

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

VOL. LV, No. 2 BOARD OF EDUCATION MEETING

September 16, 2020; 4:30 P.M. *(rescheduled from Sept. 9)*

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

AGENDA – Revised/Rescheduled

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. 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.

IV. CONSENT AGENDA

Chair Loosley

pp 1-11

All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

V. CHANGES TO THE AGENDA

Chair Loosley

VI. REPORTS

pp 12-23

A. Standing Reports

1. OCCA Report
2. President’s Report

Director Lathrop

Debra Thatcher, President

	B. Informational Reports	
	1. Strategic Plan	Debra Thatcher
	2. Accreditation Report	Kacy Crabtree
	3. Senior Leadership Team Reports	Various
VII.	OLD BUSINESS	
	A. Timeline for President Search	Chair Loosley pp 24-25
VIII.	NEW BUSINESS	
	A. First Reading of Policies	Debra Thatcher p 26, <i>see addendum</i>
IX.	BOARD COMMENTS	Chair Loosley
X.	ADJOURNMENT	Chair Loosley

UPCOMING MEETINGS:

- Regular Board Meeting, October 14, 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 - Revised

Date: Sept. 9, 2020

Recommend approval of:

- | | |
|--|----------|
| 1. Minutes of College Board Meeting of June 10, 2020 | pp 1-3 |
| 2. Minutes of College Board Meeting of June 19, 2020 | p 4 |
| 3. Minutes of College Board Meeting of August 20, 2020 | pp 5-6 |
| 4. Personnel Actions | p 7 |
| 5. Res. #2, Increase Appropriation | pp 8-9 |
| 6. Res. #3, Banking Resolution | pp 10-11 |
| 7. Second Reading Policy: | |

<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>
400	6700	Facility Use / Events	1

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

<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>
N/A	5013	Students in the Military	11-13
N/A	6310	Accounting	14-15
400.01	6700	Facility Use / Events	1-10

See Board Packet Addendum for 2nd reading policies and procedures

Recommendation by:



Approved for Consideration:



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

The Umpqua Community College Board of Education met on Wednesday, June 10, 2020, on campus; the public was invited via Facebook live-stream. Board Chair Loosley called the meeting to order at 4:47 p.m.

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

Others present:
Debra Thatcher, Robynne Wilgus, Kelley Plueard, Cam Preus, Natalya Brown, and Facebook live-stream

Citizen Comments – There were none.

Consent Agenda

Recommend approval of:

- 1. Minutes of College Board Meeting of May 13, 2020
- 2. Personnel Actions
- 3. Res. #20, Interfund Borrowing for fiscal year 2020-21
- 4. Res. #21, Increase Appropriation
- 5. Second Reading Policies:

<u>Old #</u>	<u>New #</u>	<u>Title</u>
N/A	3502	Children on Campus
N/A	5077	Credit Overload
721 & 721.3	5500	Standards of Student Conduct

Dir. Richardson asked to remove the Copier Equipment Lease and Maintenance Contract from the consent agenda and be discussed later in the meeting. The remaining items of the consent agenda were approved by general consent. The items are attached to the permanent minutes.

Changes to the Agenda: Chair Loosley will read a statement regarding the president’s evaluation and it will be followed by the OCCA Executive Director report. The copier agreement will be discussed as item B. under Old Business.

President’s Evaluation:

Chair Loosley read the following statement: “On behalf of the Umpqua Community College Board of Education, it is my pleasure to announce that our evaluation of President Debra Thatcher has resulted in her fourth outstanding performance review. We evaluated the president in seven areas including leadership and strategic direction; educational outcomes; board relations; financial management; staff management and supervision; community relations; and decision-making and governance. The Board is very appreciative of Dr. Thatcher, and we look forward to her continued service to our community and college.

“As most of you know, Dr. Thatcher announced her plan to retire on July 1, 2021. The board has appointed a 3-person committee that will begin planning how we look for her replacement. I will be joined by Guy Kennerly and David Littlejohn as we begin the process.”

REPORTS

OCCA Executive Director – Cam Preus: Ms. Preus thanked UCC for serving the community and students. She also thanked Dir. Lathrop for serving on the OCCA Board. OCCA’s primary role is advocating for Oregon community colleges at the state and federal level. Ms. Preus highlighted a few of OCCA’s recent efforts and responded to questions about OCCA’s role regarding the economic forecast and nationwide enrollment decline. Chair Loosley thanked her for participating in the meeting.

