

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session – 4:00 p.m.: Welding – Ian Fisher & Duane Thompson
Lockwood Hall (LH), room 11

VOL. LVI, No. 4 BOARD OF EDUCATION MEETING

October 13, 2021; 4:30 p.m.; LH 11

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 _____

I. CALL TO ORDER

Chair Loosley

II. ATTENDANCE

Chair Loosley

III. PLEDGE OF ALLEGIANCE

Chair Loosley

IV. CITIZEN COMMENTS

The Board values public input. Written comments may be submitted to Robynne Wilgus, Board Secretary, at 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 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.

V. CONSENT AGENDA

Chair Loosley

pp 1-10

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.

VI. CHANGES TO THE AGENDA

Chair Loosley

VII. REPORTS

pp 11-12

A. Standing Reports

- 1. ASUCC Report**
- 2. President's Report**

**Amanda Cerda, ASUCC President
Rachel Pokrandt, President**

B. Informational Reports

- 1. Annual Governance Assessment**
- 2. Title III Grant Award**

**Nick Tratz, College Council Chair
Danielle Haskett, Dean of
Learning Support Services**

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Appoint replacement to complete term for Zone 2**
- B. Resolution to appoint UCC Board member to serve on UCAN
Board of Directors**

**Steve Loosley pp 13-17
Steve Loosley pp 18-19**

X. BOARD COMMENTS

Chair Loosley


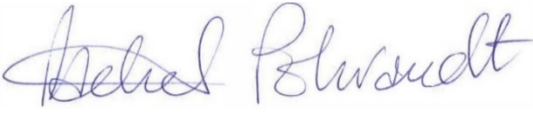
XI. ADJOURNMENT

Chair Loosley

UPCOMING MEETING:

- Regular Board Meeting, November 10, 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.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item <u>X</u> Action Item</p>
<p>Subject: Consent Agenda</p>	<p>Date: October 13, 2021</p>
<p><i>Recommend Approval of...</i></p> <ol style="list-style-type: none">1. Minutes of College Board Meeting of Sept. 8, 2021 pp 1-32. Personnel Actions p 43. Resolution No. 8 – Increase Appropriation (State of Oregon HB 2835 “Benefits Navigator” funding, \$170,000) pp 5-64. Resolution No. 9 – Banking (Authorization of bank signers for Umpqua Community College) pp 7-85. Resolution No. 10 – Increase Appropriation (Title III award; 2021-22 allocation is \$448,388) pp 9-10	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
September 8, 2021**

The Umpqua Community College Board of Education had a regular meeting on Wednesday, September 8, 2021, in room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 4:31 p.m.

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

Others present: Rachel Pokrandt, Robynne Wilgus, Doris Lathrop, Chase Gilley, Marla Sweningson, Katie Workman, Elaine Cheney, Facebook live-stream

Citizen Comments – There were none.

Consent Agenda:

1. Minutes of College Board Meeting of June 9, 2021
2. Minutes of College Board Meeting of August 10, 2021
3. Minutes of College Board Meeting of August 26, 2021
4. Personnel Actions
5. First reading of policies:

Old #	New #	Title
N/A	2345	Public Participation at Board of Education Meetings
N/A	3620	Citizens / Community Advisory Committees
N/A	4023	Program Advisory Committees
716	4234	Final Examination
N/A	6660	New Construction, Renovation, and Building Improvement Energy Policy/Guidelines
610	6750	Parking
407	6850	Hazardous Materials

The following policies were reviewed as a part of the annual review process and no changes were recommended.

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

6. Second reading of policies:

Old #	New #	Title
200	3950	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

7. Resolution No. 4 Increase Appropriation
8. Resolution No. 5 Increase Appropriation
9. Resolution No. 6 Increase Appropriation
10. Resolution No. 7 Increase Appropriation

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

Changes to the Agenda – There were none.

