

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session, 3:30 p.m.: Per ORS 192.660(2)(d) to conduct deliberations with a person designated by the governing body to carry on labor negotiations

VOL. LVI, No. 3 BOARD OF EDUCATION MEETING

September 8, 2021; 4:30 p.m.; HNSC 100

A link to the livestream will be available prior to the meeting on facebook.com/umpquacc

AGENDA

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
David Littlejohn _____
Randy Richardson _____

Erica Mills _____
Twila McDonald _____
Vacant _____

ADMINISTRATION:

Rachel Pokrandt _____
Kacy Crabtree _____

I. CALL TO ORDER

Chair Loosley

II. ATTENDANCE

Chair Loosley

III. 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.

IV. CONSENT AGENDA

Chair Loosley

pp 1

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 18-27 |
| | A. Standing Reports | | |
| | 1. ASUCC Report | Ella Radar, ASUCC President | |
| | 2. OCCA Report | Twila McDonald | |
| | 3. President's Report | Rachel Pokrandt, President | |
| | B. Informational Reports | | |
| | 1. Senior Leadership Team Reports | Various | |
| | 2. Accreditation Report | Jana Pierce | |
| | C. Athletics Update | Craig Jackson | p 28 |
| | D. Chair Report | Steve Loosley | p 29 |
| VII. | OLD BUSINESS | | |
| VIII. | NEW BUSINESS | | |
| IX. | BOARD COMMENTS | Chair Loosley | |
| X. | ADJOURNMENT | Chair Loosley | |

UPCOMING MEETINGS:

- Regular Board Meeting, October 13, 4:30 p.m.

Robynne Wilgus, Board Assistant, Robynne.wilgus@umpqua.edu or 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

Action Item

Subject: Consent Agenda

Date: September 8, 2021

Recommend Approval of...

1. Minutes of College Board Meeting of June 9, 2021 pp 1-3
2. Minutes of College Board Meeting of August 10, 2021 pp 4-5
3. Minutes of College Board Meeting of August 26, 2021 p 6
4. Personnel Actions p 7
5. First reading of policies p 8
6. Second reading of policies p 9
7. Resolution No. 4 Increase Appropriation pp 10-11
(GEER Distance Learning Support grant in the amount of \$92,637)
8. Resolution No. 5 Increase Appropriation pp 12-13
(\$188,194 from the US Department of Education)
9. Resolution No. 6 Increase Appropriation pp 14-15
(unspent funds available from FY2021 COVID Student Aid grant in the amount of \$65,277)
10. Resolution No. 7 Increase Appropriation pp 16-17
(award from the State of Oregon for costs incurred from the repair of the landslide on campus)

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 9, 2021**

The Umpqua Community College Board of Education met on June 9, 2021, via Zoom conferencing; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 4:40 p.m.

Directors present:

Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Twila McDonald, and Erica Mills

Director excused: Randy Richardson

Others present: Deb Thatcher, Robynne Wilgus, Natalya Brown, Missy Olson, Chase Gilley, Rachel Pokrandt, Facebook live-stream

Citizen Comments – There were none.

Changes to the Agenda – There were none.

CONSENT AGENDA

1. Minutes of College Board Meeting of May 12, 2021
2. Minutes of College Board Meeting of May 26, 2021
3. Personnel Actions
4. Resolution #19 Interfund Borrowing
5. Resolution #20 Establishing Clerk, Deputy Clerk, and Budget Officer
6. Second Reading Policies

| <u>Old #</u> | <u>New #</u> | <u>Title</u> |
|--------------|--------------|-------------------------------------|
| 607 | N/A | Safety – delete |
| N/A | 3300 | Public Records |
| N/A | 6250 | Budget Management |
| N/A | 6335 | Departmental Supply Purchases |
| 311.03 | 6450 | Wireless and Cellular Telephone Use |
| N/A | 6530 | Use of College Vehicles |
| 406 | 6830 | Integrated Pest Management |

The consent agenda was approved by general consent. The items are attached to the permanent minutes.

REPORTS

- **ASUCC – Jesika Barnes, President:** No report.
- **OCCA Board – Dir. Doris Lathrop:** OCCA met for their final 2021-22 meeting on May 14. Regular year – end business occurred; incoming officers and the budget were approved. Search consultants and a search committee were approved to assist in finding the next Executive Director. The OCCA Board adopted a performance evaluation for the Executive Director.

- **President – Debra Thatcher, Ph.D.:** Various highlights from a written report were shared including a brief review of the Higher Education Emergency Relief Funds received by the College. For the fourth year in a row, CFO Natalya Brown and the Office of Business Services received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The full report is posted on the College website.
- **Enrollment Report – Missy Olson:** The written report was reviewed. The report compared the same period of the previous year that was also during the pandemic. The full report is posted on the College website.

NEW BUSINESS

The first reading of policies was presented by President Thatcher. The documents are a part of the conversion of policies to the new format and have very minimal changes. It was noted that the student media policy presented last month needs more work and will be brought back to the Board in the fall.

| Old # | New # | Title |
|--------|-------|------------------------------|
| 200 | 3960 | Communications and Marketing |
| 712 | 4022 | Course Approval |
| 720.05 | 4104 | Reverse Transfer |
| 720.04 | 4107 | Second Degree or Certificate |
| 714 | 4237 | Continuing Education Units |
| 720.07 | 4238 | Credit Hour |
| N/A | 6535 | Use of College Equipment |

Administrative Procedures were reviewed as an information item.

