

**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

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**BOARD OF DIRECTORS ♦ BUDGET HEARING**

March 8, 2023 ♦ 6:00 PM ♦ TAP 17

*The livestream meeting will be available at [youtube.com/umpquacc](https://youtube.com/umpquacc)*

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**MEMBERS:**

\_\_\_ Steve Loosley, Chair  
\_\_\_ Guy Kennerly, Vice-Chair  
\_\_\_ Melvin "Bud" Smith  
\_\_\_ David Littlejohn

**ADMINISTRATION:**

\_\_\_ Twila McDonald  
\_\_\_ Erica Mills  
\_\_\_ Randy Richardson  
\_\_\_ Rachel Pokrandt, President

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**AGENDA - REVISED**

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**I. Call to Order -- record attendance -- Pledge of Allegiance**

**II. HEARING OF INTERESTED PERSONS ON BUDGET - As Published on March 1, 2023 and referenced by Resolution No. 15**

The adoption of a supplemental budget and make appropriations for the 2022-2023 year:

- General Fund - Increase Beginning Fund Balance by unanticipated amount of \$1,300,000 to provide Transfer to Capital Projects Fund.
- Capital Projects Fund - Increase Transfer In and Facilities Acquisition/Construction by \$1,300,000 for purchase of real property.

The Board values public input. Written comments may be submitted to Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Please include your name, address, and city of residence for full consideration. Comments will be read during the time designated on the agenda. Oral comments may also be made during the meeting at the designated time. Again, please email Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Oral comments will be limited to 3 minutes. The Board may not respond directly to issues raised but refer those issues to the President for appropriate action.

**III. Close Hearing/Adjournment**

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**Robynne Wilgus, Board Secretary, 541-440-4622 voice or 541-440-4646 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.**



**BOARD OF EDUCATION**

- Steve Loosley  
Chair
- Guy Kennerly  
Vice Chair
- David Littlejohn
- Twila McDonald
- Erica Mills
- Randy Richardson
- Melvin "Bud" Smith

**PRESIDENT**

Dr. Rachel Pokrandt

**MISSION**

UCC transforms lives and enriches communities.

**VALUES**

- Learning
- Service
- Innovation

**LOCATION**

1140 Umpqua College Rd.  
Roseburg, OR 97470  
  
umpqua.edu

**VOL. LVII, No. 7 BOARD OF EDUCATION MEETING  
March 8, 2023; 6:00 p.m.; Room 17, Tap'hòyt'ha' Hall (TAP)**

*The livestream meeting will be available at [youtube.com/umpquacc](https://youtube.com/umpquacc)*

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**AGENDA - REVISED**

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|-------|---|-----------------|
| I.    | CALL TO ORDER                                   | Chair Loosley   |
| II.   | ATTENDANCE                                      | Chair Loosley   |
| III.  | PLEDGE OF ALLEGIANCE                            | Chair Loosley   |
| IV.   | CITIZEN COMMENTS <sup>i</sup>                   |                 |
| V.    | CONSENT AGENDA <sup>ii</sup>                    | Chair Loosley   |
| VI.   | CHANGES TO THE AGENDA                           | Chair Loosley   |
| VII.  | INTRODUCTION                                    |                 |
|       | A. Teresa Middleton, Director UV STEAM Hub      | Rachel Pokrandt |
| VIII. | INVITED REPORTS AND COMMENTS                    |                 |
|       | A. Association Representatives                  | Various         |
|       | B. Chair Report                                 | Steve Loosley   |
|       | C. President's Report                           | Rachel Pokrandt |
| IX.   | OLD BUSINESS                                    |                 |
| X.    | NEW BUSINESS                                    |                 |
|       | A. New Programs                                 | Teresa Rivenes  |
|       | B. Res. No. 14 Purchase of Real Property        | Natalya Brown   |
|       | C. Res. No. 15 Supplemental Budget              | Natalya Brown   |
|       | D. Res. No. 16 Credit Fee Proposal              | Natalya Brown   |
|       | E. Res. No. 17 OCCA 2023 Legislative Priorities | Chair Loosley   |
| XI.   | BOARD COMMENTS                                  |                 |
| XII.  | ADJOURNMENT                                     | Chair Loosley   |

## Board of Education Meeting

March 8, 2023

### UPCOMING MEETING:

- Regular Board Meeting, April 12; time and location TBA

Robynne Wilgus, Board Assistant, [Robynne.wilgus@umpqua.edu](mailto: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.