REPORTS

- **ASUCC – Ella Radar, President:** No report.
- **President – Rachel Pokrandt, Ph.D.:** UCC is engaged in the process of hiring the new OCCA Executive Director; it is important to UCC and OCCA. Highlights were shared from a written report and SLT reports: meeting and greeting within the community, UCC Open House, Lockwood Hall remodel completion, and the College is committed to being open for students in the fall. Enrollment numbers are expected to be higher for the fall; the Legacy Ball will be online. Federal monies are available to help students continue their education.
- **Accreditation – Jana Pierce, Dir. Of Institutional Effectiveness:** The College’s successes can be communicated by simplifying the impact: streamline the plan, phase-in technology, leverage existing resources, laser focus, and inspire continuous improvement. Three goals for the year are reaffirmation, humanize our plan, and reveal our hearts through our story.
- **Athletics Update – Craig Jackson, Dir. Athletics & Events:** Student athletes were introduced: Noah Retherford, Indiana, Obstacle Course Racing (OCR) world championship qualifier, cross country, & track; Pamela Decko, California, OCR world championship qualifier, cross country, & track; and Delfina Misiuna, Poland, basketball. There is anticipation for 7 or 8 international student athletes this coming year. COVID protocol is still being followed. The renovations to housing facilities are just about completed. There are many challenges going on, but students are excited and appreciate the opportunities they have.
- **Chair Report – Steve Loosley, Chair:** Recognition of Doris Johnson Lathrop’s resignation from the UCC Board of Education effective June 11, 2021. Ms. Lathrop will remain among the hardest working and most dependable Board members, a faithful supporter at College events, and a friend and champion of students. The zone 2 Board position is open for applications. Applications must be submitted by October 1, and a replacement will be selected at the October 13 meeting. Loosley directed interested applicants to the zone information shown in the board packet, explained the deliberations will be discussed in next month’s public board meeting, and encouraged interested applicants to contact Robynne Wilgus for further information and an application form.

Board Comments

- Upcoming events were announced.

Meeting adjourned at 5:30 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

First reading policies: 2345, 3620, 4023, 4234, 6660, 6750, 6850; 1100, 1200, 2000, 2010, 2100, 2110, 2200, 2210, 2220, 2305, 2310, 2315, 2320, 2330, 2340, 2350, 2355, 2360, 2410, 2430, 2431, 2432, 2435, 2510, 2610, 2710, 2715, 2716, 2717, 2720, 2725, 2735, 2745, 2800

Second reading policies: 3950, 4022, 4104, 4107, 4237, 4238, 6535

Res. #'s 4, 5, 6, & 7

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: October 13, 2021

Board approval is requested on the following personnel actions:

Administrative Contracts:

Suzanne Pritchard, Director of Communications & Marketing – Effective October 7, 2021

Faculty Contracts:

Zachary Babyak, STEM-Math Instructor-Temporary – Effective September 20, 2021

Mary Barron, Nursing Simulation Instructor – Effective September 20, 2021

Justina Martin, ABS Instructor – Effective October 4, 2021

Briggett Rizzo, EMS/Fire Clinical Coordinator – Effective September 9, 2021

Resignations/Separations

Kimberlee Crabtree, Provost – Effective September 24, 2021

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item <u> X </u> Action Item</p>
<p>Subject: Resolution #8, Increase Appropriation</p>	<p>Date: October 13, 2021</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has received a new award from the State of Oregon in support of fulfilling the requirements of HB 2835. House Bill 2835 requires each of Oregon's public universities and community colleges to have employees to help students access aid programs.</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. 8 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College received an award from the State of Oregon in the amount of \$170,000, 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 \$170,000 for support in fulfilling the requirements of HB 2835. House Bill 2835 requires each of Oregon's public universities and community colleges to have employees to help students access aid programs.



Special Revenue Fund - Grants and Contracts

	21-22 Budget Through Resolution 7	Adjustment	21-22 Budget Through Resolution 8
REVENUES:	\$ 8,492,175	\$ 170,000	\$ 8,662,175
EXPENDITURES:			
Instruction	\$ 1,145,697	\$ -	\$ 1,145,697
Instruction Support	827,747	-	827,747
Student Services	2,165,646	170,000	2,335,646
College Support Services	4,187,808	-	4,187,808
Community Services	100,000	-	100,000
Financial Aid	65,277	-	65,277
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 8,492,175</u>	<u>\$ 170,000</u>	<u>\$ 8,662,175</u>

ADOPTED: OCTOBER 13, 2021

Clerk of the Board

UCC Board Chair

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item _x_ Action Item</p>
<p>Subject: Resolution No. 9, Banking</p>	<p>Date: October 13, 2021</p>
<p>Board approval is requested to update authorized bank signers for Umpqua Community College.</p>	
<p>Recommendation by: </p>	<p>Approved for Consideration: </p>

RESOLUTION No. 9 – BANKING RESOLUTION

BE IT RESOLVED, that Umpqua Bank, and the State of Oregon Local Government Investment Pool (“Financial Institutions”) at any one or more of their offices or branches, be and they hereby are designated as a depository for the funds of this College, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: any two (2) of the following names officers or employees of this College (“Agents”), whose actual signatures are shown below:

Rachel Pokrandt, President of Umpqua Community College

Natalya Brown, Chief Financial Officer

Adrienne Kuykendall, Director of Accounting and Finance

and that the Financial Institutions shall be and are authorized to honor and pay the same whether or not they are payable to the bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institutions are hereby directed to accept and pay without further inquiry any item drawn against any of the College’s accounts with the Financial Institutions bearing the signatures of the Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent’s personal account, and the Financial Institutions shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes, and other items payable to or owned by this College for deposit with the Financial Institutions, or for collection of discount by the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposed for which fund, checks, or items of the College may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other act may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institutions at each location where an account is maintained. Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by them in continuing to act in accordance with this resolution. Any such notice shall not affect any times in process at the time notice is given.

WE FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the College; that they are in full force and effect.

ADOPTED by the Board of Umpqua Community College this 13th day of October, 2021.

Clerk of the Board

UCC Board Chair

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center">___ Information Item __X__ Action Item</p>
<p>Subject: Resolution #10, Increase Appropriation</p>	<p>Date: October 13, 2021</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has received a Title III award spanning five years. The 2021-22 allocation is \$448,388.</p> <p>This grant will allow the college to build upon the Guided Pathways model to bolster student retention and graduation. Success at UCC: Elevating Educational Development (SUCCEED) will optimize the college’s potential, faculty commitment, and existing Guided Pathways structures to undertake the following:</p> <ul style="list-style-type: none"> (1) Construct a Teaching and Learning Hub to facilitate improvements in teaching, instruction, and assessment; (2) Designate a new technology support desk specifically for student technical and media assistance; (3) Provide multiple modes of tutoring in the Hub, which will be integrated with course redesign; (4) Redesign 10-15 general education courses to address high DFW rates; (5) Implement early alert and intervention systems; and (6) Create a new faculty professional learning community within the Hub to innovate instructional practices. 	
<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. 10 - FY 21-22
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College received an award from the US Department of Education in the amount of \$448,388, 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 \$448,388 for the implementation of the TITLE III project.

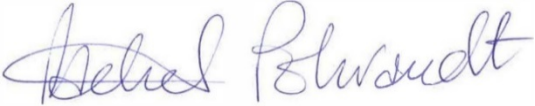
Special Revenue Fund - Grants and Contracts

	21-22 Budget Through Resolution 9	Adjustment	21-22 Budget Through Resolution 10
REVENUES:	\$ 8,662,175	\$ 448,388	\$ 9,110,563
EXPENDITURES:			
Instruction	\$ 1,145,697	\$ -	\$ 1,145,697
Instruction Support	827,747	-	827,747
Student Services	2,335,646	448,388	2,784,034
College Support Services	4,187,808	-	4,187,808
Community Services	100,000	-	100,000
Financial Aid	65,277	-	65,277
TOTAL	<u>\$ 8,662,175</u>	<u>\$ 448,388</u>	<u>\$ 9,110,563</u>

ADOPTED: OCTOBER 13, 2021

Clerk of the Board

UCC Board Chair

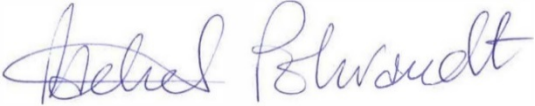
<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p align="center"><u> X </u> Information Item <u> </u> Action Item</p>								
<p>Subject: Reports</p>	<p>Date: October 13, 2021</p>								
<p>STANDING REPORTS</p> <table border="0"> <tr> <td>1. ASUCC Report</td> <td>Amanda Cerda, ASUCC President</td> </tr> <tr> <td>2. President’s Report</td> <td>Rachel Pokrandt, President</td> </tr> </table> <p>INFORMATIONAL REPORTS</p> <table border="0"> <tr> <td>1. Annual Governance Assessment</td> <td>Nick Tratz, College Council Chair</td> </tr> <tr> <td>2. Title III Grant Award</td> <td>Danielle Haskett, Dean of Learning Support Services</td> </tr> </table> <p>UCC was awarded the Title III grant. This grant will allow the college to build upon the Guided Pathways model to bolster student retention and graduation. <i>Success at UCC: Elevating Educational Development (SUCCEED)</i> will optimize the college’s potential, faculty commitment, and existing Guided Pathways structures to undertake the following:</p> <ol style="list-style-type: none"> (1) Construct a Teaching and Learning Hub to facilitate improvements in teaching, instruction, and assessment; (2) Designate a new technology support desk specifically for student technical and media assistance; (3) Provide multiple modes of tutoring in the Hub, which will be integrated with course redesign; (4) Redesign 10-15 general education courses to address high DFW rates; (5) Implement early alert and intervention systems; and (6) Create a new faculty professional learning community within the Hub to innovate instructional practices. 		1. ASUCC Report	Amanda Cerda, ASUCC President	2. President’s Report	Rachel Pokrandt, President	1. Annual Governance Assessment	Nick Tratz, College Council Chair	2. Title III Grant Award	Danielle Haskett, Dean of Learning Support Services
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2. President’s Report	Rachel Pokrandt, President								
1. Annual Governance Assessment	Nick Tratz, College Council Chair								
2. Title III Grant Award	Danielle Haskett, Dean of Learning Support Services								
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 								

