UMPQUA COMMUNITY COLLEGE
Umpqua Community College transforms lives and enriches communities.

Work Session: Presidential Profile - 3:30 P.M.

VOL. LV, No. 3 BOARD OF EDUCATION MEETING
October 14, 2020; 4:30 P.M.

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

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A G E N D A

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

    I.   **CALL TO ORDER**   **Chair Loosley**

    II.   **ATTENDANCE**   **Chair Loosley**

    III.   **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 1-5**

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 6-9**

        A. **Standing Reports**

            1. **ASUCC Report**   **Kamilah Mirza**

            2. **OCCA Report**   **Director Lathrop**

            3. **President's Report**   **Debra Thatcher, President**

    B.   **Informational Report**
        1.   **Accreditation Report**   **Kacy Crabtree**

VIII.   **OLD BUSINESS**
    A. **Presidential Profile**   **Chair Loosley**   **p 10**

IX.   **NEW BUSINESS**
    A. **Proposed Budget Calendar for FY 2021-22**   **Natalya Brown** **pp 11-13**
    B. **Board Guidance on Budget Development**   **Natalya Brown**   **p 14**
    C. **First Reading of Policies**   **Debra Thatcher**   **p 15** *see addendum*

X.   **BOARD COMMENTS**   **Chair Loosley**

XI.   **ADJOURNMENT**   **Chair Loosley**

UPCOMING MEETINGS:
- Regular Board Meeting, November 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 X Action Item
Subject: Consent Agenda	Date: Oct. 14, 2020

Recommend approval of:

1. Minutes of College Board Meeting of Sept. 16, 2020   pp 1-2

2. Personnel Actions   p 3

3. Res. #4, Increase Appropriation   pp 4-5

4. Second Reading Policy:

Old #	New #	Title	Addendum Page #
348	3720	Computer and Network use	1

The associated administrative procedure is shared as an information item:

Old #	New #	Title	Addendum Page #
348	3720	Computer and Network use	2-6

See Board Packet Addendum for 2nd reading policy and procedure

Recommendation by:

Approved for Consideration:

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
September 16, 2020

The Umpqua Community College Board of Education met on September 16, 2020, in room 15 of Tapʰòytʰa' 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 4:34 p.m. and the pledge of allegiance was given. (The meeting was rescheduled from September 9 due to local wildfires.)

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

Director Excused: Guy Kennerly

Others present:
Debra Thatcher, Robynne Wilgus, Chase Gilley
Via Zoom: Natalya Brown, Kelley Plueard, Tim Hill
Facebook Live-Stream

Citizen Comments – There were none.

Consent Agenda
1. Minutes of College Board Meeting of June 10, 2020
2. Minutes of College Board Meeting of June 19, 2020
3. Minutes of College Board Meeting of August 20, 2020
4. Personnel Actions
5. Res. #2, Increase Appropriation
6. Res. #3, Banking Resolution
7. Second Reading Policy:

Old #	New #	Title
400	6700	Facility Use / Events

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

Changes to the Agenda – There were none.

REPORTS
- **OCCA – Dir. Lathrop:** A written report is posted on the Board meeting webpage. The next OCCA meeting will be in October.
- **President – Dr. Thatcher:** A written report is posted on the Board meeting webpage. President Thatcher reviewed highlights of the report: institutional effectiveness efforts in planning, assessment, next steps, and tactical and operational plans; results will be shared soon from a recent economic impact study; anticipated state allocation reduction of 17%; upcoming SLT retreat; cumulative stress effect on people due to COVID and wildfires; CARES Act funding; plans for renovating Lockwood Hall; and changes in UCC Foundation personnel. A coach has been hired for eSports.
- **Strategic Plan/Institutional Effectiveness:** Because of intense efforts during the summer the report is ready a month early; it was submitted as evidence in the accreditation report. The full report has been posted to the Board meeting webpage. A community survey is scheduled for the current academic year. Information was shared regarding how the College provides technology assistance to students and the potential of using

the Woolley Center as a remote site for internet access. Additionally, the College has been in contact with the Red Cross to provide additional evacuation space if needed.