Resolution No. 18 – Adopting the Budget

Natalya Brown, CFO, requested the Board to adopt the budget and make appropriations for the 2021-2022 year. A summary of changes were reviewed in General Fund, Administratively Restricted, Grants and Contracts, Capital Fund, and Financial Aid. A suggested topic for the Board Retreat was how to further involve the Budget Committee in the budget process. President Thatcher commended Greg Hamann's work with OCCA in advocating for a state reimbursement for the campus' landslide repairs; it is understood that funding will be provided.

MOTION: **I move to approve Res. No. 18 Adopting the Budget, as presented. Motion by Dir. Kennerly, seconded by Dir. McDonald and carried unanimously.**

ORGANIZATION

The Board held their election of officers for the FY 2021-22.

- **Chair of the Board:** Dir. Kennerly nominated Chair Loosley, seconded by Dir. Mills and a unanimous vote was cast.
- **Vice Chair:** Chair Loosley nominated Dir. Kennerly, seconded by Dir. McDonald and a unanimous vote was cast.

- **OCCA Board Representative:** Dir. Lathrop nominated Dir. McDonald, seconded by Dir. Littlejohn and a unanimous vote was cast.

Board Comments:

- Commencement is Friday evening.
- President Thatcher's five-years of service to UCC was appreciated.
- Congratulations were extended to Natalya Brown and her team for earning their fourth consecutive excellence in financial reporting award.

The meeting adjourned at 5:35 pm.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:

Personnel Actions

Res. #'s 18, 19, & 20

Second Reading Policies: 3300, 6250, 6335, 6450, 6530, 6830

First Reading Policies: 3960, 4022, 4104, 4107, 4237, 4238, 6535

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
August 10, 2021

The Umpqua Community College Board of Education had a special meeting on August 10, 2021, in TAP 15 and via Zoom conferencing; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 5:00 p.m.

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

Others present: Rachel Pokrandt, Robynne Wilgus, Natalya Brown, Marla Sweningson, Chase Gilley, and Facebook live-stream

Changes to the Agenda: There were none.

New Business

Natalya Brown, Chief Financial Officer, presented Resolution No. 1, to increase appropriation in the Special Revenue Fund – Administratively Restricted College Support Services for the PERS Pension Obligation Bond. After careful consideration, the Board of Education approved the participation in the issuance of Full Faith and Credit Pension obligation bonds during a regular board meeting on May 12, 2021. In order to lawfully receive the proceeds and expend the receipts, an appropriation must be established. The funds from this transaction will be transferred to PERS and thereby establish a new side account for the College's benefit.

MOTION: **I move to approve Res. No. 1 Increase Appropriation, as presented. Motion by Dir. Kennerly, seconded by Dir. McDonald and carried unanimously.**

Ms. Brown presented Resolution No. 2, to increase appropriation in the Debt Service Fund. On May 12, 2021, the Board of Education approved the participation in the issuance of Full Faith and Credit Pension obligation bonds. The proceeds from the obligation bonds will be transferred to PERS and thereby establish a new side account for the College's benefit. This resolution establishes debt service expenditure associated with the new Full Faith and Credit Pension obligation issuance.

MOTION: **I move to approve Res. No. 2 Increase Appropriation, as presented. Motion by Dir. Kennerly, seconded by Dir. Richardson and carried unanimously.**

Board Comments:

- The decision provides an opportunity to borrow money in the debt market with other community colleges and reinvest in the market; over the next 22 years it helps offset the PERS liability for UCC. This is similar to what was done in 2004.
- The interest rates have ended up working in the college's favor.

The meeting adjourned at 5:07 p.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President
Secretary of the Board

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes: Res. #'s 1 & 2

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
August 26, 2021

The Umpqua Community College Board of Education had a special meeting on August 26, 2021, in TAP 15; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 4:45 p.m. It was announced that an executive session will be held to discuss the terms of the sale.

Directors present: Steve Loosley, Twila McDonald, Erica Mills, and David Littlejohn

Directors excused: Guy Kennerly and Randy Richardson

Others present: Rachel Pokrandt, Robynne Wilgus, Chase Gilley, Natalya Brown via Zoom, and Facebook live-stream

Changes to the Agenda: There were none.

New Business

Natalya Brown, Chief Financial Officer, requested Board approval of Resolution No. 3 for the sale of real property located at 699 NE Cummins St, Roseburg, Oregon. The lot was purchased in 2007 and the building was constructed as a part of the College's Construction program which is no longer offered. The building doesn't meet the College's current or long-term needs.

Media representatives were invited to contact Chair Loosley to attend the executive session virtually. Per ORS 192.660(2)(e) the Board met in executive session to deliberate with persons designated to negotiate real property transactions. The executive session began at 4:50 and ended at 4:56 p.m.

The special board meeting resumed at 4:57 p.m.

MOTION: **I move to approve Res. No. 3 Sale of Real Property, as presented. Motion by Dir. Mills, seconded by Dir. McDonald and carried unanimously.**

Board Comments: There were none.