ACEUCC Board Report
September 2021
Becky Kipperman, ACEUCC Secretary

The Association of Classified Employees of UCC (ACEUCC) currently has about 60 voting members, which is about 70% of eligible classified employees. We support our students and co-workers from every office and department on campus.

Here is what we have been up to:

- We are actively recruiting for a new Association President after Susan Neeman accepted an administrative position. A big thank you and congrats to Susan!
- Our members want to extend a heartfelt thank you to the Board of Education and College for your ongoing support. Our members feel truly valued by your generous investment.
- The College and the Association have been working together to finalize the new Collective Bargaining Agreement. Negotiations have gone very smoothly, and we appreciate the collaborative effort between the bargaining teams. After the final articles have been tentatively agreed on, Association members will vote to approve the contract before it comes to the Board for your approval.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item <u>X</u> Action Item</p>
<p>Subject: Appoint replacement to complete term for Zone 2</p>	<p>Date: October 13, 2021</p>
<p>As announced at the Board meeting on September 8, 2021, the Board of Education will make an appointment to fill the Zone 2 vacancy for the balance of the term through June 30, 2023.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>



President's Office
1140 Umpqua College Rd.
PO Box 967
Roseburg, OR 97470

Name Richard Kloes Cell Phone [REDACTED]

Address [REDACTED]

E-mail [REDACTED]

Position Information:

Requirements: Applicant must be a registered voter residing within Umpqua Community College Zone 2 boundaries and not an officer or employee of the college. Information on the boundaries of Zone 2 is available on the UCC website and through the Douglas County Elections office.

Length of Term: The successful candidate will hold the office until June 30, 2023.

Duties: Umpqua Community College is governed by a seven-member Board of Education. Members, elected to four-year terms, represent each of the seven zones in the UCC College District. The Board oversees the development of programs and services, and the adoption of policies and budget to meet the needs of the college district. Responsibilities also include outreach and engagement with the community, statewide education organizations, and the legislature. The Board typically meets the second Wednesday of every month. Special meetings are called as needed.

Application Procedure: This completed application (two pages) **MUST** be returned to the Board Secretary at robynne.wilgus@umpqua.edu or at the above address by 5:00 p.m. Friday, October 1, 2021. The Board of Education will select from among the qualified candidates the replacement board member at the October 13, 2021, board meeting.

Applicant Signature [REDACTED] Date: 9-28-2021

*The Umpqua Community College Board of Education appreciates your interest in this position.
This document and the interview process are available to the public.*

**Umpqua Community College
Board of Education Applicant Questionnaire**

Applicant Name:

Please respond to each of the following questions:

1. How long have you resided in Zone 2 of the College District:

My wife and I moved to our current residence in July of 2020 from Fallon, Nevada and plan on making this our permanent residence.

2. Please briefly outline why you want to serve on the Board of Education:

Working in the educational profession has been one of the most rewarding experiences in my life. (See #3 below). I retired from full time teaching in 2020, however I still have a strong desire to be involved in the educational environment. I would welcome the opportunity as a Board member to provide my knowledge and experience of working in the Community College atmosphere to assist in advocating for Umpqua Community College.

3. What characteristics, qualities, experiences, or knowledge do you possess that will support your ability to effectively carry out the duties of the Board?

I would bring 25 years' experience teaching accounting, both traditional and on-line, in the Community College environment with Western Nevada College (WNC). During that time, I gained a thorough understanding of the mission of a Community College, how it operates, as well as the role of the governing Board. Through teaching and my role as Faculty Senate Chair and Division Chair, I have had the opportunity to work with a wide variety of constituents, including students, faculty, administration, community members and Board members. I have also been on a Presidential search committee as well as a member of WNC's initial collective bargaining team.

4. Other information you want to provide:

I am a registered CPA in Nevada and would be able to provide insight to assist in assuring the fiscal health and stability of the College.



