UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session at 3:30 p.m. per ORS 192.660(2)(i) and(d); TAP 15

VOL. LIV, No. 12 BOARD OF EDUCATION MEETING

June 10, 2020; 4:30 P.M.

A link to the livestream will be available prior to the meeting on facebook.com/umpquacc, twitter.com/umpquacc, and will be streamed via youtube.com/umpquacc.

A G E N D A

MEMBERS:				**ADMINISTRATION:**	
Steve Loosley, Chair	**____**	**Randy Richardson**	**____**	**Debra Thatcher**	**____**
Guy Kennerly, V. Chair	**____**	**Erica Mills**	**____**	**Kacy Crabtree**	**____**
Doris Lathrop	**____**	**Twila McDonald**	**____**		
David Littlejohn	**____**				

I. CALL TO ORDER — **Chair Loosley**

II. ATTENDANCE — **Chair Loosley**

III. CITIZEN COMMENTS

The Board values input from citizens of the Umpqua Community College District. Due to Oregon Executive Order 20-12 the Board of Education meeting will be conducted online. Public comments may be submitted to robynne.wilgus@umpqua.edu up until the start of the meeting and they will become part of the record. Please include your name, address, and city of residence. The Board may not respond directly to issues raised but refer those issues to the President for appropriate action.

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. REPORTS — **pp 10-15**

A. Standing Reports

1. **OCCA Report** — **Director Lathrop**
2. **President's Report** — **Debra Thatcher, President**

B. Informational Reports

1. Accreditation Report	**Kacy Crabtree**	
2. Enrollment Report	**Missy Olson**	
3. OCCA Executive Director Update	**Cam Preus**	

VII.	**OLD BUSINESS**		
	A. Reduction in Force Implementation Plan	**Kelley Plueard**	**p 16**
VIII.	**NEW BUSINESS**		
	A. First Reading of Policies	**Debra Thatcher**	**p 17,** ***see addendum***
IX.	**ORGANIZATION**	**Chair Loosley**	
	A. Election of Chair for 2020-21		
	B. Election of Vice Chair for 2020-21		
	C. Election of OCCA Representative for 2020-21		
X.	**BOARD COMMENTS**	**Chair Loosley**	
XI.	**ADJOURNMENT**	**Chair Loosley**	

UPCOMING MEETINGS:

- Board Retreat, August, TBD
- Regular Board Meeting, September 9, 4:30 p.m.

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. 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 _X_ Action Item
Subject: Consent Agenda	Date: June 10, 2020

Recommend approval of:

1. Minutes of College Board Meeting of May 13, 2020 — pp 1-4
2. Personnel Actions — p 5
3. Copier Equipment Lease & Maintenance Contract — p 6
4. Res. #20, Interfund Borrowing for fiscal year 2020-21 — p 7
5. Res. #21, Increase Appropriation — pp 8-9
6. Second Reading Policies:

Old #	New #	Title	Addendum Page #
N/A	3502	Children on Campus	1
N/A	5077	Credit Overload	5
721 & 721.3	5500	Standards of Student Conduct	8-9

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	3502	Children on Campus	2-4
N/A	5077	Credit Overload	6-7
721.1	5501	Definitions	10-11
721.3	5502	Student Misconduct	12-17
N/A	5505	Hazing	18-19
721.4	5506	Academic Integrity	20-22
721.5-6	5520	Student Discipline	23-31
721.2	5530	Student Responsibilities, Rights, & Freedoms	32-34
721.7	5535	Student Grievances	35-40

See Board Packet Addendum for 2nd reading policies and procedures

Recommendation by:	Approved for Consideration:
Lorynne Wilgus	Debra Thatcher

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
May 13, 2020

The Umpqua Community College Board of Education met on Wednesday, May 13, 2020, via Zoom conference connection. Board Chair Loosley called the meeting to order at 4:40 p.m.