OLD BUSINESS

The Board of Education will conduct the presidential search without the services of a search firm. It is anticipated that a strong and diverse pool of candidates will be recruited by conducting an equitable, participatory, inclusive, and transparent national search. The Board will pay close attention to the search details and especially the campus community feedback. A survey has been created to help the Board develop a presidential search profile. Everyone, including community members, is invited to take the survey. A president search timeline draft was presented for review and minor changes were recommended.

MOTION: **I move to approve the Timeline for President Search with the recommended changes, as presented. Motion by Dir. McDonald, seconded by Dir. Littlejohn and carried unanimously.**

Board policy #3720 Computer and Network Use was presented for a first reading. The review included a brief discussion about the right of privacy and abiding by college policies.

Board Comments:
- Chair Loosley shared Dir. Mills concern about the fear of folks forgoing the college opportunity and how UCC can serve them. He will work with President Thatcher to understand and explore how UCC is responding.
- On behalf of the Board, Chair Loosley thanked the college employees for their efforts in taking the campus to another level to meet the needs of the community.
- Remember to take the survey; it closes on Oct. 2 at 5:00 p.m.

Meeting adjourned at 5:44 p.m.

Respectfully submitted,   Approved,

Debra H. Thatcher, Ph.D.   Steve Loosley
Clerk of the Board   Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:
    Personnel Actions
    Res. #2
    Res. #3
    Policies: 3720, 6700
    President Search Timeline

Serving Douglas County Since 1964

TO: UCC Board of Education

FROM: Kelley Plueard, Director of Human Resources

SUBJECT: Personnel Actions

DATE: October 14, 2020

Board approval is requested on the following personnel actions:

Administrative Contracts:

Megan Montgomery, Director of SSS TOP - Effective September 21, 2020

Faculty Contracts:

James Furbush, EMS/Fire Science Clinical Coordinator – Effective September 21, 2020

Resignations/Separations:

Emery Smith, Social Science Instructor – Effective September 30, 2020

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	_____ Information Item __X__ Action Item
Subject: Resolution #4, Increase Appropriation	Date: October 14, 2020

This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.

UCC was awarded $82,944 from the State of Oregon Higher Education Coordinating Commission to provide wrap around support for ABS Staff and students including: professional development of faculty, faculty mentorship model, social emotional training, and student supports.

UCC was awarded $88,625 in additional funding from the State of Oregon Higher Education Coordinating Commission to support instruction, online education and faculty professional development related to online education.

Recommendation by: NBrown	Approved for Consideration: DebraHThatcher

UMPQUA COMMUNITY COLLEGE
Resolution No. 4 - FY 20-21
Increase Appropriation and Approval to Spend

WHEREAS,   Umpqua Community College has received a new award in the amount of $82,944 and an additional award in the amount of $88,625 from the Oregon Higher Education Coordinating Commission; and

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

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

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 $82,944 to provide wrap around support for ABS Staff; and $88,625 to support ABS insrtruction and online education.

Special Revenue Fund - Grants and Contracts

	20-21 Budget Through Resolution 3	Adjustment	20-21 Budget Through Resolution 4
REVENUES:	$ 7,430,103	$ 171,569	$ 7,601,672
EXPENDITURES:			
Instruction	$ 1,034,240	$ 88,625	$ 1,122,865
Instruction Support	788,005	82,944	870,949
Student Services	2,078,309	-	2,078,309
College Support Services	2,601,755	-	2,601,755
Community Services	927,794	-	927,794
TOTAL	$ 7,430,103	$ 171,569	$ 7,601,672

ADOPTED: OCTOBER 14, 2020

_____
Clerk of the Board

_____
UCC Board Chair

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	__X__ Information Item _____ Action Item
Subject: Reports	Date: Oct. 14, 2020

STANDING REPORTS:

    ASUCC Report   Kamilah Mirza, ASUCC President

    OCCA Report   Dir. Lathrop

    President's Report   Debra Thatcher, President

INFORMATIONAL REPORT:

    Accreditation Report   Kacy Crabtree

Recommendation by:	Approved for Consideration: *Debra H Thatcher*

ASUCC BOARD REPORT
October, 2020
Kamilah Mirza, President

- ASUCC meeting times have been updated to 11:00 am – 12:00 pm on Tuesdays.
- The term begins after a full summer of training.
- We are still learning the ropes in the virual environment.