The meeting adjourned at 4:58 p.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President
 Secretary of the Board

Steve Loosley
 Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes: Res. #3

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: September 8, 2021

Board approval is requested on the following personnel actions:

Administrative Contracts:

Adrienne Kuykendall, Director of Accounting & Finance – Effective August 30, 2021
Susan Neeman, Operations Manager-CWT – Effective September 1, 2021
Marla Sweningson, Executive Assistant to Provost – Effective July 12, 2021
Melinda Yeomans, Dean of Faculty Success – Effective August 1, 2021

Faculty Contracts:

Jodi Klier-Butler, Nursing Educator – Effective September 20, 2021
Wayne Fischer, Engineering Instructor – Effective September 20, 2021

Resignations/Separations

Clay Baumgartner, Engineering Instructor – Effective June 30, 2021
Tiffany Coleman, Chief Advancement Officer – Effective August 15, 2021
Patrick Harris, Nursing Instructor – Effective September 1, 2021
Roger Kennedy, EMT-Paramedic Instructor/Coordinator – Effective August 31, 2021
Jennifer Lantrip, Reference Librarian – Effective August 31, 2021
Micque Shoemaker, Bookstore Manager – Effective September 3, 2021
Andy Swan, Director of SOWI – Effective June 30, 2021

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| BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON | <input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item |
| Subject: First Reading of Policies | Date: Sept. 8, 2021 |

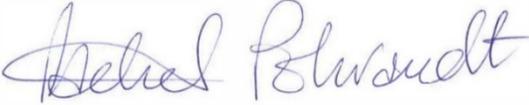
The following policies are coming to the Board for a first reading:

| Old # | New # | Title | Addendum Page # |
|-------|-------|---|-----------------|
| N/A | 2345 | Public Participation at Board of Education Meetings | 1 – 2 |
| N/A | 3620 | Citizens / Community Advisory Committees | 3 |
| N/A | 4023 | Program Advisory Committees | 4 |
| 716 | 4234 | Final Examination | 5 – 6 |
| N/A | 6660 | New Construction, Renovation, and Building Improvement Energy Policy/Guidelines | 7 |
| 610 | 6750 | Parking | 8 – 10 |
| 407 | 6850 | Hazardous Materials | 11 – 12 |

See 1st Reading Policies addendum packet

The following policies were reviewed as a part of the annual review process and no changes were recommended. The policies may be viewed at www.umpqua.edu/board-policies.

| POLICY # | TITLE | POLICY # | TITLE |
|----------|--|----------|---|
| 1100 | The College | 2360 | Minutes |
| 1200 | College Mission | 2410 | Board Policies and Administrative Procedures |
| 2000 | Organization and Authority | 2430 | Delegation of Authority to the President |
| 2010 | Board of Education Membership | 2431 | Selection of the President |
| 2100 | Board of Education Elections | 2432 | Designation of Acting President |
| 2110 | Vacancies on the Board of Education | 2435 | Evaluation of the President |
| 2200 | Board of Education Duties and Responsibilities | 2510 | College Governance |
| 2210 | Board of Education Officers | 2610 | Presentation of Initial Collective Bargaining Proposals |
| 2220 | Committees of the Board of Education | 2710 | Conflict of Interest |
| 2305 | Board of Education Annual Organizational Meeting | 2715 | Code of Ethics / Standards of Practice |
| 2310 | Regular Meetings of the Board of Education | 2716 | Board of Education Political Activity |
| 2315 | Closed Executive Sessions | 2717 | Personal Use of Public Resources - Board of Education |
| 2320 | Special Meetings | 2720 | Communications Among Board of Education Members |
| 2330 | Quorum and Voting | 2725 | Board of Education Member Compensation |
| 2340 | Agendas | 2735 | Board of Education Member Travel |
| 2350 | Speakers | 2745 | Board of Education Self Evaluation |
| 2355 | Decorum | 2800 | Separation of College and Foundation |

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| Recommendation by: | Approved for Consideration:  |
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**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

 Information Item

 X Action Item

Subject: Second Reading of Policies

Date: Sept. 8, 2021

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

| Old # | New # | Title | Addendum Page # |
|--------------|--------------|------------------------------|------------------------|
| 200 | 3950 | Communications and Marketing | 1 |
| 712 | 4022 | Course Approval | 2 |
| 720.05 | 4104 | Reverse Transfer | 3 |
| 720.04 | 4107 | Second Degree or Certificate | 4 |
| 714 | 4237 | Continuing Education Units | 5 |
| 720.07 | 4238 | Credit Hour | 6 |
| N/A | 6535 | Use of College Equipment | 7 |

See 2nd Reading Policies addendum packet

Recommendation by:

Approved for Consideration:



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|---|---|
| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item</p> <p><u> X </u> Action Item</p> |
| <p>Subject: Resolution #4, Increase Appropriation</p> | <p>Date: September 8, 2021</p> |
| <p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has unspent funds available from FY2021 GEER Distance Learning Support grant in the amount of \$92,637.</p> <p>The grant provides funding to overcome barriers created by COVID-19 to better serve students through distance learning.</p> | |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p><i>Debra Blusardt</i></p> |

UMPQUA COMMUNITY COLLEGE
Resolution No. 4 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2021 GEER Distance Learning Support grant in the amount of \$92,637, which could not have been reasonably foreseen, and

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants;

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$92,637 for the continued operations of the GEER Distance Learning grant.

Special Revenue Fund - Grants and Contracts

| | 21-22 Budget Through Resolution 3 | Adjustment | 21-22 Budget Through Resolution 4 |
|--------------------------|--------------------------------------|-------------------------|---|
| REVENUES: | \$ 8,146,067 | \$ 92,637 | \$ 8,238,704 |
| EXPENDITURES: | | | |
| Instruction | \$ 1,145,697 | \$ - | \$ 1,145,697 |
| Instruction Support | 735,110 | 92,637 | 827,747 |
| Student Services | 2,165,646 | - | 2,165,646 |
| College Support Services | 3,999,614 | - | 3,999,614 |
| Community Services | 100,000 | - | 100,000 |
| TOTAL | <u>\$ 8,146,067</u> | <u>\$ 92,637</u> | <u>\$ 8,238,704</u> |

ADOPTED: SEPTEMBER 8, 2021

Clerk of the Board

UCC Board Chair

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item <u>X</u> Action Item</p> |
| <p>Subject: Resolution #5, Increase Appropriation</p> | <p>Date: September 8, 2021</p> |
| <p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC received an additional award in the amount of \$188,194 from the US Department of Education to aid institutional support during the COVID-19 pandemic from the Education Stabilization Fund.</p> | |
| <p>Recommendation by: <i>N. Brown</i></p> | <p>Approved for Consideration: <i>Debra Blusardt</i></p> |

UMPQUA COMMUNITY COLLEGE
Resolution No. 5 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has received an additional award in the amount of \$188,194 from the US Department of Education, which could not have been reasonably foreseen, and

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$188,194 for further institutional support during the COVID-19 pandemic.