Directors present: Guy Kennerly, David Littlejohn, Twila McDonald, Erica Mills, and Steve Loosley; via Zoom – Doris Lathrop, Randy Richardson

Others present:

Deb Thatcher	Doyle Poole	Steve Rogers	Susan Neeman	541-817-2004
Robynne Wilgus	Melissa Lake	Robin VanWinkle	Linda Vellines	541-440-7859
Natalya Brown	Kevin Mathweg	Becky Kipperman	Frank Ruiz	541-440-7781
Kelley Plueard	Owen Cherry	Ellen Brown	Kendy Jones	541-440-7749
Via Zoom:	Destiny Hunt	John Blakely	Lisa Woods	541-784-7725
Tim Hill	Joy Yori	Carol McGeehon	Missy Olson	918-625-8339
Micque Shoemaker	April Hamlin	Katie Workman	Visitor	541-580-5426
Ian Fisher	Jules DeGuilio	Tiffany Coleman	Galaxy S9+	918-625-8389
Sanne Godfrey	Cathy Chapman	Amanda Shirley	541-375-0544	

Citizen Comments: Chair Loosley read citizen comments from Frank Mesa, Dave Weir, Andrew Kohloff, Robert Johnson, Ron West, and the UCCFA Executive Committee in favor of retaining the T-TEN and general automotive AAS programs. Jami Mansfield submitted a letter reminding the Board to serve the citizens of Douglas County. The letters are attached to the permanent minutes.

Consent Agenda:
Recommend approval of:

1. Minutes of College Board Meeting of April 8, 2020
2. Personnel Actions
3. Res. # 18, Establishing a Clerk, Deputy Clerk, and Budget Officer

The Consent Agenda was approved by general consent; the items are attached to the permanent minutes.

Changes to the agenda: Under New Business, item H, Resolution #19 – Increase Appropriation, will be added.

REPORTS
President – Dr. Thatcher: President Thatcher highlighted the adaptability and commitment of faculty and staff in their continued efforts of serving students. The state legislature is not expected to take budgetary action until June or July. Efforts are taking place at the federal level to help stabilize higher education funding as well as to provide training opportunities for displaced workers. UCC enrollment continues to decline: FTE is down 16% and credit hours are down 16.5%. The college continues to operate with multiple controls in place to mitigate the effect of this term's enrollment decline. Planning is underway for a $3.5 million budget reduction. Funds have been received from the federal CARES Act for direct student

support; the college is following federal guidelines for distribution. Multiple areas of campus have made an extra effort to support students this term. The full report is posted to the Board of Education meetings webpage.

Accreditation and Senior Leadership Team reports are posted to the webpage.

OLD BUSINESS – There was none.

NEW BUSINESS

President Thatcher presented policies for a first reading. Highlights from the policies were reviewed.

Old #	New #	Title
N/A	3502	Children on Campus
N/A	5077	Credit Overload
721 & 721.3	5500	Standards of Student Conduct

Kelley Plueard, Director of Human Resources, requested Board approval to accept a Memorandum of Agreement (MOA) between the Umpqua Community College District Board of Education and Association of Classified Employees of Umpqua Community College. The MOA was agreed upon in lieu of regular negotiations prior to the COVID-19 emergency. In discussion it was noted that the direct/indirect costs to renegotiate would be exceed the increased costs in the agreement. The agreement will be in effect through June 3, 2021. The MOA is attached to the permanent minutes.

MOTION: **I move to approve Memorandum of Agreement between the Umpqua Community College District Board of Education and Association of Classified Employees of Umpqua Community College, as presented. Motion by Dir. Lathrop, seconded by Dir. Mills and carried unanimously.**

Board approval was requested from Ms. Plueard to authorize the college to develop an action plan for a reduction in force. The request is due to the negative impact of COVID-19 on the state economy which will result in a major state allocation reduction to the College and an enrollment decline. The process that will follow the approval of the request was explained; it will result in bringing the plan back to the Board and requesting implementation. Board members shared their perspectives on the matter.