**Board of Education Application
Zone 2 Vacancy**

President's Office
1140 Umpqua College Rd.
PO Box 967
Roseburg, OR 97470

Name Melvin E. Smith Cell Phone [REDACTED]
 Address [REDACTED]
 E-mail [REDACTED]

Position Information:

Requirements: Applicant must be a registered voter residing within Umpqua Community College Zone 2 boundaries and not an officer or employee of the college. Information on the boundaries of Zone 2 is available [on the UCC website](#) and through the [Douglas County Elections office](#).

Length of Term: The successful candidate will hold the office until June 30, 2023.

Duties: Umpqua Community College is governed by a seven-member Board of Education. Members, elected to four-year terms, represent each of the seven zones in the UCC College District. The Board oversees the development of programs and services, and the adoption of policies and budget to meet the needs of the college district. Responsibilities also include outreach and engagement with the community, statewide education organizations, and the legislature. The Board typically meets the second Wednesday of every month. Special meetings are called as needed.

Application Procedure: This completed application (two pages) **MUST** be returned to the Board Secretary at robynne.wilgus@umpqua.edu or at the above address by 5:00 p.m. Friday, October 1, 2021. The Board of Education will select from among the qualified candidates the replacement board member at the October 13, 2021, board meeting.

Applicant Signature [REDACTED]

Date: 9/10/21

*The Umpqua Community College Board of Education appreciates your interest in this position.
This document and the interview process are available to the public.*

**Umpqua Community College
Board of Education Applicant Questionnaire**

Applicant Name:

Please respond to each of the following questions:

1. How long have you resided in Zone 2 of the College District:

Forty two years.

2. Please briefly outline why you want to serve on the Board of Education:

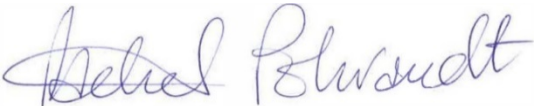
Chuck Plummer was my teacher and mentor at RHS. He was also one the most energetic and hardest working people in the original group that started UCC. We remained friends throughout his career at UCC. He loved UCC and its role in our community and inspired that same appreciation in me. I want to help UCC continue to grow and thrive. On a personal note, my favorite neice lived with us for two years while she attended UCC. She met her husband there, and finished her training and education in California. She is now a licensed Physical Therapist working full time at the hospital in Cottage Grove.

3. What characteristics, qualities, experiences, or knowledge do you possess that will support your ability to effectively carry out the duties of the Board?

We moved to Roseburg when I was three. I am now 74. I attended public schools in Roseburg and graduated from RHS in 1965. I then got a BS from OSU and a JD from U of O Law School in 1972. I was a Klamath County Assistant District Attorney until I moved back to Roseburg in 1974, I was honorably discharged at the rank of Captain from the United States Army after serving eight years in the Army Reserve. After moving back to Roseburg, I was managing partner in a five person law firm, house counsel for a logging, construction and sawmill group of corporations, City Attorney for Roseburg, Myrtle Creek, and Sutherlin, and counsel for special districts organized under Oregon law, such as the Roberts Creek Water District and the Winchester Water Control District. I also represented several large and small businesses in the Roseburg area and was elected to the Board of Directors of the Roseburg Chamber of Commerce. I believe my background will enable me to help the cause.

4. Other information you want to provide:

I sincerely beleive that UCC is a huge asset for our community and deserves the support and leadership necessary for it to grow and flourish.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: UCC Board member to serve on UCAN Board of Directors - Resolution</p>	<p>Date: October 13, 2021</p>
<p>The Board will review, discuss, and vote on a resolution for a UCC Board member to serve on the UCAN Board of Directors.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>

**Resolution Appointing a UCC Board Member to represent UCC
on the UCAN Board of Directors**

Whereas United Community Action Network (UCAN) has an opening on its Board of Directors for an Appointed/Elected Public Official.

Whereas UCAN invited Umpqua Community College (UCC) to appoint one of its Board of Education members to join the UCAN Board.

Whereas UCAN also asked the UCC Board to appoint an alternate to fill-in in the event the appointed board member cannot attend the monthly meetings.

Whereas UCAN is a crucial community partner for UCC serving the basic needs of many students.

Be it resolved that UCC Board of Education appoint Steve Loosley to represent the UCC Board on the UCAN Board.

Be it further resolved that the UCC Board of Education appoint _____ as an alternate in the event Steve Loosley cannot attend a meeting.

Adopted: October 13, 2021

UCC President

UCC Board Chair