OCCA – Dir. Lathrop: The information presented by Cam Preus, OCCA Executive Director, is the OCCA report. A written report was also submitted.

President – Dr. Thatcher: A written report was posted earlier in the day. Highlights of the report were shared. The drive-thru commencement ceremony/procession was explained.

Accreditation: The report is posted on the Board meeting webpage.

Enrollment – Missy Olson, Dean of Enrollment Management: The written report is in the Board packet. Ms. Olson explained the data and praised faculty for their amazing job in quickly converting hundreds of classes into an online format. She explained how enrollment was affected on the CTE side because of the lack of ability offer the courses. Virtual practices are being implemented to allow the continuation of services.

OLD BUSINESS

Due to the negative impact of COVID-19 on the state economy that will result in a major reduction in the college’s state allocation and with anticipated enrollment decline, Kelley Plueard - Director of Human Resource, requested Board approval for the implementation of the Reduction in Force plan.

MOTION: **I move to approve the request to implement the plan for a reduction in force, as presented. Motion by Dir. Lathrop, seconded by Dir. Littlejohn and carried unanimously.**

The Board discussed the submitted Copier Equipment Lease & Maintenance Contract with Natalya Brown, Chief Financial Officer. The College received guidance to continue efforts to lower the cost of the contract.

Policy #6700, previously #400, Facility Use/Events was reviewed for a first reading. Highlights of the policy and associated procedure were reviewed.

ORGANIZATION

The Board held their election of officers for the FY 2020-21.

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

Board Comments:

- The College is facing difficulties; good things will happen as everyone comes together.
- The unfortunate COVID-19 situation has resulted in opportunities for thinking outside of the box that probably would not have been done otherwise. The College is able to provide education in a bold new way that will help propel it into the future.

Meeting adjourned at 6:13 p.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attachments to the permanent minutes:

Personnel Actions

Res. #20, 21

Second reading policies:

Old #	New #	Title
N/A	3502	Children on Campus
N/A	5077	Credit Overload
721 & 721.3	5500	Standards of Student Conduct

First reading policy:

Old #	New #	Title Addendum
400	6700	Facility Use / Events

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
June 19, 2020**

The Umpqua Community College Board of Education met on Friday, June 19, 2020, via Zoom conference connection that was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 10:01 a.m.

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

Director Excused: Randy Richardson

Others present:

Debra Thatcher	Chase Gilley	Jules DeGuilio	Facebook Live-Stream
Robynne Wilgus	Natalya Brown	Tim Hill	

Chair Loosley briefly summarized the previous copier contract presentations to the Board and efforts made to reduce the costs. The number of machine units have been reduced from 63 to 52 which results in considerable savings to the college. The college has also indicated adding a priority of moving toward a paperless system to the strategic plan.

MOTION: **I move to approve the request for UCC to negotiate and execute a contract with Kelley Connect, Inc. to provide copier and related services; additionally, UCC will move toward a paperless system as a priority in the strategic plan. as presented. Motion by Dir. Lathrop, seconded by Dir. McDonald and carried unanimously.**

Board Comments

- Chair Loosley appreciated the staff's work on the project.
- Dir. Lathrop appreciated the Board's diligence with the matter.

Meeting adjourned at 10:07 a.m.

Respectfully submitted,

Approved,

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

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
August 20, 2020**

The Umpqua Community College Board of Education met on Thursday, August 20, 2020, in room 15 of Tap'òyt'a' Hall at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 1:10 p.m.

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

Director Excused: Randy Richardson

Others present:

Debra Thatcher, Robynne Wilgus, Chase Gilley

Via Zoom: Natalya Brown, Jess Miller

Facebook Live-Stream

Changes to the agenda: Chair Loosley recognized the revised agenda that includes amending an article in the UCC Faculty Association CBA.