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<sup>i</sup> The Board values public input. Written comments may be submitted to Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Please include your name, address, and city of residence for full consideration. Comments will be read during the time designated on the agenda. Oral comments may also be made during the meeting at the designated time. Again, please email Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Oral comments will be limited to 3 minutes. The Board may not respond directly to issues raised but refer those issues to the President for appropriate action.

<sup>ii</sup> 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 approved by general consent. 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.

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

     Information Item

  X   Action Item

Subject: Consent Agenda

Date: March 8, 2023

***Recommend Approval of...***

- |  |        |
|--|--------|
| 1. Minutes of College Board Meeting of Feb. 8, 2023      | pp 1-3 |
| 2. Personnel Actions                                     | p 4    |
| 3. Sabbatical Leave Request – M. Stinnett                | p 5    |
| 4. First reading policies, Annual, VPAS, and VPSS Review | p 6    |
| 5. Second reading policies, Annual Review                | p 7    |

Recommendation by:



Approved for Consideration:





**BOARD OF EDUCATION MINUTES**  
**February 8, 2023**

The Umpqua Community College Board of Education had a regular meeting on Wednesday, February 8, 2023, in room 17 of Tap<sup>h</sup>òyt<sup>h</sup>a’ Hall at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on YouTube. Board Chair Loosley called the meeting to order at 6:12 p.m. and the pledge of allegiance was given.

**Directors present:** Guy Kennerly, David Littlejohn, Steve Loosley, Twila McDonald, Erica Mills, and Bud Smith (via Zoom)

**Director excused:** Randy Richardson

**Citizen Comments:** There were no comments.

**Consent Agenda:**

1. Minutes of College Board meeting of Dec. 14, 2022
2. Personnel Actions
3. Resolution #10 – Increase Appropriation
4. Resolution #11 – Appropriation Transfer
5. Resolution #12 – Transfer of Appropriation
6. Resolution #13 – Transfer of Appropriation
7. First reading policies, annual review:

The following policies were reviewed, and no changes (unless noted) were recommended:

| #    | TITLE  |
|------|--|
| 3310 | Records, Retention and Destruction   |
| 3500 | Campus Security  |
| 3504 | Children on Campus   |
| 3505 | Emergency Response Plan  |
| 3515 | Reporting of Crime   |
| 3550 | Drug Free Environment & Drug Prevention Program (update: responsibility to VPSS) |
| 3570 | Smoking and Other Tobacco Use / Possession on Campus                             |
| 3720 | Computer and Network Use   |

The following policy was reviewed and revised:

| #    | TITLE                                      |
|------|--|
| 3120 | Reports to the Board of Education - delete |

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

**Changes to the Agenda:** None.

**INTRODUCTIONS**

Dr. Jason A. Heald, Director of Music, presented the Umpqua Singers. The group of 8 vocalists performed two songs, Bare Necessities and Feed the Birds, and introduced themselves. Also introduced to the Board was Jennifer “Jenny” Silva, UCC’s new Executive Director of Human Resources.



## INVITED REPORTS AND COMMENTS

- **Association Representative:** Mick Davis, UCCFA President, reviewed a slide presentation highlighting faculty activities in community service, professional development, and recruitment and retention.
- **Academic Master Plan:** Teresa Rivenes, Vice President Academic Services, presented the Academic Strategy and Priorities (ASAP) plan for 2023 – 2028. The purpose of the plan is how to be innovative and deploy resources. The plan will build on strengths, give people a framework for prioritization, and make UCC the #1 community college in the country. The four goals were reviewed.
- **Financial Report FY 2022-23:** Natalya Brown, Chief Financial Officer, presented a financial report prepared as of Dec. 31, 2022. The College continues the strong financial performance. For the second year of the biennium, we are in, the College carries sufficient cash and investments for managing the lengthy gap between state payments. The Statement of Revenues, Expenses, and Changes in Net Position reflects an increase in the receipt of state and local grants. The increase in enrollment is reflected in the tuition & fees and other operational revenue activities. Operating expenses have increased in relation to the increase in grant activity. For the General Fund, projecting forward, the total revenues overall are right within the estimated budgeted amount with only slight variances in the individual categories. The expenditures include one-time investment for the digital transformation and web development.
- **President's Report – Rachel Pokrandt, Ph.D.:** A written report is available on the College website. Highlights of the reports were shared: the installation of bleachers begins March 17; the Woolley Center is looking at ways of ABS and GED students earning workplace ready certificates (ex. CPR/First Aid); the Theatre department is hosting a play for local elementary students in honor of literacy awareness month; Senator Merkley hosted a town hall at UCC last weekend; the president is rolling out the Strategic “doing” Plan around campus; a grant of \$150,000 has been received for assisting low-income second-year Nursing students; the president attended a school superintendents meeting and gave a “shout out” to the leaders doing a great job of educating the community.