Special Revenue Fund - Grants and Contracts

| | 21-22 Budget Through Resolution 4 | Adjustment | 21-22 Budget Through Resolution 5 |
|--------------------------|--------------------------------------|-------------------|---|
| REVENUES: | \$ 8,238,704 | \$ 188,194 | \$ 8,426,898 |
| EXPENDITURES: | | | |
| Instruction | \$ 1,145,697 | \$ - | \$ 1,145,697 |
| Instruction Support | 827,747 | - | 827,747 |
| Student Services | 2,165,646 | - | 2,165,646 |
| College Support Services | 3,999,614 | 188,194 | 4,187,808 |
| Community Services | 100,000 | - | 100,000 |
| TOTAL | \$ 8,238,704 | \$ 188,194 | \$ 8,426,898 |

ADOPTED: SEPTEMBER 8, 2021

Clerk of the Board

UCC Board Chair

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| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item</p> <p><u> X </u> Action Item</p> |
| <p>Subject: Resolution #6, Increase Appropriation</p> | <p>Date: September 8, 2021</p> |
| <p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has unspent funds available from FY2021 COVID Student Aid grant in the amount of \$65,277.</p> | |
| <p>Recommendation by:</p> <p style="text-align: center;"><i>N. Brown</i></p> | <p>Approved for Consideration:</p> <p style="text-align: center;"><i>Debra Blusardt</i></p> |

UMPQUA COMMUNITY COLLEGE
Resolution No. 6 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2021 COVID Student Aid grant in the amount of \$65,277, which could not have been reasonably foreseen, and

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$65,277 for the continued support of students during the COVID-19 pandemic.

Special Revenue Fund - Grants and Contracts

| | 21-22 Budget Through Resolution 5 | Adjustment | 21-22 Budget Through Resolution 6 |
|--------------------------|--------------------------------------|------------------|---|
| REVENUES: | \$ 8,426,898 | \$ 65,277 | \$ 8,492,175 |
| EXPENDITURES: | | | |
| Instruction | \$ 1,145,697 | \$ - | \$ 1,145,697 |
| Instruction Support | 827,747 | - | 827,747 |
| Student Services | 2,165,646 | - | 2,165,646 |
| College Support Services | 4,187,808 | - | 4,187,808 |
| Community Services | 100,000 | - | 100,000 |
| Financial Aid | - | 65,277 | 65,277 |
| TOTAL | <u>\$ 8,426,898</u> | <u>\$ 65,277</u> | <u>\$ 8,492,175</u> |

ADOPTED: SEPTEMBER 8, 2021

Clerk of the Board

UCC Board Chair

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| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p>___ Information Item __X__ Action Item</p> |
| <p>Subject: Resolution #7, Increase Appropriation</p> | <p>Date: September 8, 2021</p> |
| <p>This is a resolution to increase appropriation in the Capital Projects Fund.</p> <p>UCC received an award from the State of Oregon for costs incurred from the repair of the landslide on campus.</p> | |
| <p>Recommendation by: <i>N. Brown</i></p> | <p>Approved for Consideration: <i>Debra Blusardt</i></p> |

UMPQUA COMMUNITY COLLEGE
Resolution No. 7 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has received an award in the amount of \$587,142 from the State of Oregon, which could not have been reasonably foreseen, and

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$578,142 for repair of the landslide on campus.

Capital Projects Fund

| | 21-22 Budget Through Resolution 6 | Adjustment | 21-22 Budget Through Resolution 7 |
|--|--------------------------------------|-------------------|---|
| REVENUES: | \$ 1,307,084 | \$ 578,142 | \$ 1,885,226 |
| EXPENDITURES: | | | |
| Facilities Acquisition/Construction Reserves | \$ 1,005,084 302,000 | \$ 578,142 - | \$ 1,583,226 302,000 |
| TOTAL | <u>\$ 1,307,084</u> | <u>\$ 578,142</u> | <u>\$ 1,885,226</u> |