NEW BUSINESS

Resolution No. 1 – CM/CG Contract Award

Natalya Brown, Chief Financial Officer, requested Board approval for the Construction Management/General Contractor (CM/GC) type Contract awarded to Vitus Construction Inc. for the Construction services related to the Seismic Rehabilitation of Whipple Fine & Performing Arts Building. The Guaranteed Maximum Price (GMP) for this portion of the contract is \$857,805.00, which is part of the grant total of \$1,867,730.00, originally awarded to the College in April of 2019 under the *Seismic Rehabilitation Grant Program*.

MOTION: **I move to approve Resolution No. 1 to award the contract to Vitus Construction, Inc., as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly and carried unanimously.**

President Thatcher requested Board approval for the UCC COVID-19 Health and Safety Operational Plan. HECC and OHA require all colleges to have a plan and they provided guidelines. The UCC plan follows those guidelines. The Plan has been received by and discussed with Dr. Bob Dannenhoffer, the Executive Director of the Douglas Public Health Network. Dr. Dannenhoffer has provided helpful input and guidance. The Plan lays out how the College will operate until rules change. It is the current mode of operations. The Board recognized there are regulations to navigate and appreciated the work that was done on the plan.

MOTION: **I move to approve the UCC COVID-19 Health and Safety Operational Plan, as presented. Motion by Dir. Littlejohn, seconded by Dir. Lathrop and carried unanimously.**

Due to a statewide shortage of Nursing educators, President Thatcher requested Board approval to amend the UCC Faculty Association Collective Bargaining Agreement as follows:

Article XVIII.B – Initial Placement Criteria

- The initial placement of each faculty employee shall be agreed upon with the UCCFA President and the Director of Human Resources based on the following criteria: a. Without Master’s Degree up to Step 2, b. Master’s Degree up to Step 4, c. Doctorate up to Step 6
- The initial placement of each nursing faculty employee shall be agreed upon with the UCCFA President and the Director of Human Resources based on the following criteria: a. Bachelor of Science with a Major in Nursing up to Step 4, b. Master’s Degree in Nursing up to Step 6, c. Doctorate of Nursing up to Step 8. 1. Current nursing faculty that were hired between 2010 and 2020 using version “1” of the Initial Placement Criteria will have a one-time step advancement: a. Initially hired at a step 2, 4, or 6 results in a two (2) step advance b. Initially hired at a step 3 results in one (1) step advance 2. No back-pay will be provided.

The College President may, in cases of special need, authorize the initial salary placement of an employee at any step on the salary schedule.

MOTION: **I move to approve the amendment to the UCCFA CBA Article XVIII.B, as presented. Motion by Dir. McDonald, seconded by Dir. Lathrop and carried unanimously.**

Board Comments:

- The UCC COVID-19 Health and Safety Operational Plan will be available for review on the College website.

Meeting adjourned at 1:27 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:

Res. No. 1
UCC COVID 19 Operational Health and Safety Plan

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

Board approval is requested on the following personnel actions:

Administrative Contracts:

Dina Battaglia, Director of Faculty Development - Effective September 14, 2020
Shannan Rinkle, Director of JOBS Program – Effective July 1, 2020

Faculty Contracts:

Chelsea Gillespie-Towne, Nursing Clinical Coordinator – Effective September 14, 2020

Resignations/Separations:

Ellen Brown, Director of Operations-Foundation – Effective August 27, 2020
Melinda Collier, Interim CC&R/QIS Provider Consultant - Effective September 11, 2020
April Hamlin, Dean of Student Services – Effective June 30, 2020
Ina Jackson, Director of Accounting/Finance – Effective July 31, 2020
Clare Leeper, WCJC Instructor – Effective August 15, 2020
Carol McGeehon, Director of Library, Success Center, UCConline – Effective June 18, 2020
Kimberly Meinhardt, Director of TOP – Effective July 15, 2020
Doyle Poole, Automotive Instructor – Effective June 16, 2020
David Wolf, Automotive Instructor – Effective June 16, 2020

<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 #2, Increase Appropriation</p>	<p>Date: September 9, 2020</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC has carryover in the amount of \$462,819 from the US Department of Education for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act</p> <p>UCC received an additional award in the amount of \$54,669 from the US Department of Education for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act</p> <p>UCC received an award in the amount of \$100,000 from Mercy Medical Center to pay for a position and related expenses to aid in the process of re-gaining National Nursing Accreditation</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. 2 - FY 20-21
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has a carryover award of \$462,819 and a new award of \$54,669 from the US Dept. of Education, and an award of \$100,000 from Mercy Medical Center; 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 \$462,819 & \$54,669 for support from the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and \$100,000 for personnel and expenses related to National Nursing Accreditation