**OLD BUSINESS** - There was none.

## NEW BUSINESS

President Pokrandt requested Board approval to formally name the following properties:

- The name of Hawks Landing for the property at 1199 NE Grandview Dr., Roseburg, OR
- The name of Hawks Nest for the property at 1034 SE Oak Ave., Roseburg, OR

**MOTION:** I move to approve the names of Hawks Landing and Hawks Nest to the properties as presented. Motion by Dir. Kennerly, seconded by Dir. Mills, and unanimously approved.

Board adoption of the Strategic “doing” Plan for 2023 – 2026 was requested by President Pokrandt. The plan was developed after a year of listening to faculty, staff, students, and the community. Highlights of the plan were reviewed.

**MOTION:** I move to adopt the Strategic “doing” Plan for 2023 - 2026 as presented. Motion by Dir. Mills, seconded by Dir. McDonald, and unanimously approved.



Dr. Rivenes requested Board approval for two new program certificates: Accounting and Artificial Intelligence (AI). Toni Clough, Business Department Chair, presented an overview of the Accounting certificate. A presentation on the AI certificate was provided at the October meeting.

**MOTION:** I move to approve the Accounting and Artificial Intelligence certificates as presented. Motion by Dir. McDonald, seconded by Dir. Littlejohn, and unanimously approved.

A proposal for academic fee changes was presented by Dr. Rivenes; the changes will be effective for the 2023-24 academic year. The College is committed to only assessing fees when necessary and will give refunds or change fees should the costs go down.

- Phlebotomy: Clinical Instruction and Supply Fee proposing \$350 per term
- Medical Assistant: Clinical Instruction and Supply Fee proposing \$350 per term
- Mechatronics: Supply and Consumables Fee proposing \$85 for Composites course and \$60 per course for all other courses
- Nursing Assistant: Clinical Instruction Fee proposing \$500 per program (program is one term)
- Nursing Clinical Instruction Fee (for cohort beginning Fall 2023): Proposing increase from \$800 per term to \$875 per term
- Automotive Supply and Consumables Fee: Proposing increase from \$10.50 per credit to \$14.50 per credit (course fee)
- Welding Supply and Consumables Fee: Proposing increase from \$125 per course to \$170 per course and \$55 per course to \$75 per course

**MOTION:** I move to approve the academic fee changes as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly, and unanimously approved.

**Good of the order**

- The Riverhawks women's basketball team just won their game.

Meeting adjourned at 7:26 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:

Personnel Actions  
Res. #'s 10, 11, 12, & 13  
Policies 3310, 3500, 3504, 3505, 3515, 3550, 3570, 3720, and 3120  
Financial Report FY 23  
Strategic "doing" Plan 23-26  
Accounting and AI course schedules



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*Serving Douglas County Since 1964*

TO: UCC Board of Education  
FROM: Jennifer Silva, Executive Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: February 23, 2023

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Rachelle Mills, Director of Curriculum, Assessment & Testing – Effective January 17, 2023

Teresa Middleton, Director of Umpqua Valley STEAM Hub – Effective January 23, 2023

Destiny Hunt, Director of Teaching & Learning – Effective April 17, 2023

**Faculty Hires:**

n/a

**Resignations/Separations**

Charles Young, Faculty Retirement – Effective August 31, 2023

Marjan Coester, Director of Student Engagement, - Effective June 30, 2023



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|---|---|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p>___ Information Item<br/><u>X</u> Action Item</p>            |
| <p>Subject: Sabbatical Leave Request</p>  | <p>Date: March 8, 2023</p>                                      |
| <p>Mary Stinnett requests Sabbatical leave for spring term 2024. Ms. Stinnett’s project is to “Compare and Contrast the Preparation of Preservice Math Teachers in Thailand and United States and examine math pathways in Thailand.”</p> <p>She will travel to Thailand during the sabbatical to observe how the equivalent UCC course <i>Foundations of Elementary Mathematics</i> is taught at Chiang Mai University, Thailand and to learn about Thailand’s equivalent math pathways for their high school and post-high school students.</p> <p>The main goal of the sabbatical is to observe, discuss, inquire, and learn the similarities and differences of:</p> <ol style="list-style-type: none"><li>1. Preparing Pre-K through 8th grade preservice math teachers in a math education content course between Thailand and the United States; and,</li><li>2. Thailand’s math pathways for their university and trades bound students, with our pathway at UCC.</li></ol> |   |
| <p>Recommendation by:</p> <p><i>Teresa Pivenes</i></p>  | <p>Approved for Consideration:</p> <p><i>Debra Blusmidt</i></p> |