ADOPTED: SEPTEMBER 8, 2021

Clerk of the Board

UCC Board Chair

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|---|---|-----------------|-----------------------------|----------------|--------------------------------|-----------------------|----------------------------|-----------------------------------|---------|-------------------------|---|
| <p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><u> X </u> Information Item <u> </u> Action Item</p> | | | | | | | | | | |
| <p>Subject: Reports</p> | <p>Date: September 8, 2021</p> | | | | | | | | | | |
| <p>STANDING REPORTS</p> <table><tr><td>1. ASUCC Report</td><td>Ella Radar, ASUCC President</td></tr><tr><td>2. OCCA Report</td><td>Twila McDonald, Board Director</td></tr><tr><td>3. President's Report</td><td>Rachel Pokrandt, President</td></tr></table> <p>INFORMATIONAL REPORTS</p> <table><tr><td>1. Senior Leadership Team Reports</td><td>Various</td></tr><tr><td>2. Accreditation Report</td><td>Jana Pierce, Director of Institutional Effectiveness</td></tr></table> | | 1. ASUCC Report | Ella Radar, ASUCC President | 2. OCCA Report | Twila McDonald, Board Director | 3. President's Report | Rachel Pokrandt, President | 1. Senior Leadership Team Reports | Various | 2. Accreditation Report | Jana Pierce, Director of Institutional Effectiveness |
| 1. ASUCC Report | Ella Radar, ASUCC President | | | | | | | | | | |
| 2. OCCA Report | Twila McDonald, Board Director | | | | | | | | | | |
| 3. President's Report | Rachel Pokrandt, President | | | | | | | | | | |
| 1. Senior Leadership Team Reports | Various | | | | | | | | | | |
| 2. Accreditation Report | Jana Pierce, Director of Institutional Effectiveness | | | | | | | | | | |
| <p>Recommendation by:</p> | <p>Approved for Consideration: </p> | | | | | | | | | | |

OFFICE OF ACADEMIC SERVICES

Report to the Board of Education

September 2021

ACADEMIC SERVICES

Kacy Crabtree, Vice President for Academic Services

Danielle Haskett, Assistant Vice President of Academic Services

1. Our inaugural Summer Teaching & Learning Institute was held this summer to assist faculty with mastering blended instruction. Twenty-eight faculty participated in the training to learn new skills for using our new SMART Classrooms.
2. A music concert will be held on September 12 at 3:00 p.m. at Swanson Amphitheatre. This is a collaboration between our music faculty and area high school bands and choral directors.
3. Search for a Dean of Career and Technical Education is underway.
4. We are in the final planning phase for seven new programs to be developed: Accounting certificate (online), Artificial Intelligence, Exercise and Sport Science, Gerontology certificate, Mechatronics, Water Quality Technology, and Wine Studies.
5. Library received a \$15,510 grant to be used to eliminate barriers to technology and enhance the collection.
6. Courseleaf catalog and curriculum software has been purchased and implementation will begin this September.
7. UCCOLine has partnered with Western Oregon University, giving ten faculty and staff the opportunity to participate in the Catalyst program, a collaborative program that promotes the exploration of the intersection of technology and pedagogy.

COMMUNITY EDUCATION AND PARTNERSHIPS (CEP) - *Robin VanWinkle, Dean*

8. The ABS program enrolled 105 students this summer, a new record for the program.
9. 157 students are enrolled in the apprenticeship program as mid-August. The largest gain in students is in industrial and inside electrical trades.
10. Kevin Mathweg, Apprenticeship Faculty, attended an NC3 train-the-trainer event in July which allowed UCC to acquire \$15,000 in new equipment for electrical apprenticeship classes using Perkins funds.
11. CWT trained 361 Wildland Fire Fighters for this fire season.
12. Thirty-three elementary and middle school aged youth participated in LEGO SPIKE Prime Robotics this summer, a collaborative effort by CWT and Engineering. The program was partially funded by a grant from the Oregon Community Foundation through ORTOP (Oregon Robotics League).
13. 21% of students enrolled in the Jobs Opportunity and Basic Skills program (JOBS) attended a UCC program during summer term 2021.
14. SBDC partnered with CCD-Business Development Corporation to utilize their grant program for low and moderate-income owners/developers of microenterprises. SBDC provided services to 45 entrepreneurs and microenterprises
15. Plans for SOWI are being developed in three areas: 1) instruction, 2) vineyard management and incubator, and 3) facility use for events and training.

ENROLLMENT AND STUDENT SERVICES (ESS) - *Missy Olson, Assistant Vice President*

16. Fall Open House is scheduled for September 9 from 3:00-7:00 p.m.
17. College Kick Start currently has 68 students participating either summer or fall term. This program offers high school graduates from 2021 and 2022 one free class (up to 4 credits) either summer or fall term 2021.
18. Summer Bridge 2021 wrapped up with 21 participants. They attended workshops on how to be successful in college, scholarships, and faculty demonstrations/lectures.
19. UCC was awarded a new five-year grant at \$328,413 per year. The program will serve 590 students in six Douglas County High Schools and middle schools, providing services related to college access, personalized assistance with applications, career exploration, campus visits, and tutoring.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
Sept 2021
Tim Hill, Director of Information Technology

- Major Successes:
 - The training and rollout of faculty and staff laptops, transition to VDI, and the upgrade to Microsoft 365 is 90% complete.
 - We have completed the technical work on the HR workflow and scheduled to go into the production environment along with training of end users in the beginning of September.
 - We have completed the accounting portion of the Enrole integration and starting to test the student portion of the integrations.

- Challenges:
 - The Banner 9 and single sign-on project has been delayed until winter break due to required upgrades on our infrastructure. The technical issues that previously delayed Banner 9 and single sign-on have been resolved.
 - Microsoft 365 in the cloud has delayed its support for multiple email addresses UCC uses to a single exchange service. (Example: xxxx.umpqua.edu and xxxx.student.umpqua.edu) As a result we have delayed the student portion of the transition to June 2022 after Microsoft completes support for this configuration.

