

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Work Session: Southern Oregon Wine Institute - 3:30 P.M.

VOL. LV, No. 5 BOARD OF EDUCATION MEETING

December 9, 2020; 4:30 P.M.

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 _____
Doris Lathrop _____
David Littlejohn _____

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

I. CALL TO ORDER

Chair Loosley

II. ATTENDANCE

Chair Loosley

III. PLEDGE OF ALLEGIANCE

Chair Loosley

IV. CITIZEN COMMENTS

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

V. CONSENT AGENDA

Chair Loosley

pp 1-7

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. INTRODUCTION

A. Mireille Kotoklo, Director of Library Services

Danielle Haskett

p 8

VIII. REPORTS		p 9
A. Standing Report		
1. ASUCC Report	Kamilah Mirza, ASUCC President	
2. OCCA Report	Debra Thatcher, President	
3. President's Report	Debra Thatcher, President	
B. Informational Reports		
1. Enrollment Report	Missy Olson	
2. Cultural Competency Annual Report	Alex Jardon	
IX. OLD BUSINESS		
X. NEW BUSINESS		
A. Diversity, Equity, and Inclusion Plan 2020-2023	Alex Jardon	p 10
B. First Reading of Policies (<i>see addendum</i>)	Debra Thatcher	p 11
C. Audit 2019-20	Natalya Brown	p 12
XI. BOARD COMMENTS	Chair Loosley	
XII. ADJOURNMENT	Chair Loosley	

UPCOMING MEETING:

- Board Retreat, January TBD
- Regular Board Meeting, February 10, 4:30 p.m.

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

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

Information Item

Action Item

Subject: Consent Agenda

Date: Dec. 9, 2020

Recommend approval of:

- 1. Minutes of College Board Meeting of Nov. 10, 2020 pp 1-3
- 2. Personnel Actions p 4
- 3. COVID-19 Health & Safety Plan Update *see web-posted Plan update*
- 4. Removal of BA101 Student fee of \$5.00 p 5
- 5. Resolution #7, Increase Appropriation pp 6-7
- 6. Second Reading Policies:

Old #	New #	Title	Addendum Page #
N/A	1100	The Name of the College	1
N/A	1200	Umpqua Community College Mission	2
N/A	2100	Board of Education Elections	3
718	4040	Library	4
710	5030	Tuition and Fees	7

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

Old #	New #	Title	Addendum Page #
N/A	4040	Library	5-6
N/A	5030	Tuition and Fees	8-10
N/A	5031	Instructional Materials Fees	11-12

See Board Packet Addendum for 2nd reading policies and procedures

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
November 10, 2020**

The Umpqua Community College Board of Education met on November 10, 2020, in room 15 of Tap^hòyt^ha’ Hall at Umpqua Community College in Roseburg, Oregon and via Zoom conferencing; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 4:37 p.m. and the pledge of allegiance was given.

Directors present: Steve Loosley, Twila McDonald, and David Littlejohn (joined at 5:25); via Zoom: Doris Lathrop and Guy Kennerly (joined at 5:43)

Directors excused: Randy Richardson and Erica Mills

Others present:

Debra Thatcher, Robynne Wilgus, Chase Gilley

Via Zoom: Natalya Brown, Tim Hill, Kelley Plueard, Jesika Barnes, Danielle Haskett, Dina Battaglia, Missy Olson, Ella Radar

Facebook Live-Stream

The Board recognized the recent passing of two college employees: Patrice Coate, Nursing Instructor, and Danna-May Blommer, Career Coach. A moment of silence was held.

Citizen Comments: Comments were received from DeAnne Stanberry in regard to a non-successful online class experience and not receiving a refund. The matter was directed to the President for a review and a follow up report to the Board was requested. No further comments were submitted.

Changes to the agenda: The consent agenda will be addressed later in the agenda. A presidential search update will be added under Old Business.

INTRODUCTION

Dr. Dina Battaglia, Director of Faculty Development, was introduced to the Board. She brings a solid set of credentials and a wealth of academic experience to UCC. Additionally, she has impressive accomplishments in program rebuilding and leadership in professional development. Chair Loosley invited her to make a presentation to the Board after the first of the year.

REPORTS

- **ASUCC – Kamilah Mirza, President:** A written report was submitted. Jesika Barnes, ASUCC Vice President, explained the changes this year for Thanksgiving dinner provisions and partnering with Shari’s restaurant.
- **OCCA – Dir. Lathrop:** A written report was submitted on the annual OCCA conference. Several Board members were able to attend some of the sessions.
- **President – Dr. Thatcher:** A written report will be posted on the website. Topics reviewed included the impact of COVID-19 on campus, academic related news, current enrollment statistics, and a review of the budget development and resource allocation process. Additionally, the college is creating a plan to consolidate building usage and HVAC needs.

- **Annual Governance Assessment:** College Council Chair Jesika Barnes presented the report which is based on governance councils, employees, and students surveys. Overall, employees understood governance and had good participation on the councils. It would be good to have increased student involvement, including non-ASUCC students.
- **Financial Report, FY 20-21:** Natalya Brown, Chief Financial Officer, reviewed highlights of several financial statements for the period ending September 30, 2020.

Consent Agenda:

1. Minutes of College Board Meeting of Oct. 14, 2020
2. Personnel Actions
3. Resolution #6, Increase Appropriation
4. Second Reading Policies:

Old #	New #	Title
704	5070	Attendance
N/A	5120	Transfer
N/A	5510	Off-Campus Student Organizations

A quorum was now present with Dir. Littlejohn's arrival. The consent agenda was approved by general consent.

OLD BUSINESS

Applications for college president have been coming in since the end of last month and the search webpage is being viewed. A Search Advisory Committee will review the applications and make recommendations to the Board. The campus and community will have an opportunity to share their feedback.