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| <b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b> | ___ Information Item<br><br><u>X</u> Action Item |
| Subject: First Reading of Board Policies  | Date: March 8, 2023                              |

First reading approval is requested by the Board for the policies listed below. The documents can be viewed in the first reading policy packet.

*Annual Policy Review*

The College’s Board Policies (BP) are on a seven-year review cycle. During the 2022-2023 year the BP’s numbered in the 3000’s will be reviewed. The following policies have been reviewed and revised.

| #      | TITLE                      | Revision | Delete | Packet Page # |
|--------|----------------------------|----------|--------|---------------|
| 314.01 | Sexual Harassment          |          | ✓      | 1-2           |
| 3501   | Access to College Property | ✓        |        | 3-4           |
| 3502   | Trespass Notice            | ✓        |        | 5-6           |
| 3504   | Children on Campus         | ✓        |        | 7-8           |

*VPAS Policy Review*

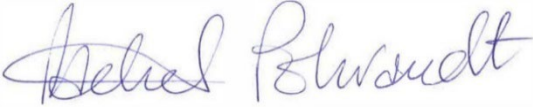
Teresa Rivenes, Vice President Academic Services (VPAS), has reviewed policies in the 4000’s series for which the Chief Academic Officer is responsible. The Policy Annual Review Schedule has these documents scheduled for review next year, 2023-24. College Council approved 2030-31 to be the next review of these documents. The following policies have been reviewed and revised.

| Policy # | TITLE   | Revision | Delete | Packet Page # |
|----------|---|----------|--------|---------------|
| 4021     | Academic Program Creation, Modification, and Deletion | ✓        |        | 9-12          |
| 4107     | Second Degree or Certificate – delete                 |          | ✓      | 13            |

*VPSS Policy Review*

Jim Pittman, Vice President Student Services (VPSS), has reviewed and revised the following policy; the revision.

| Policy # | TITLE                        | Revision | Delete | Packet Page # |
|----------|------------------------------|----------|--------|---------------|
| 5500     | Standards of Student Conduct | ✓        |        | 14-17         |

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

     Information Item  
  X   Action Item

Subject: Second Reading of Board Policies,  
Annual Review

Date: March 8, 2023

The College’s Board Policies (BP) are on a seven-year review cycle. During the 2022-2023 year the BP’s numbered in the 3000’s are to be reviewed.

The Board’s second reading approval is requested of the policy review as indicated below.

*The following policies have been reviewed and no changes (unless noted) were recommended. They may be viewed on the [Board Policy webpage](#).*

| #    | TITLE  |
|------|--|
| 3310 | Records, Retention and Destruction   |
| 3500 | Campus Security  |
| 3505 | Emergency Response Plan  |
| 3515 | Reporting of Crime   |
| 3550 | Drug Free Environment & Drug Prevention Program (update: responsibility to VPSS) |
| 3570 | Smoking and Other Tobacco Use / Possession on Campus                             |
| 3720 | Computer and Network Use   |

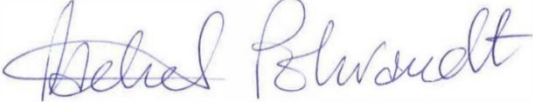
*The following policies has been reviewed and revised. See 2<sup>nd</sup> reading policy packet.*


| #    | TITLE                                      |
|------|--|
| 3120 | Reports to the Board of Education - delete |
| 3825 | Public Art                                 |

Recommendation by:

Approved for Consideration:




|  |   |
|--|---|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>   | <p><u>  X  </u> Information Item<br/><u>      </u> Action Item</p>  |
| <p>Subject: Introduction – Director of the Umpqua Valley STEAM Hub</p>   | <p>Date: February 8, 2023</p>   |
| <p><i>Teresa Middleton – Director of the Umpqua Valley STEAM Hub</i></p> <p>Teresa has been a Douglas County resident for over 30+ years. She grew up in Bend where she learned to love science and nature. She attended OSU where she earned her BS in Forest Products, HS Science Teaching Certification, and a Master’s in Adult Education. She has worked in the educational field for years, including being 4-H Educator/Faculty for OSU Extension for over a decade and most recently teaching High School and K-6 science at Camas Valley Charter School. She is excited to be able to combine her passions and utilize them as the Director of the Umpqua Valley STEAM Hub.</p> |   |
| <p>Recommendation by:</p>  | <p>Approved for Consideration:</p>  |

|   |   |                                |         |                 |               |                       |                 |
|---|---|--------------------------------|---------|-----------------|---------------|-----------------------|-----------------|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p><u>  X  </u> Information Item<br/><u>      </u> Action Item</p>  |                                |         |                 |               |                       |                 |
| <p>Subject: Invited Reports and Comments</p>  | <p>Date: March 8, 2023</p>  |                                |         |                 |               |                       |                 |
| <table><tr><td>A. Association Representatives</td><td>Various</td></tr><tr><td>B. Chair Report</td><td>Steve Loosley</td></tr><tr><td>C. President's Report</td><td>Rachel Pokrandt</td></tr></table> |   | A. Association Representatives | Various | B. Chair Report | Steve Loosley | C. President's Report | Rachel Pokrandt |
| A. Association Representatives  | Various   |                                |         |                 |               |                       |                 |
| B. Chair Report   | Steve Loosley   |                                |         |                 |               |                       |                 |
| C. President's Report   | Rachel Pokrandt   |                                |         |                 |               |                       |                 |
| <p>Recommendation by:</p>   | <p>Approved for Consideration:<br/></p> |                                |         |                 |               |                       |                 |

|   |   |
|---|---|
| <b>BOARD OF EDUCATION</b><br><b>UMPQUA COMMUNITY COLLEGE</b><br><b>DOUGLAS COUNTY, OREGON</b> | _____ Information Item<br><br><input checked="" type="checkbox"/> Action Item |
| Subject: New Programs   | Date: March 8, 2023   |

|  |   |
|--|---|
| Packet<br><u>Page #</u>  | Board approval is requested for six new certificates and two new degrees.   |
| 1  | <ul style="list-style-type: none"> <li>• <b>Phlebotomy Certificate:</b> This, 7 credit, two term certificate is designed to teach students to work as phlebotomists in the field making \$16 to \$19 p/hour. This certificate has been highly requested by our healthcare industry and is a great way to enter the allied healthcare field. Students will perform live sticks at clinical sites throughout our community.</li> </ul>  |
| 2 – 3  | <ul style="list-style-type: none"> <li>• <b>Medical Assistant Certificate:</b> This, 45 credit, one year certificate is designed to get students working in the field of medical assisting making \$30,000 to \$43,500 p/year. This certificate has also been widely requested by our healthcare partners, leads to certification as a Certified Medical Assistant, and works into the Associate of Applied Science in Healthcare Office.</li> </ul>  |
| 4 – 5  | <ul style="list-style-type: none"> <li>• <b>Practical Nurse Certificate:</b> This certificate, equivalent to the first year of the Registered Nursing program, is 30 credits in length and leads to a job as a Licensed Practical Nurse making between \$48,000 to \$50,000 per year to start. This certificate fills a huge need in our community as we will be able to put 64 students to work each year. Students will be able to work as LPN's while they continue in their second year of the Registered Nursing program. Students will still have to apply and complete licensure requirements. This certificate is in direct response to healthcare partners request and may start as soon as next spring.</li> </ul>  |
| 6  | <ul style="list-style-type: none"> <li>• <b>Mechatronics Certificate:</b> This is UCC's first foray into Mechatronics. We are eager to turn this certificate into a two-year degree should the student and industry interest prove as high as we expect it to be. We are starting with a 42-46 credit certificate which is the first year of the two-year degree. Students will get a solid grounding in the fundamentals of robotics, electrical systems, and advanced manufacturing. This certificate, and degree, has the support of multiple community partners including 7 Robotics, Convey, Roseburg Wood Products and many more.</li> </ul>  |
| 7 – 8  | <ul style="list-style-type: none"> <li>• <b>Associate of Science, Exercise Science:</b> This rigorous transfer degree will pave the way for our students to transfer to university and pursue careers as coaches, athletic trainers, exercise scientists, nutritionists, physical therapists, pre-med and more. This degree has been highly requested by our students. The first classes in this degree started this year and were completely full.</li> </ul>  |
| 9 - 26   | <ul style="list-style-type: none"> <li>• <b>Water Quality Treatment Pathways Certificate (15 CR), Water Quality Treatment Certificate (27 CR), and the Associate of Applied Science, Water Quality Treatment (91 CR):</b> This pathway prepares students to enter the field of Water Quality and progress through to water operator certification. All community water and wastewater systems must be operated under the supervision of certified operators. This is a desirable career with low turnover, benefits, and opportunities for advancement. The median annual salary is \$62,900 in Oregon. In 2020 there were 1,144 operators in Oregon and 125,200 operators nationwide. Annual openings are projected at about 97 jobs in Oregon and 10,800 jobs nationwide as many experienced operators reach retirement age.</li> </ul> |
| The advising guides are attached. All programs are scheduled to start next academic year in varying terms. |   |