- Tactical Projects update:
 - Classroom & office without barriers has moved into its final stages of converting a small group of people to the laptops with VDI and the final transition of part time faculty and staff to Microsoft 365. Georgann Willis has completed teaching a class for one term in the hyflex modality and is training other faculty to use the smart classrooms.
 - Enhance efficiency and accuracy projects have also moved into implementation phase. We currently are working with HR, Finance, workforce training, and student services to improve efficiencies and increase our paperless workflow.
 - Same day posting and registration for CWT has started and the accounting portion is in production. We are testing the new student identification and beginning to test the registration portion of the project.
 - Single identity access projects are still delayed, but the vendor technical issues have been resolved. Due to the amount of time delay by the vendor and to remain on support with other vendors we shifted the development resources to upgrading some of our infrastructure and will implement the Banner 9 and single sign-on during the winter break.

OFFICE OF ATHLETICS
QUARTERLY BOARD REPORT
Sept 2021
Craig Jackson, Director of Athletics

- Initial renovations are nearly completed at the newly purchased housing building and students are beginning to move in. The facility will be at capacity.
- Flegel Center had a small number of upgrades and students will move in on Sept. 4th. The facility will be at capacity.
- Fall numbers are currently at 220 student athletes, an increase of 6.2% over fall of 2020 and a 464% increase over fall of 2016 (5-year window).
- Volleyball, Cross Country, Obstacle Course Racing, and Women's Soccer have either begun competition or are beginning shortly.
- We continue to test and monitor for COVID. Fall sports exceed 90% vaccination rate.

OFFICE OF BUSINESS SERVICES BOARD REPORT

August 2021

Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

Key Priority:

Enhance the College's sustainability by fostering fiscally responsible environment supported by data-driven decision making.

Strengthen quality, efficiency and effectiveness of Business Services operations.

- After careful consideration and the Board of Education's approval in the participation of the issuance of Full Faith and Credit Pension obligation bonds, the College is in the final stages of closing process. The College was able to secure the low interest rates for the debt issue. Bond proceeds will be used for establishing a side account with the PERS which is expected to provide savings in the long run.
- The College is pursuing the sale of the property located at 699 NE Cummins St, Roseburg, OR that was previously constructed by the Construction Technology program and no longer meets our long-term needs. Proceeds from the sale will reimburse the College for the construction costs with the remainder set aside for the strategic priorities.
- The division is leading the fiscal year-end close out on campus and the preparation of the annual financial audit scheduled to start on September 13, 2021.
- We are in the process of preparing the financial portion of the Policies, Regulations and Financial review required by the accreditation, as well as compiling new financial dashboard information introduced by the Northwest Commission of Colleges and Universities.

Accounting and Finance Services; Vacant, Director of Accounting and Finance

- Department is in the process of completing fiscal year-end close-out and the preparation for the annual audit.
- Department's load had been greatly impacted by the position vacancies and the medical-related absences. We are focusing on addressing our service levels.

Budget; Katie Workman, Budget Manager

- All functions and funds were managed within appropriation in FY21.
- More than 20 individual budget training sessions with various directors and persons with budget authority occurred over the summer.
- Assessment on the effective of the granted resource allocations for fiscal year 2021 is being completed.
- Assessment is being done on the resource allocation request process for fiscal year 2022.

Campus Store; Micque Shoemaker, Manager

- The store has partnered with our vendor Elsevier to offer the Direct2Student program to our nursing students. These students can purchase their nursing bundles and have them shipped directly to their home through the link that has been set up on their Canvas shell. They will have immediate access to the associated e-books after their purchase.
- The store is currently undergoing a transition in management as the current manager will be leaving the college September 3rd.
- Store hours are currently 9:30am to 2:30pm to students and staff. Hours for Fall Term may change based on available staff and the COVID situation.

- Our number of followers on Facebook has increased to 591. We continue to post important dates and notifications for students and staff.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Landslide Repair Contract for Construction Services awarded to Basco Logging. Work underway.
- Executed lease amendment/extension for Maple Corner Montessori, childcare provider.
- RFQ issued for Instructional Technologist. Bids received and evaluated. Award to Vibrant Business Solutions. Contract executed.
- ITB issued for 14 passenger bus. Bids received and evaluated. Awarded to NW Bus Sales, Inc. Delivery accomplished on 8/12/2021.

FACILITIES REPORT

Jess Miller, Director of Facilities and Security
Quarterly Report, Summer 2021

Seismic Update

- Project was completed in June for the seismic retrofit project at Whipple Fine and Performing Arts.

Elevator Project

- Replacement of the elevator has been completed, this project received final inspection 8/21.

Jackson Hall Remodel

- Project was completed in August. All classrooms received a remodel, consisting of?
 - Paneling removal
 - New Sheetrock
 - Recessed all surface mounted electrical and network cabling into the wall to support future growth without damaging walls or adding unsightly surface application.
 - Replacement of carpet and strip and refinish of flooring.
 - Magnetic glass white marker boards installed
 - Recessed soffited projection screens installed
 - New window treatments
 - All new classroom lighting to LED
- Technology (with IT)
 - Installation of big screen TV's
 - Install Camera system
 - New overhead projectors and mounting brackets installed
 - Supplied wire for new teaching stations

Lockwood Hall Remodel

- Project has been completed with a few minor items to button up. Upgrade to spaces include:
 - Previous Office of Finance and now Machine shop. Complete renovation from top to bottom. Electrical, lighting, finishes, flooring.
 - Public Restrooms remodeled from two restrooms (one men's, one women's) on opposite sides of the building to what is now, four gender neutral, restrooms.
 - Previously T-10 shop is now a clean aluminum welding/fabrication/demonstration space. This includes 10 new welding bays, tool room, through access between welding shops, Demonstration technology in the form of cameras and large display screen was installed and new ventilation for welding hoods.
 - Existing welding shop has been cleaned, painted, and upgraded with two additional booths, new ventilation system upgrade, and expansion of outdoor work area and storage
 - Previously classroom/pass through/library has been repurposed to provide a building lobby with storefront entry, upgraded flooring, display cabinets, kitchenette and lounge space for students.
 - The Automotive shop now has 10 indoor bays capable of instructing 20 students indoors. One additional bay door was installed and three car lifts were installed. Storage is being constructed behind the automotive shop with assistance from the welding program.

