</a></dd>
      <dd><a href="https://blackboard.uoregon.edu/" class="low-priority">Blackboard</a></dd>
      <dd><a href="https://canvas.uoregon.edu/" class="low-priority">Canvas</a></dd>
      <dd><a href="https://duckweb.uoregon.edu/" class="low-priority">Duckweb</a></dd>
    </dl>
  </div>
  <div class="grid-item">
    <dl class="collapsible collapsed">
      <dt>RESOURCES</dt>
      <dd><a href="http://classes.uoregon.edu/" class="low-priority">Class Schedule</a></dd>
      <dd><a href="http://registrar.uoregon.edu/calendars/academic/" class="low-priority">Academic Calendar</a></dd>
      <dd><a href="http://library.uoregon.edu/" class="low-priority">UO Libraries</a></dd>
      <dd><a href="http://uonews.uoregon.edu/" class="low-priority">For Journalists</a></dd>
    </dl>
  </div>
</div>
```
Location and Map

In the Location and Map section, you can add your address, office number and a link to your location using Google maps. Use the Street Address boxes for your mailing address and use the Office box for your building and room number.

You can also add a link to your location on Google maps. If you go to maps.google.com and type in your building location, it should bring up that location on the map. If it is correct, you can copy the entire web address and paste it in the box for Google Maps URL below. When someone clicks on your address in the footer, it will bring up the map to your location in Google maps.
Contact Information

In the Contact Information section, you can add your department’s name (which will automatically default to the title of your website), telephone and fax numbers, email address and a link to your contact us page. You can enter up to two telephone numbers in the footer.

The telephone number should be entered with the area code and use a hyphen to break up the numbers.

To enter the link to your contact us page, use a relative link (only the information after uoregon.edu) in the Contact Form URL box. For Digital Communications, the Contact Us page is located at http://digital.uoregon.edu/about-us, so in the Contact Form URL box, enter /about-us.

![Contact Information form](image_url)
Social Media Links

In the Social Media Links section, enter the web address for the social media accounts associated with your department in the corresponding boxes. There is the ability to add one account each for Facebook, Twitter, YouTube, Instagram, LinkedIn, Pinterest, and an RSS Feed. This will automatically add the icon for that account to the footer with a link to the corresponding account.
ADDING KEY DATES & DEADLINES (CALENDAR) ON YOUR HOMEPAGE

To add Key Dates and Deadlines to that section on your homepage, you will create an article page for each item you wish to appear in the list.

- The “Title” will be what appears on your homepage and is the title of your event or deadline.

- In the “Tags” section, enter the word deadline (after you do it once, it will auto-populate when you start typing it) to add it to the list of events and deadlines that will appear on your homepage.

- In the “Body” section, add any content you want to appear about your event. When you click on the event or deadline on your homepage, it will bring you to the article page, so place any information you want people to know about your event or deadline to appear in the “Body” section. It is editable just like the “Body” section of a Basic Page.

- In the “Important Date” section, enter the date of your event. If it is only one day, you can uncheck the “Show End Date” box. If it is for multiple days, enter the starting date and the ending date. The event will automatically remove itself from your homepage after the day of the event.
PAGE TEMPLATES

To help keep a consistent look and feel across the division, we recommend choosing from a few design templates for certain pages.

Website Homepage

---

Call to Action Here

Short message and call to action can go here above the photo.
Text can be multiple lines if needed.

Call to Action


---

Testimonial goes here. Ducks are encouraged to follow their passions and are given the resources to achieve their goals.
Basic Page Wireframe

Department Title

CALL TO ACTION

IN THIS SECTION
Typicus dignissim
Tego seep quq in metuo
Scisco aptent vero
Reprobo ajuic min
Plintum velit atnims euism
Eumplaga captent

UGS TOOLBAR HERE
Plintum velit atnims euism
Saep quq in metuo
Telisco aptent vero
Reprobo ajuic min
Captent adpoirem set
Sabbatical

Sabbatical leave is a paid period of released time designed to reinvigorate and restore one's academic energies, and to provide a base for future intellectual development and achievement. During the leave period, a faculty member may receive between 50 and 100 percent of salary depending on the length of the leave and the school, college or other administrative affiliation.

Sabbatical leave is not a right of employment, nor is it a reward for excellent performance and services rendered. Sabbatical leave is a privilege awarded based upon an assessment of the contribution that will be made to the university (and hence to the state) as a result of the leave. If the work to be conducted while on leave will strengthen the eligible faculty member's ability to serve the mission and purpose of the university in the future, a faculty member's application for sabbatical leave will usually be approved. Applications for sabbatical from career NTTF, including research faculty, are more rarely approved.

ELIGIBILITY FOR SABBATICAL

A faculty member at the University of Oregon appointed at .50 FTE or more may be considered for a sabbatical leave after accumulating six or more full-time years of service if not otherwise stated in their employment contract. Individuals with part-time appointments or those whose appointments have included a mixture of full and part-time service should read the state board's rules on eligibility for sabbatical leave set forth in OAR 580-21-200 through OAR 580-21-240.