|                    |   |
|--------------------|---|
| Recommendation by: | Approved for Consideration:<br> |
|--------------------|---|

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|--|---|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>   | <p>___ Information Item<br/>__x__ Action Item</p>               |
| <p>Subject: Resolution No. 14<br/>Board Approval for purchase of real property</p>   | <p>Date: March 8, 2023</p>                                      |
| <p>The Board of Education is requested to approve purchase of real property, and to authorize the President or designee to execute documents necessary to enter into, and negotiate agreements with the owner of properties for purchase by the College.</p> |   |
| <p>Recommendation by:</p> <p><i>N. Brown</i></p>   | <p>Approved for Consideration:</p> <p><i>Debra Blusardt</i></p> |



**RESOLUTION No 14. – FY22-23**

**Approving purchase of real property and authorizing the President or designee to execute documents necessary to enter into, and negotiate agreements with the owner of properties for purchase by the College**

WHEREAS, Umpqua Community College desires to purchase facilities suited to the long-term needs of the college;

NOW, THEREFORE, BE IT RESOLVED,

that the Board of Education at Umpqua Community College hereby adopts this resolution to authorize the College to enter into agreements for the purchase of real property in an amount not to exceed \$2,000,000.00 and directs the College to execute such agreements for completion of purchase of real properties during FY22-23.

Adopted:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair



|  |  |
|--|--|
| <p align="center"><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>  | <p align="center">___ Information Item<br/>__X__ Action Item</p>               |
| <p>Subject: Resolution #15, Adopting the Supplemental Budget</p>   | <p>Date: March 8, 2023</p>   |
| <p>The Board is requested to adopt the supplemental budget and make appropriations for the 2022-2023 year as presented.</p> <p>General Fund<br/>Increase Beginning Fund Balance by unanticipated amount of \$1,300,000 to provide Transfer to Capital Projects Fund.</p> <p>Capital Projects Fund<br/>Increase Transfer In and Facilities Acquisition/Construction by \$1,300,000 for purchase of real property.</p> |  |
| <p>Recommendation by:</p> <p align="center"><i>N. Brown</i></p>  | <p>Approved for Consideration:</p> <p align="center"><i>Debra Blusardt</i></p> |

UMPQUA COMMUNITY COLLEGE  
Resolution No. 15 - FY 22-23  
Adopting Supplemental Budget and Making Appropriations

WHEREAS, the provisions of ORS 294.471 allow for a supplemental budget when a condition which had not been ascertained at the time of the preparation of the budget requires a change in financial planning.

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Umpqua Community College hereby adopts the Supplemental Budget as follows:

|                          | General Fund                             |                     |  |
|--------------------------|--|---------------------|--|
|                          | 22-23 Budget<br>Through<br>Resolution 14 | Adjustment          | 22-23 Budget<br>Through<br>Resolution 15 |
| RESOURCES                | \$ 37,145,670                            | \$ 1,300,000        | \$ 38,445,670                            |
| EXPENDITURES:            |  |                     |  |
| Instruction              | 9,432,221                                | -                   | 9,432,221                                |
| Instruction Support      | 1,864,364                                | -                   | 1,864,364                                |
| Student Services         | 3,666,370                                | -                   | 3,666,370                                |
| College Support Services | 8,626,193                                | -                   | 8,626,193                                |
| Financial Aid            | 735,000                                  | -                   | 735,000                                  |
| Transfers                | 3,819,340                                | 1,300,000           | 5,119,340                                |
| Operating Contingency    | 512,604                                  | -                   | 512,604                                  |
| Reserves                 | 8,489,578                                | -                   | 8,489,578                                |
| <b>TOTAL</b>             | <b>\$ 37,145,670</b>                     | <b>\$ 1,300,000</b> | <b>\$ 38,445,670</b>                     |