MOTION: **I move to approve the request to develop an action plan for a reduction in force, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

On behalf of Dr. Crabtree, President Thatcher requested Board approval to eliminate the Toyota T-TEN program and the General Automotive AAS degree program. The costs of running the program and related enrollment history were shared. The proposal is to reconfigure how the college does automotive instruction. Faculty will develop a teach-out plan for both programs and a one-year certificate program to support auto mechanic training. Discussion included efforts that have been made to boost enrollment in the program, the importance of an automotive program in the community, and the difficulty in right-sizing the program.

MOTION: **I move to approve the elimination of the Toyota T-TEN program and the General Automotive AAS degree program; the college will immediately pursue the development of a one-year certificate in automotive, as presented. Amended motion by Dir. Kennerly, seconded by Dir. Littlejohn and carried unanimously.**

Natalya Brown, Chief Financial Officer, requested Board approval for the issuance of the *Notice of Intent to Award* for the 5-year Lease Agreement to upgrade and re-configure the Campus' Copier/Printer/Multi-Function Device Fleet. Discussion included the bid process, service delivery method choice, and the need for updating college technology.

MOTION: **I move to approve the Notice of Intent to Award, as presented. Motion by Dir. McDonald, seconded by Dir. Lathrop. Directors Kennerly, Lathrop, Littlejohn, McDonald, Mills and Richardson were in favor; Chair Loosley was opposed. Motion approved.**

Resolution No. 16 – Increase Appropriation

Ms. Brown presented Resolution No. 16 – Increase Appropriation for Board approval. The resolution is to increase appropriation in the Special Revenue Fund-Grants & Contracts. UCC was awarded $560,927 from the U.S. Department of Education for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

MOTION: **I move to approve Res. No. 16 Increase Appropriation, as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly and carried unanimously.**

Resolution No. 17 – Adopting the Budget

Resolution No. 17 – Adopting the Budget was presented by Ms. Brown. The budget was created pre-COVID 19. The College is ready to have internal spending controls in place once more information is received from the state. The Board was requested to adopt the budget and make appropriations for the 2020-2021 year.

MOTION: **I move to approve Res. No. 17 Adopting the Budget, as presented. Motion by Dir. Littlejohn, seconded by Dir. McDonald and carried unanimously.**

Resolution No. 19 – Increase Appropriation and Approval to Spend

Ms. Brown requested Board approval for the College to use Full Faith and Credit Agreement 2020 proceeds for repayment of Full Faith and Credit Obligations, Series 2010 and associated financing issuance costs. The steps leading to the decision were reviewed by Ms. Brown. About $181,000 is expected in interest savings through the duration of the loan.

MOTION: **I move to approve Res. No. 19 Increase Appropriation, as presented. Motion by Dir. Mills, seconded by Dir. Kennerly and carried unanimously.**

Board Comments:

- Chair Loosley suggested the next Board meeting be presented in a livestream through Facebook. Board members could use Zoom if desired.
- Feedback from the audience is appreciated for the improvement of communication.
- President Thatcher mentioned HECC and OCCA are working with the Governor's Office for resuming higher education in phases. The phases may be different from the rest of the county.

Meeting adjourned at 6:59 p.m.

Respectfully submitted,

Debra H. Thatcher, Ph.D.
Clerk of the Board

Approved,

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to the permanent minutes:

- Citizen Comments: Frank Mesa, Dave Weir, Andrew Kohloff, Robert Johnson, Ron West, UCCFA Executive Committee, and Jami Mansfield
- Personnel Actions
- Policies 3502, 5077, 5500
- UCC-ACEUCC MOA
- Res. 16, 17, 18, & 19

UMPQUA COMMUNITY COLLEGE

Serving Douglas County Since 1964

TO: UCC Board of Education

FROM: Kelley Plueard, Director of Human Resources

SUBJECT: Personnel Actions

DATE: June 10, 2020

Board approval is requested on the following personnel actions:

Administrative Contracts:

N/A

Faculty Contracts:

N/A

Resignations/Separations:

Peter Chamberlain, Full-time Engineering/CS/CIS Instructor, effective June 16, 2020

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	___ Information Item __x__ Action Item
Subject: Copier Equipment Lease & Maintenance Contract	Date: 6/10/2020

The College is requesting UCC's Board of Education to approve entering into a contract with Kelley Connect, a locally based service and equipment dealer, for the supply and maintenance of the College's copier fleet, including the production unit in the Office of Communications & Marketing.