If you have questions about your eligibility for sabbatical leave, check with the staff in Unclassified Personnel Services at 541-346-3348. Academic Affairs and Unclassified Personnel Services have been charged with monitoring the entire sabbatical leave program and can help faculty with their questions about the program and its requirements.

APPLYING FOR SABBATICAL

Applicants for a sabbatical leave must present a careful statement of plans for the leave period, and a justification of the leave in terms of the criteria stated above. The request should be accompanied by an official application form, a curriculum vita, and a description of current teaching, research, and other professionally relevant activities. The sabbatical deadline for the academic year 2014-2015 will be February 28, 2015. In future years, the deadline for sabbatical leave requests will be the last work day in February. The sabbatical application and procedure can be found on Unclassified Personnel Services’ website under Sabbaticals.

Even when an eligible faculty member has an excellent sabbatical plan that meets all of the recognized criteria, the leave may be denied should the faculty member’s absence at that particular time cause dislocation within the program. It is up to deans and department heads to assure the continued high quality of the academic program, and it is up to directors to assure the smooth operation of administrative units. Therefore, a request for sabbatical might be denied to assure that a solid contingent of continuing faculty members is available on an ongoing basis. When a faculty member is requested to postpone a leave that would otherwise be approved, some adjustment in accumulating eligibility for future leaves is possible.

Before the beginning of a sabbatical leave, faculty members are strongly urged to contact the Office of Human Resources benefits section about coverage while away from campus. This is particularly important for faculty members planning to travel abroad.
Basic Page without secondary navigation

Connect Mind & Body

From the time the UO Admissions staff begin reviewing applications, the UO sees students as whole people, not just numbers on a form. That view only widens once students are accepted, begin their classes, and become engaged participants in the UO community.

That's why, when you're here, you'll notice that the UO offers a wide variety of mind-body focused classes, programs, and activities. Below are just a few examples of ways that UO and undergraduate education recognize the important connections between mind and body.

- The Physical Education department offers several meditation and yoga classes aimed at reducing stress.
- The annual Mindfulness Symposium highlights research conducted by UO faculty and students on the neurological basis of mindfulness practices such as meditation, tai chi, and yoga. Researchers at the UO are finding that meditation and mindfulness can lead to improved learning and attention as well as increased self-awareness, compassion, and impulse control.
- The Accessible Education Center (AEC) works individually with faculty, staff, and students to make the campus a more accessible and inclusive learning environment. AEC staff members lead workshops and presentations aimed at increasing awareness of the importance of inclusive design in curriculum and the physical environment, as well as a variety of other issues related to disability awareness and inclusivity.
- On Earth Day in April, the Division of Undergraduate Studies sponsors Analog U, the centerpiece of which is to take a campus-wide tech holiday—an invitation to go completely analog on Earth Day and to reconnect with ourselves, each other, and the world around us.
- An eight-week Mindfulness-Based Stress Reduction (MBSR) course is offered through the UO's Academic Extension program. MBSR teaches participants how to harness their own innate abilities to diminish stress and pain and to improve overall physical and mental health.
Staff Directory

Listing without Photos Wireframe

Staff List

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University Advancement

Contact Us

University Advancement has offices in the Ford Alumni Center, Johnson Hall and the Jordan Schnitzer Museum of Art on campus; the 10th and Mill Building in downtown Eugene; and the White Stag Block in Portland.

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UO Alumni Association Staff Directory

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Government and Community Relations Staff Directory
The Board of Trustees of the University of Oregon

Chuck Lillis PhD '72, Board Chair

Ginevra Ralph '83 MA '85, Board Vice Chair

Connie Ballmer '84

Peter Bragdon

Rodolfo (Rudy) Chapa '81

Andrew Colas '04
The Board of Trustees of the University of Oregon

Chuck Lillis PhD ’72, Board Chair
Chuck Lillis is a native of Overland Park, Kan., and the first in his middle-class family to attend college. He received his bachelor’s degree and his master’s degree in business administration from the University of Washington, and his doctorate in 1972 from the UO’s Lundquist College of Business.

Ginevra Ralph ’83 MA ’85, Board Vice Chair
Ginevra Ralph, a University of Oregon alumna, received her bachelor’s degree in history with distinction from the Honors College in 1983, Phi Beta Kappa, and her master’s degree in special education in 1985.

Connie Ballmer ’84
Connie Ballmer of Bellevue, Wash., grew up in Oregon City and received her bachelor’s degree in journalism from the University of Oregon in 1984. She now serves as a community volunteer and advocate for the well-being of children.

Peter Bragdon
Peter Bragdon is senior vice president of legal and corporate affairs, general counsel and secretary of Columbia Sportswear Company, which sells outdoor apparel, footwear and equipment in more than 100 countries.