|                                      | Capital Projects    |                     |                     |
|--------------------------------------|---------------------|---------------------|---------------------|
| RESOURCES:                           |                     |                     |                     |
| Beginning Fund Balance               | \$ 568,979          | \$ -                | \$ 568,979          |
| Local Revenue                        | 30,750              | -                   | 30,750              |
| Transfers                            | 1,317,000           | 1,300,000           | 2,617,000           |
| <b>TOTAL</b>                         | <b>\$ 1,916,729</b> | <b>\$ 1,300,000</b> | <b>\$ 3,216,729</b> |
| EXPENDITURES:                        |                     |                     |                     |
| Facilities Acquisitions/Construction | \$ 1,312,729        | \$ 1,300,000        | \$ 2,612,729        |
| Reserves                             | 604,000             | -                   | 604,000             |
| <b>TOTAL</b>                         | <b>\$ 1,916,729</b> | <b>\$ 1,300,000</b> | <b>\$ 3,216,729</b> |

ADOPTED: March 8, 2023

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair

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

\_\_\_ Information Item

\_x\_ Action Item

Subject: Resolution No. 16, Fee Proposal

Date: March 8, 2023

Board approval is requested for the following changes in credit fees effective Summer term 2023:

| Fee Name                             | Assessment Basis | Current Fee Amount | FY24 Proposal | Proposed Change   |
|--------------------------------------|------------------|--------------------|---------------|---|
| Student Resource Fee                 | Per credit       | \$14.50            | \$21.50       | Increase of \$7 replaces below online/hybrid class fee                                    |
| Online/Hybrid Class Fee              | Per course       | \$30               | \$0           | Eliminate   |
| Credit Registration Fee              | Per term         | \$25               | \$0/\$25      | Eliminate to FT students, change to refundable fee for PT students if classes are dropped |
| Graduation Fee ABSD                  | One-time         | \$30               | \$0           | Eliminate   |
| Course challenge fee                 | Per course       | \$10               | \$0           | Eliminate   |
| Official Transcripts Fee             | Per instance     | \$4                | N/A           | No longer applicable – contracted out service through the National Student Clearinghouse  |
| US Fax for Transcript Fee            | Per instance     | \$3                | N/A           | No longer applicable – contracted out service through the National Student Clearinghouse  |
| Rush Transcript Fee                  | Per instance     | \$15               | N/A           | No longer applicable – contracted out service through the National Student Clearinghouse  |
| International Fax for Transcript Fee | Per instance     | \$10               | \$0           | Eliminate   |

Recommendation by:

*N. Brown*

Approved for Consideration:

*Debra Polusudt*



## Resolution No. 16 – Credit Fees Proposal

### ***Student Resources Fee***

- supports student engagement in athletic events and utilization of athletic facilities;
- supports student clubs and activities, subsidizes student bus passes;
- supports tutoring services and peer mentoring program;
- supports upkeep of technology infrastructure.

The \$5 of the proposed \$7 per credit increase will recover the cost of instructional designers who maintain and integrate software, and train faculty. The additional \$2 will be used to support technology maintenance. The cost of technology upgrades increased annually by \$125,000 in maintenance expenses. \*

All students are using Canvas in their classes. Canvas allows faculty to upload and share course materials, including syllabi, tracking of student participation, conduct virtual and blended learning experiences, and improve timely feedback and communication.

The impact on students will vary based on how many online/hybrid classes the students are taking per term with the total impact ranging from reduction of \$15 per term in cost to increasing the cost between \$21-\$105 per term.

*\*Increased in PELL and Oregon Promise will mitigate the impact of the fee raise to our most vulnerable populations of students as part of the financial aid package offered to students for FY23/24.*

***Online/Hybrid Class Fee*** of \$30 per course is assessed on all online or hybrid courses is eliminated – see above.

***Credit Registration Fee (non-refundable)*** Currently, \$25 is assessed to students on a per-term basis and is non-refundable when all classes are dropped. The fee is used to offset registration costs when the students add/drop courses.