Recommended is a 5-year term that brings state-of-the-industry equipment and technology to campus.

The total outlay will be about $430,000, which represents a 47% reduction from our current cost structure, saving the College $76,000 each year of the contract.

Kelley Connect presented the most advantageous proposal. Their grasp of the new technology along with their strong customer service culture had them outpace four (4) competitors during a months-long RFP process.

The Purchasing Department and Evaluation Team are confident this recommendation is in the best interests of the College. The updated technologies will improve efficiencies across all campus departments and contribute to the continuing downward trend in paper use.

Recommendation by:	Approved for Consideration:
N Brown	Debra A Thatcher

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	____ Information Item __X__ Action Item
Subject: Resolution #20, Interfund Borrowing for fiscal year 2020-2021	Date: June 10, 2020
Board approval is requested to permit short term use of funds belonging to one fund by another fund for the 2020-2021 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.	
Recommendation by: N Brown	Approved for Consideration: Debra A Thatcher

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	____ Information Item __X__ Action Item
Subject: Resolution #21, Increase Appropriation	Date: June 10, 2020
This is a resolution to increase appropriation in the Debt Service Fund.	
Recommendation by: N Brown	Approved for Consideration: Debra A Thatcher

UMPQUA COMMUNITY COLLEGE
Resolution No. 21 - FY 19-20
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College intends to use Full Faith and Credit Agreement 2020 proceeds for repayment of Full Faith and Credit Obligations, Series 2010 and associated financing issuance costs and;

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

WHEREAS, the provisions of ORS 294.338 (4)(c) allow for the expenditure of Bonds issued during the current year or current budget period to refund previously issued bonds or obligations.;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the expenditures in the amount of $15,000

Debt Service

	19-20 Budget Through Resolution 20	Adjustment	19-20 Budget Through Resolution 21
REVENUES:	$ 12,566,302	$ 15,000	$ 12,581,302
EXPENDITURES:			
Debt Service	$ 10,273,634	$ 15,000	$ 10,288,634
Unappropriated Fund Balance	2,292,668	-	2,292,668
TOTAL	$ 12,566,302	$ 15,000	$ 12,581,302

ADOPTED: JUNE 10, 2020

Clerk of the Board

UCC Board Chair

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	_X_ Information Item ____ Action Item
Subject: Reports	Date: June 10, 2020

STANDING REPORTS:

OCCA Report	Dir. Lathrop
President's Report	Debra Thatcher, President

INFORMATIONAL REPORTS:

Accreditation Report	Kacy Crabtree
Enrollment Report	Missy Olson
OCCA Executive Director Update	Cam Preus

Recommendation by:	Approved for Consideration:

OCCA Report
June 2020
Doris Lathrop, Trustee

The OCCA Board met on Friday, May 15, 2020 via zoom. This was the final meeting of the fiscal year. The OCCA Board consists of one board member and the president of each of the 17 community colleges in Oregon. The official meeting was preceded by a forum made up of the board members from each college. This is a time for us to connect with one another, address concerns specific to being a board member, and get an update on each college's accomplishments. During this forum, the question was brought up regarding whether or not community college enrollment will see an increase fall term if the universities continue with online courses only. Will students choose to pay the university tuition charges to enroll in online courses? Or will they turn to community colleges with a more reasonable tuition rate?

The Board meeting began with each president giving a brief summary of their current enrollment status for spring term, a budget report, information on layoffs and one positive note. For the most part, colleges praised their faculty, staff and leadership teams for their amazing work during the COVID-19 crises. The rapid creation and implementation of online classes by faculty was applauded.