ACCREDITATION REPORT
Report to the Board of Education
Prepared by Kacy E. Crabtree, Provost
October 2020

Overview

- Feedback on the Ad-Hoc report submitted on September 4th will be received by NWCUU in January 2021.
- Countdown to 2023 Reaffirmation begins in Fall Term.
- Fourth interview with a candidate for the position of Director of Institutional Effectiveness will take place on October 9.
- Institutional Effectiveness Handbook is posted on the UCC website.
- Membership of the Institution Effectiveness Committee is enhanced.
- Dr. Thatcher will lead Institutional Effectiveness initiatives for three months

7-Year Reaffirmation – *UCC employees will engage in term by term preparations to ensure every opportunity for a successful reaffirmation in 2023.*

Status: *In progress*

Current Actions:
- Dr. Thatcher will lead Institutional Effectiveness until January with Provost supporting efforts.
- Shauna McNulty, chair of ACSC is Accreditation Liaison Officer until the end of December.
- Reaffirmation timeline has been revised and is ready to share with campus and BOE.
- Institutional Effectiveness website has been updated.
- A drive has been set up to accommodate the writing of the 6-year and 7-year report.
- Hire and orientate the new IE Director as to the reaffirmation requirements.

Student Learning Assessment - *UCC faculty and administration must collaboratively develop and implement a systematic approach to assessing student learning.*

Status: *On Track*

Current Actions:
- Continue assessment of courses, programs, and institutional indicators.
- Address issues related to assessment of general education and AGS.
- Review and update reporting forms to ensure we are capturing data and using the data to show continuous improvement.
- Recruit more faculty to join ACSC.

Data-Informed Decision-Making - *UCC must implement an institution-wide system of data-informed evaluation and planning to guide institutional decisions, continuous improvement, resource allocation, and measurements of institutional effectiveness.*

Status: *On Track*

Current actions:
- Strengthen all data-collection, analysis, and reporting.
- Create a timeline for data collection.
- Orientate IEC on plans and processes, outlining expectations of the committee.
- Enhance the Institutional Effectiveness Committee and secure co-chairs.
- Develop an IE Dashboard.

Governance - *UCC must increase institutional stability through effective leadership and governance processes.*

Status: *On Track*

Current actions:
- Communicate the new structure with campus constituents in September.
- Ensure that each committee/council has a chair and note-taker.
- Incorporate survey results into council discussions and works, making improvements where applicable.
- Ensure shared governance is reflected on the webpage and link shared with campus constituents.
- Ensure that minutes are sent to the repository.

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BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	____ Information Item __X__ Action Item
Subject: Presidential Profile	Date: October 14, 2020

Board approval is requested for the presidential profile to be used in the search for UCC's next president.

Recommendation by:	Approved for Consideration: *Debrat Thatcher*

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	__X__ Information Item _____ Action Item
Subject: Proposed Budget Calendar for Fiscal Year 2021-2022	Date: October 14, 2020

Sun., March 21   Publish 1st "Notice of Budget Committee Meeting"
(ORS 294.426 – published in News Review, not more than 30 days before the
meeting date)

Mon., March 29   Publish 2nd "Notice of Budget Committee Meeting"
(ORS 294.426 - published on UCC's website, in a prominent manner and maintained on
the website for at least 10 days before the meeting date)

Thurs., April 8   First Budget Committee Meeting, 6:00 PM

Thurs., April 22   Second Budget Committee Meeting (if needed), 6:00 PM

Sun., April 25   Publish "Notice of Budget Hearing"
(ORS 294.438 – Not more than 30 days and not less than five day before the meeting of
the governing body)

Wed., May 12   Hold budget hearing

Wed., June 9   Regular College Board of Education Meeting: Adopt resolutions, adopt
budget, and make appropriations.