We propose elimination of the fee for full-time students (taking 12 credits or more). Keep the fee for part-time students to incentivize full-time enrollment. Make the fee refundable for part-time students when all classes are dropped for the term to eliminate costly collection attempts for both students and the College. Fiscal impact is estimated to be \$60,000 drop in fee revenue that the College is working on absorbing into the budget. In the future we would like to eliminate the fee for all students if the state funding allocation for next biennium allows.

***Non-refundable Graduation Fee ABSD*** of \$30 is assessed when Adult Basic Skills Students apply for GED graduation.

We propose elimination of the fee consistent with the Board approval of the credit non-refundable graduation fee earlier this year. The College has reviewed the financial impact of the fee elimination to be minimal.


**Course Challenge Fee** is assessed to students who want to test out of the class (ex. Spanish) in exchange for an academic credit counted for their program. If students test out successfully for the course, they are responsible to pay the full tuition and fees for the class they are challenging. These types of classes are not eligible for financial aid but save the student time in pursuit of their degree.

Eliminate the fee as unnecessary. The College has reviewed the financial impact of the fee elimination to be minimal.

**Official Transcripts Fee, US Fax for Transcript Fee, International Fax for Transcript Fee** are no longer provided in house. UCC has partnered with the National Student Clearinghouse who sets the fee for a variety of options. Unofficial transcripts could be viewed and printed directly from the student self-service account without a charge.

**International Fax for Transcript Fee** Is assessed at \$10 per instance. The fee was paying for the costs associated with the service.

Eliminate the fee as this service can be now provided via email.

|  |   |
|--|---|
| <p><b>BOARD OF EDUCATION<br/>UMPQUA COMMUNITY COLLEGE<br/>DOUGLAS COUNTY, OREGON</b></p>   | <p><input type="checkbox"/> Information Item<br/><input checked="" type="checkbox"/> Action Item</p>                        |
| <p>Subject: Resolution No. 17 – OCCA 2023<br/>Legislative Priorities</p>   | <p>Date: March 8, 2023</p>  |
| <p>Board approval is requested for Resolution No. 17 in support of the Oregon Community College Association 2023 Legislative Priorities.</p> |   |
| <p>Recommendation by:</p>  | <p>Approved for Consideration:<br/></p> |



## RESOLUTION No 17. – FY22-23

### Supporting the Oregon Community College Association 2023 Legislative Priorities

Whereas Community Colleges are the only sector of public post-secondary education that serve any student regardless of education and skill level,

Whereas community colleges serve the largest number of underrepresented and first-generation students of any sector of Oregon post-secondary education,

Whereas reducing educational, economic and social inequities depends on having successful, student-ready community colleges across Oregon,

Whereas community colleges are critical providers of Career and Technical Education, workforce training, and short-term certificates,

Whereas community colleges serve as a bridge between high schools and a 4-year degree,

Whereas community colleges provide GED programs and are major partners in offering college-level courses to high school students,

Whereas further training or certification for adults in the workforce with some post-secondary education but no degree or certification will be necessary for meeting the needs of Oregonian employers,

Whereas community colleges educate and train the skilled workforce that local businesses and job seekers alike need to thrive,

Whereas the Oregon Community College Association Board adopted a request of a minimum of \$855 million in ongoing funding and \$50 million in one-time funding for the Community College Support Fund in the 2023-25 biennium,

Whereas Oregon currently does not have a robust enough financial aid system to make it possible for many adult learners and students directly out of high school to attain post-secondary education and training,

Whereas access to sufficient need-based financial aid is essential to narrowing inequitable gaps in educational attainment,

Whereas, at a minimum, doubling the Oregon Opportunity Grant would expand access to post-secondary education and training to students coming from high school as well as working adults,

Whereas, applied baccalaureate degrees are an essential tool and access point for students to continue their career and technical 2-year degrees at their community college

Whereas, there are acute workforce shortages in healthcare across the state, especially in nursing, and community colleges are a critical workforce provider in healthcare, including nursing,

And Whereas, further legislation is required to clarify that colleges may offer a Bachelor of Science in Nursing degree through the legislation that empowered colleges to offer applied baccalaureate degrees;

NOW, THEREFORE, BE IT RESOLVED,

that the Umpqua Community College Board of Education supports the Oregon Community College Association legislative priorities of \$855 million in ongoing funding and \$50 million in onetime funding for the Community College Support Fund, a minimum increase of \$200 million for the Oregon Opportunity grant, and legislation clarifying colleges may offer Bachelor of Science in Nursing degrees.

Adopted: March 8, 2023

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Clerk of the Board

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UCC Board Chair