All colleges reported a decrease in enrollment, some, such as PCC (down 22%), higher than others. I would say the general numbers ranged between 14-17% down. All of the colleges talked about passing a pre-COVID-19 budget and continue to work on making additional cuts. All reported layoffs. Some mentioned creative ways to save money, such as voluntary furloughs. Others talked about hiring freezes, travel reduced 50%, not filling vacancies, laying off all or most part-time employees, offering a retirement incentive, and eliminating programs.

Two college (Clatsop and Clackamas) reported an increase in ABE/GED enrollment and credited their faculty and staff for the extra effort put forward in recruitment in that area. One college talked about holding graduation in September.

In general, the college's foundations have stepped up and are assisting students who don't qualify for the COVID funds with the cost of online courses.

In the Legislative Update John noted that Governor Brown has asked all state agencies to cut general fund budgets by 8.5%.

Again, thank you for the privilege of serving as your OCCA representative.

Spring 2020 Enrollment Report

Missy Olson, Dean of Enrollment Management
May 28, 2020

Overall Trends-Spring Term

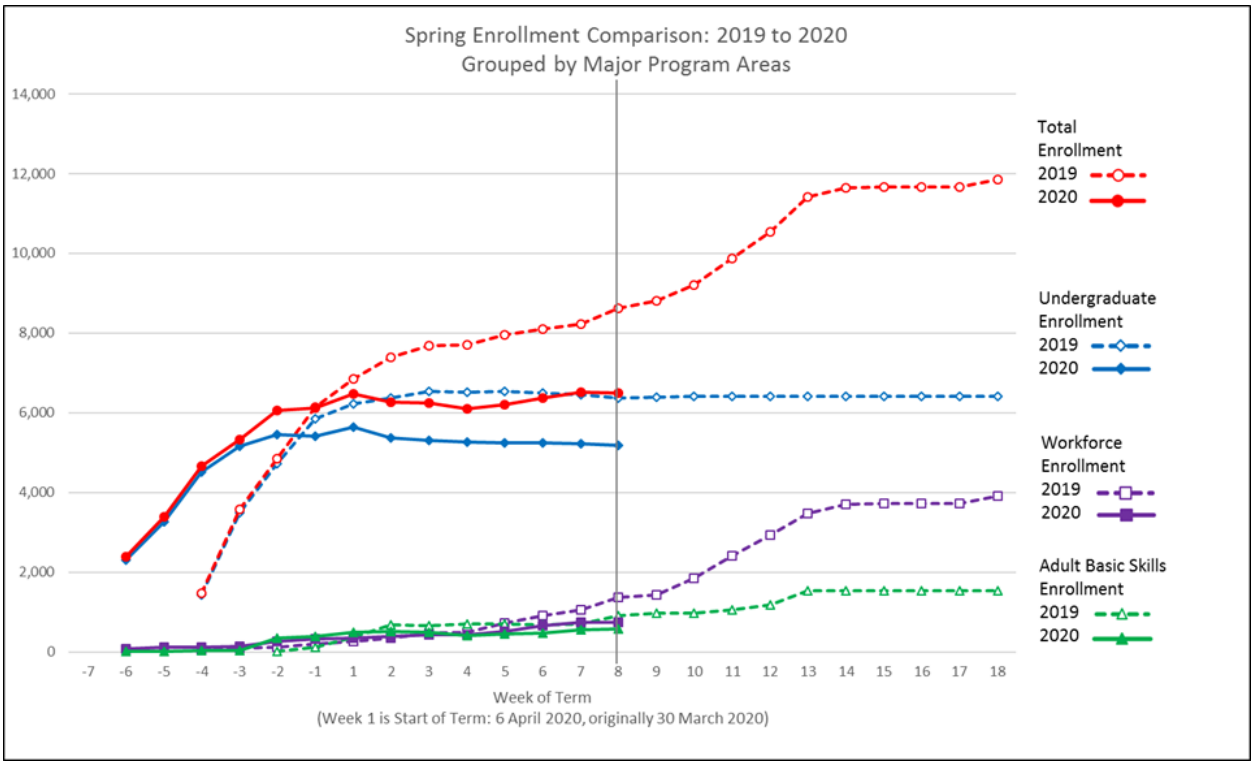
- COVID-19 strongly impacted enrollments and class offerings in CTE, apprenticeship, dual credit, and CWT
- ABE enrollments are up, largely due to new online training developed for the trades at WCJC. However, GED enrollment is down with the switch to online classes.
- There are far fewer applications for spring term than other terms, with the exception of dual credit.