Recommendation by: *NBrown*	Approved for Consideration:

Budget Process Timeline
Fiscal Year 2021 – 2022

September
- Develop criteria and fiscal indicators
- Strategic priorities identified and tactical plans developed
- First revenue and enrollment projections established
- Senior Leadership Team (SLT) discusses sustainability and reviews 2021-23 biennium forecast

October
- **October 14** (W): Board to give parameters
- **October 27-29** (T-TH): Provide training/information sessions to campus
- **October 29-30** (TH-F): Send budget worksheets and resource request templates

November
- **November 9-13** (M-F): Schedule meetings with all level I budget managers to go over budget development
- **November 20** (F): All level I budgets and resource requests due to level II

December
- **December 7-9 (**M-W): Schedule meetings with all level II budget managers to go over budget development
- **December 9** (W): Confirm budget committee appointments and present tuition and fee increases to the Board
- **December 18** (F): All level II budgets and resource requests due to level III
- Review revenue and enrollment projections

January
- **January 12-14** (T-TH): Schedule meetings with all level III budget managers as needed to go over budget development
- **January 13** (W): Present tuition and fee increases to the Board for approval
- Review budget development data elements and criteria
- **January 22** (F): ALL budgets and resource requests due from level III to Budget Manager (no extensions)
- Review revenue and enrollment projections

February
- Institutional Effectiveness Committee (IEC) reviews resource allocation requests and provides feedback to SLT by **February 8**
- **February 15** (M): Draft budget document complete and to SLT for review
- Balancing budget options and resource allocation by SLT to ensure support of strategic priorities
- Discuss with IEC to ensure we are matching up with college priorities

March

- Finalize proposed budget
- **March 15** (M): Send 1st "Notice of Budget Committee Meeting" for publication in newspaper on March 21
- Continue monitoring revenue and enrollment projections
- **March 29** (M): Publish 2nd "Notice of Budget Committee Meeting" on UCC Website

April

- **April 8** (TH): Hold first External Budget Committee Meeting
- **April 19** (M): Send "Notice of Budget Hearing" (Via Newspaper and website) for publication on April 25
- **April 22** (TH): Hold second External Budget Committee Meeting if needed
- Provide budget update to campus

May

- **May 12** (W): Hold Public Budget Hearing
- **May 12** (W): Appoint Budget Officer and budget committee for next budget year

June

- **June 9** (W): Board adopts budget
- Budget data is loaded into management system
- Budget is made available on the Web
- Budget is posted as required by law
- Hold budget process debriefing

July

- Submit tax certification documents to the assessor by July 15
- Submit copy of complete budget document to county clerk by July 15

BOARD OF EDUCATION **UMPQUA COMMUNITY COLLEGE** **DOUGLAS COUNTY, OREGON**	____ Information Item __X__ Action Item
Subject: Board guidance on budget development parameters requested	Date: October 14, 2020

As the college moves into budget development for the 2021-22 fiscal year, Board discussion and guidance on development parameters is requested. The administration will incorporate Board of Education recommendations into the set of assumptions with a goal of producing a balanced budget.

Recommendation by: *NBrown*	Approved for Consideration:

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	_X_ Information Item ___ Action Item
Subject: First Reading of Policies	Date: Oct. 14, 2020

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

Old #	New #	Title	Addendum Page #
704	5070	Attendance	1-2
N/A	5120	Transfer	8
N/A	5510	Off-Campus Student Organizations	12-13

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

Old #	New #	Title	Addendum Page #
704	5070	Attendance	3-7
N/A	5120	Transfer	9-11
N/A	5510	Off-Campus Student Organizations	14-15

See Board Packet Addendum for 1st reading policies and procedures

Recommendation by:	Approved for Consideration: *Debra H Thatcher*