The Search Advisory Committee is composed of community members and representatives of college constituent groups and students for a total of 14 people. Committee members will sign a non-disclosure agreement. They will meet a few times during December and January. It is a strong committee that will offer good advice to the Board.

The Board's permission was requested in extending the timeline of the ad hoc committee to make a decision regarding who will be on the search committee. There was agreement to do so.

NEW BUSINESS

Policies were reviewed for a first reading. Dir. Lathrop will send edits to Robynne Wilgus.

Old #	New #	Title
N/A	1100	The Name of the College
N/A	1200	Umpqua Community College Mission
N/A	2100	Board of Education Elections
718	4040	Library
710	5030	Tuition and Fees

Board Comments

- Next month’s work session will focus on the SOWI viticulture and enology program.
- Everyone was encouraged to stay well, continue with social distancing, and to stay home if they’re sick.

Meeting adjourned at 5:48 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:
Personnel Actions
Res. #6
Policies 5070, 5120, 5510

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: December 9, 2020

Board approval is requested on the following personnel actions:

Administrative Contracts:

Mireille Kotoklo, Director of Library – Effective December 8, 2020

Faculty Contracts:

Stevy Scarbrough, Psychology Instructor – Effective December 7, 2020

Resignations/Separations

Daniella Bivens, Director of Woolley Adult Education Center – Effective November 7, 2020

Patrice Coate, Nursing Instructor – Effective November 3, 2020

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item</p>
<p>Subject: Removal of BA101 Student fee of \$5.00</p>	<p>Date: December 9, 2020</p>
<p>The College is removing the BA101 fee of \$5.00 effective Winter Term 2021. The fee was established to cover the cost of copies for handouts used in the class. All of the handouts will be provided in the Canvas course shell at no extra cost.</p>	
<p>Recommendation by: <i>N. Brown</i></p>	<p>Approved for Consideration: <i>Debra Hatch</i></p>

<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: Resolution #7, Increase Appropriation</p>	<p>Date: 12/09/2020</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants & Contracts.</p> <p>UCC has unspent funds available from FY2020 Transfer Opportunity Program grant in the amount of \$56,484.</p> <p>TRIO SSS Transfer Opportunity Program provides first-generation college students with the needed resources and help to complete studies at UCC and move on to earn a Bachelor's degree at a university.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 7 - FY 20-21
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2020 Transfer Opportunity Program grant in the amount of \$56,484, 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 \$56,484 for the continued operations of the Transfer Opportunity Program.


Special Revenue Fund - Grants and Contracts

	20-21 Budget Through Resolution 6	Adjustment	20-21 Budget Through Resolution 7
REVENUES:	\$ 7,844,056	\$ 56,484	\$ 7,900,540
EXPENDITURES:			
Instruction	\$ 1,122,865	\$ -	\$ 1,122,865
Instruction Support	925,263	-	925,263
Student Services	2,266,379	56,484	2,322,863
College Support Services	2,601,755	-	2,601,755
Community Services	927,794	-	927,794
TOTAL	<u>\$ 7,844,056</u>	<u>\$ 56,484</u>	<u>\$ 7,900,540</u>

ADOPTED: DECEMBER 9, 2020

Clerk of the Board

UCC Board Chair

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: Introduction – Director of Library Services</p>	<p>Date: 12/09/2020</p>
<p>Mireille Kotoklo will serve as the Director of Library Services effective December 8, 2020. She holds a Master of Science in Management and Administrative Sciences from the University of Texas at Dallas; a Master in Library Science from Southern Connecticut State University and a Master in Teaching English to Speakers of Other Languages (TESOL) from Central Connecticut State University. She graduated from the Université Nationale d’ Abidjan with a Bachelor in English Language and Literature.</p> <p>She has spent most of her career working in management roles in academic libraries at DePaul University in Chicago Illinois, University of Texas at Dallas, Fairfield University in Fairfield CT; and Housatonic Community and Technical College in Bridgeport, CT. She also served as a Branch Manager for the city of Dallas Public library system.</p> <p>Mireille is a native from Cote d’Ivoire. Her native language is French, and she has a working knowledge of Spanish.</p> <p>She enjoys travelling the world and learning about people’s cultures. She plans to visit Idaho, Montana, Wyoming, and the Dakotas which are the only states in the continental USA she has not been to.</p> <p>She is looking forward to meeting everyone and finding ways to work together for the success of our students.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

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

 X Information Item

 Action Item

Subject: Reports

Date: Dec. 9, 2020

STANDING REPORTS:

- ASUCC Report Kamilah Mirza, ASUCC President
- OCCA Report Debra Thatcher, President
- President’s Report Debra Thatcher, President


INFORMATIONAL REPORTS:


- Enrollment Report Missy Olson,
Asst. VP Enrollment and Student Services
- Cultural Competency Annual Report Alex Jardon and Debra Thatcher

Recommendation by:

Approved for Consideration:



<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Diversity, Equity, & Inclusion Plan 2020-23</p>	<p>Date: Dec. 9, 2020</p>
<p>Board approval is requested for the Diversity, Equity, & Inclusion Plan 2020-23.</p> <p><i>As stated in the document:</i></p> <p>Purpose of Plan As guided by HB 2864, the Diversity, Equity, and Inclusion (DEI) Plan for Umpqua Community College is designed to effect positive change by utilizing principles of diversity, equity, and inclusion to guide decision-making, policy, and practice in all units of the College's operations.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

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<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: Audit Report for FY 2019-20</p>	<p>Date: 12/09/2020</p>
<p>The Board of Education is requested to accept the 2019-20 Audit report.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>