Data Sources:

- FTE data comes from Institutional Research regular enrollment reports
- Enrollment Management tracks Admissions to Enrollment yield and current term enrollment by student declared major. Data is from Banner.

Enrollment

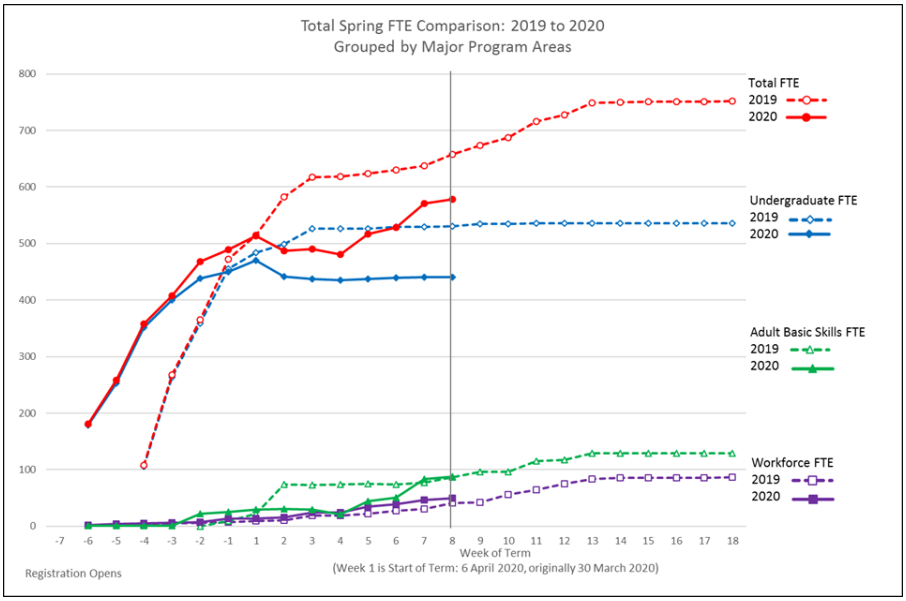
Week 8



Spring Credit Enrollment Trends

House	Area	Spring 2018			Spring 2019			Spring 2020		
		Total Enrollment (Student Declared)	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)	**Total Enrollment (Student Declared)**	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)	**Total Enrollment (Student Declared)**	Admissions applications for term (Overall Interest)	Converted Admissions (in same term)
Other	AAOT/AGS/Non-Degree	**764**	174	80	**658**	144	48	**523**	132	44
Humanities	Public Relations	**2**	0	0	**0**	0	0	**0**	0	0
Arts	Music SOU	**4**	1	0	**4**	2	0	**6**	1	0
Science/Math	Natural Resources	**8**	0	0	**8**	3	3	**11**	1	0
Social and Behavioral Sciences	Early Childhood Ed	**27**	11	6	**38**	13	6	**37**	17	6
	Human Services	**60**	22	7	**66**	22	8	**59**	25	7
	Paralegal	**41**	12	6	**50**	22	5	**49**	19	4
Applied Science and Technology	Automotive	**29**	11	1	**23**	9	1	**15**	4	0
	Computers	**76**	18	1	**68**	15	5	**54**	17	4
	Engineering	**51**	13	5	**31**	6	3	**40**	13	7
	Apprenticeship	**110**	8	6	**124**	21	14	**16**	11	0
	Welding	**33**	14	6	**38**	15	8	**17**	25	3
	Forestry	**23**	5	1	**21**	2	1	**15**	5	2
	Viticulture	**25**	7	2	**20**	2	1	**11**	5	3
Business	Business (w/o Retail)	**116**	43	7	**118**	63	17	**122**	47	14
	Retail Mgmt	**470**	80	52	**447**	134	94	**410**	96	63
Health	AAOT-pre-Nursing	**246**	117	37	**204**	55	11	**150**	75	15
	Nursing-accepted	**88**	47	16	**86**	0	0	**88**	0	0
	Dental Assistant	**32**	9	2	**34**	13	6	**19**	5	0
Public Safety	Criminal Justice	**48**	13	3	**41**	16	6	**53**	16	1
	Paramed/Fire Science	**74**	17	7	**69**	22	5	**54**	17	9
Dual Credit	Dual Credit	**460**	49	44	**497**	77	60	**368**	131	77
Ex. Options	Expanded Options	**148**	3	2	**117**	11	10	**112**	11	10