Casa De Belen

- This project will be an ongoing effort with a shared effort from Athletics, Information Technology and Facilities. From the Facilities side of things thus far we're working on:
 - Upgrading kitchen facilities
 - Plumbing repairs
 - Lighting upgrades
 - Paint/flooring (thank you to Craig and his team for their efforts on this)
 - Entrance Soffit repair

Building Automation System (BAS) Upgrade Continues

- The Jackson Hall project was completed in August
- Lockwood Hall project was completed in July

Anticipated next step is to upgrade the Administration Building

OFFICE OF HUMAN RESOURCES - QUARTERLY BOARD REPORT
Sept 2021 - Kelley Plueard, Director of Human Resources

The summer of 2021 has been very busy in Human Resources, Payroll and Compliance! Thank you, team members, Sue Cooper, Mary Flaherty, Yvonne Hernandez, Lisa Cram, for all your dedicated work this summer. Here are the highlights of work focus in our areas:

- Currently participating in bargaining with both our Full-time Faculty and our Classified Associations.
- We have been busy onboarding excellent new staff members to serve our students and community!
- Working with IT to create an onboarding process in Laserfiche. We have accomplished enough to now be in case use testing stage. Thank you, IT Team! This is a tactical plan item focused on cultivating a healthy and efficient institutional culture.
- Talent recruitment, busy seeking extraordinary talent to work at UCC (posting, advertising, reviewing, pushing to selection committees, providing training and assistance to committees). Filling vacant positions has presented some challenges but we have had some great successes.
- Rolling to the new 2021-22 fiscal year (salary tables, minimum wage increase, step increases for eligible employees).
- Closing out the fiscal year in preparation for the audit. Open Enrollment appointments for Section 125 (Flexible Spending) with American Fidelity. Preparing processes in alignment with SB 551.
- Submission of PRFR report for Human Resources.
- COVID-19 contact tracing, and compliance.
- Created a dynamic PowerPoint training presentation for Selection Committees. This is one segment of the HR tactical plan which focuses on enhancing diversity, equity, and inclusion across all campus operations and services.
- Created an Employee Training in Canvas for Sexual Harassment under Title IX, Mandatory Reporting of Child Abuse and Prohibition against Discrimination, Harassment and Retaliation.
- Website updates included, Title IX, Prohibition against Discrimination, Harassment and Retaliation,
- Communications & Marketing create an “Accommodations” page on the main Human Resources website. The Accommodations page was created/built, including COVID-19 accommodations request form.
- Issued SafeColleges “Heat Illness Prevention” mandatory training.
- Assisted with UCC Cares folder and resource information (Student Services).
- Worked on IDEAL Committee: Land Acknowledgement, Syllabus Statement, Conversation regarding LITE program/BIAS Response.
- Worked with small group to create a definition of “Consent” for SLT/Council/Legal approval.
- Continue to work with group regarding Housing/policies.
- Enjoyed sunshine, lots of it!

| Criterion | Foundational | Emerging | Developing | Competent | Score |
|---|--|--|--|---|---|
| Mission Fulfillment | Mission is too specific; not linked to student learning and achievement; is significantly off-track. | Mission is somewhat broadly defined; is committed to learning and achievement; may be off-track. | Mission is broadly defined; committed to learning and achievement; may be off-track. | Mission is broadly defined; committed to student learning and achievement; is on track. |  |
| Institutional Effectiveness (IE) | IE assessment process exists but is not aligned to mission; not ongoing and systematic; lacks campus engagement; not effective. | IE assessment process aligned to mission; somewhat ongoing and systematic; somewhat demonstrates campus engagement; not effective. | IE assessment process aligned to mission; is ongoing and systematic; demonstrates some campus engagement; does not clearly demonstrate effectiveness. | IE assessment process is aligned to mission, ongoing and systematic, with all areas of campus fully engaged; demonstrates effectiveness. |  |
| Strategic Planning (SP) | SP exists but not inclusive; does not align to mission or inform IE and resources allocation; does not link to student learning and achievement or include goals aligned to constituent needs and NWCCU standards. | SP is <i>somewhat</i> a) inclusive and aligned to mission, b) used to inform IE and resource allocation, c) linked to student learning and achievement; goals are somewhat aligned to constituent needs and NWCCU standards. | SP is inclusive and aligns to mission; informs IE and resource allocation; linked but may not clearly improve student learning and achievement; does not include goals aligned to constituent needs and NWCCU standards. | SP is inclusive, aligned to mission, informs IE and <u>resource allocation</u> , and improves <u>student learning and achievement</u> ; setting meaningful goals for the college that align to constituent needs and link to NWCCU standards. |  |
| Institutional Indicators (IIs) | IIs are not set to the context of the mission and are not included as SP outcomes; are not widely shared or disaggregated; not linked to student learning and achievement; are not benchmarked or compared. | IIs are <i>somewhat</i> a) set to the context of the mission, b) included as SP outcomes, c) shared, d) disaggregated, e) linked to student learning and achievement; and are not benchmarked or compared. | IIs set to the context of mission; included as SP outcomes; widely shared, somewhat disaggregated; linked to student learning and achievement; emerging benchmarking and comparison to inform decisions exists. | IIs are set to the context of the mission; included as SP outcomes; widely shared, <u>disaggregated</u> , and demonstrate student learning and achievement; <u>include benchmarking and peer institution comparison to inform decisions</u> . |  |
| Strategic Priorities | SP priorities do not align to goals/outcomes, or the community industry, and constituent needs; are not student-focused; not on track. | SP priorities are <i>somewhat</i> a) aligned to goals/outcomes, b) the community industry, and c) constituent needs; are somewhat student-focused; not on track. | SP priorities are aligned to a) SP goals/outcomes, b) community and industry needs, and c) constituent needs; somewhat on track. | SP priorities include goals/outcomes that are aligned to the community, industry, and constituent needs using a student-focused lens; <u>are on track</u> . |  |
| Continuous Improvement | An ongoing process for assessing, monitoring, and systematically evaluating mission fulfillment and IE does not exist, with no evidence of closing the loop. | An ongoing process for assessing, monitoring, and systematically evaluating mission fulfillment and IE somewhat exists and lacks college-wide integration/use; there is minimal evidence of closing the loop. | An ongoing process for assessing, monitoring, and systematically evaluating mission fulfillment and IE exists but may lack college-wide integration and use; there is evidence of closing the loop in some areas. | An ongoing process for assessing, monitoring, and systematically evaluating mission fulfillment and IE exists and uses evidence to close the loop, with next steps clearly defined. |  |
| Informed decisions | Lack of data/evidence used to inform decisions and create next steps; lacks clarity in communication to constituents. | Some evidence of data/evidence used to inform decisions and create next steps exists; communication to constituents is inconsistent across areas. | Data/evidence are used to inform decisions and create next steps; communication to constituents is somewhat consistent across areas. | Data/evidence are used to <u>inform decisions and create next steps</u> and are <u>clearly communicated in a way all constituents can understand</u> . |  |

Improvements

Strategic Planning (SP): Resource allocation process needs some clarity as to how it is linked to student learning and achievement and how it is assessed for a) continuous improvement, and b) the impact resources had on area tactical plan outcomes.

Institutional Indicators (IIs):

- Disaggregated—this is an emerging skill for many institutions; we considered ourselves as *competent* in this area and have plans to include *age* and *first-generation college student* as part of our institutional indicators. We also have space to include two to three other indicators of success/metrics of our choosing (*single parent household, primary caregiver, socioeconomic status*—not only *Pell Grant*, etc., as we discover where our equity gaps exist).
- Intend to clarify program specific indicators and would like to explore how we want to disaggregate them.
- Benchmarked—this is a developing skill and while completed, in essence, due to SP goals and how outcomes are tracked across time with specific targets, it would be beneficial to review this topic, in all campus areas, to ensure benchmarking is included to the level necessary for institutional effectiveness, is disaggregated, addresses equity gaps, and sufficiently aligns to NWCCU standards.
- Peer institution comparison to inform decisions—this is an emerging skill and newly developed this year [many institutions are at the same level]; we should see marked improvement as we have time to gather our data.

SP Priorities: Some areas are off-track (indicated by two colors on Rubric) due to a) COVID-19 related effects and/or b) need for restructure of tactical plan outcomes to align more realistically with current environment and need for inclusion of operational outputs at the outcome level.

Informed Decisions

- We have greatly improved upon our use of evidence and need to continue developing this skill to show *high development* of use to inform decisions (this is simply learning how to clearly link our accomplishments with our evidence).
- ***We are working toward improving how we communicate our successes/story to our constituents and do so in a way they can readily access and understand.***

Linked Year-End Reports, Sections of Interest, & Quick References

- [Mission Fulfillment and Institutional Effectiveness Executive Summary](#)
(Institutional Indicator Scorecard, p. 9; Strategic Priorities Scorecard, p. 13; Moving Forward, p. 17)
- [Annual Strategic Plan Report](#)
(Gap Analysis p. 19 ***—cool illustration of our strengths, gaps, and solutions for future progress!***; Strategic Priorities Discussion, p. 11)
- [Institutional Indicator Report](#)
(Newly defined Indicator 8 - Equitable Outcomes, p. 8-1; College Comparisons, p. 13-1)

| | |
|---|--|
| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p> |
| <p>Subject: Athletics Update</p> | <p>Date: Sept. 8, 2021</p> |
| <p>Athletic Director Craig Jackson will provide an update about athletics to include housing for athletes, overall successes and challenges, and the introduction of a few athletes. Board members will have an opportunity to ask questions.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p> <p></p> |

| | |
|--|--|
| <p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p> | <p style="text-align: center;"><u> X </u> Information Item <u> </u> Action Item</p> |
| <p>Subject: Board Chair Report</p> | <p>Date: Sept. 8, 2021</p> |
| <p>Chair Report</p> <p>Zone 2 Board Member Vacancy</p> <p>Umpqua Community College is seeking applicants for the Zone 2 board member position to fill the balance of the term through June 30, 2023. The ORS require applicants live within the Zone and not be employed by the College. Applications must be submitted by 5:00 pm on October 1, 2021, to the UCC President's Office. The Board of Education will select from among the qualified candidates the replacement board member at the October 13, 2021, board meeting.</p> <p>For further information and an application form, please contact Robynne Wilgus, Board Assistant by emailing robynne.wilgus@umpqua.edu. Information on the boundaries of Zone 2 is available on the UCC website and through the Douglas County Elections office.</p> | |
| <p>Recommendation by:</p> | <p>Approved for Consideration:</p> <p style="text-align: center;"></p> |