FTE



FTE			
Date of Report:	6/4/18	5/20/19	5/25/20
ABS	**109.2**	**86.43**	**109.22**
CWT	**25.81**	**15.1**	**4.83**
Transfer			
Arts	12.93	13.25	10.03
Communications Studies	18.57	14.15	14.88
Early Childhood Education	9.02	5.26	8.52
Foreign languages	6.13	6.56	4.75
Health Human Performance	20.04	15.83	8.37
Human Services	7.52	6.97	6.02
Humanities	53.42	42.23	36.26
Learning Skills	3.52	3.75	5.13
Mathematics	63.33	54.53	37.98
Music	12.76	10.94	9.06
Physical Education	11.99	14.49	.52
Science	73.62	64.65	71.46
Social Sciences	56.42	55.57	48.66
Theater Arts	2.65	0	.93
	351.92	**308.18**	**262.57**
CTE			
Apprenticeship	10.81	11.80	0.00
Auto	11.5	9.25	6.63
Business	67.12	80.53	68.74
Computer Science	19.28	13.01	13.8
Criminal Justice	9.85	10.4	8.09
Dental Assisting	15.57	17.21	2.37
Emergency Medical Services	7.47	10.81	7.49
Engineering	10.66	10.42	9.96
Fire Science	6.06	3.13	3.21
NA/Nursing	48.3	33.11	50.83
Paralegal	5.56	6.66	8.35
Viticulture	6.00	6.41	2.67
Welding	15.48	18.05	.32
	233.66	**230.79**	**182.46**
Other	**15.1**	**17.26**	**18.79**
Winter Totals	**735.69**	**657.76**	**577.87**

Strategies Moving into 20-21

- Implementing new virtual strategies: exploring programs, campus tours, admissions and financial aid Q&As
- Continuing personalized onboarding outreach with focus on how to finish it all virtually
- Personal outreach to current students for re-enrollment for summer and fall
- Starting review of class schedule for conflicts and connecting this work to Guided Pathways
- Supporting faculty work to enhance their programs and curriculum through enrollment status reports and prospective student interest

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	____ Information Item __X__ Action Item
Subject: Implementation of Reduction in Force	Date: June 10, 2020
Due to financial considerations caused by the impact of COVID-19 and after having exhausted all other avenues, Board approval is requested for implementation of the Reduction in Force plan.	
Recommendation by: 	Approved for Consideration:

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	_X_ Information Item ___ Action Item
Subject: First Reading of Policies	Date: June 10, 2020

The following policies are coming to the Board for a first reading:

Old #	New #	Title	Addendum Page #
400	6700	Facility Use / Events	11-13

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	5013	Students in the Military	1-6
N/A	6310	Accounting	7-10
400.01	6700	Facility Use / Events	14-36

See Board Packet Addendum for 1st reading policies and procedures

Recommendation by:	Approved for Consideration:
	Debra A. Thatcher