Special Revenue Fund - Grants and Contracts

	20-21 Budget Through Resolution 1	Adjustment	20-21 Budget Through Resolution 2
REVENUES:	\$ 6,812,615	\$ 617,488	\$ 7,430,103
EXPENDITURES:			
Instruction	\$ 1,034,240	\$ -	\$ 1,034,240
Instruction Support	688,005	100,000	788,005
Student Services	2,078,309	-	2,078,309
College Support Services	2,084,267	517,488	2,601,755
Community Services	927,794	-	927,794
TOTAL	<u>\$ 6,812,615</u>	<u>\$ 617,488</u>	<u>\$ 7,430,103</u>

ADOPTED: SEPTEMBER 9, 2020

Clerk of the Board

UCC Board Chair

<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 #3, Banking Resolution</p>	<p>Date: 09/09/2020</p>
<p>Board approval is requested to update authorized signers for Umpqua Community College.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

RESOLUTION #3 – BANKING RESOLUTION

RESOLVED, that Umpqua Bank, Wells Fargo 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:

Dr. Debra Thatcher, President of Umpqua Community College



Natalya Brown, Chief Financial Officer

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 9th day of September 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: Sept. 9, 2020

STANDING REPORTS:

OCCA Report

Dir. Lathrop

President's Report

Debra Thatcher, President

INFORMATIONAL REPORTS:

Strategic Plan

Debra Thatcher, President

Accreditation Report

Kacy Crabtree

Senior Leadership Team Report

Various

Recommendation by:

Approved for Consideration:



OCCA Report
September 2020
Doris Lathrop, Trustee

The OCCA Board has not met since the May 15, zoom meeting, which I reported on in June. The next meeting will be virtual on October 9.

If you have not yet registered for the September 15 virtual board training, please do so right away!
This is important information that everyone needs to be aware of as an elected official.

Please bookmark the OCCA website and check it regularly for updates. These are some of the upcoming events that you should be aware of :

September

15: OCCA Board Training - [register here](#), virtual

23-25: Legislative Committee Days, Oregon State Capitol, Salem, OR

October

8: OPC meeting, virtual

9: OCCA Board forum and OCCA Board meeting, virtual

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

Overview

- Ad-Hoc report addressing three recommendations was submitted on September 4th. Our representative at NWCCU provided feedback during the final writing phase of the report, acknowledging the progress and good work we have achieved in the past one year.
- Countdown to 2023 Reaffirmation begins in Fall Term.
- Search for a Director of Institutional Effectiveness continues. A second search is underway. We hope to have a person in place by mid-October if not sooner.
- Institutional Effectiveness Handbook has been completed and campus and consultant feedback incorporated. The handbook will be shared campus constituents in September.
- Summer plans have been developed to launch the next planning, assessment, and resource allocation process.

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:

- Provost is the Accreditation Liaison Officer until a Director of Institutional Effectiveness is hired.
- Preliminary efforts have begun, laying the infrastructure of how the campus will work towards reaffirmation.
- Technology needs have been discussed.
- A draft timeline from fall 2020 to spring 2023 has been proposed. Revisions will be finalized in September.

Next Steps:

- Share reaffirmation timeline with campus once fully developed and approved.
- Work the reaffirmation timeline and related plans with consistency and quality.
- Assign people to areas of responsibility, confirming expectations and providing trainings.
- Set up a drive designated just for institutional effectiveness and accreditation function.
- Communicate documentation and evidence collection requirements to all committee, councils, departments, and divisions of operation.

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

Status: *On Track*

Current Actions:

- The academic assessment workshops held in June were a success. Programs have now been assessed using our new model and process.
- ACSC met in August to address general education and AGS matters regarding assessment

Next Steps:

- AY 2020-2021 assessment schedule is being developed.
- Finalize assessment process for general education and AGS.
- All reporting forms will be reviewed to ensure we are capturing data and using the data to show continuous improvement.

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:

- Institutional Indicators have been assessed.
- A timeline is being finalized to ensure operational, tactical, and strategic planning are aligned with the budget planning and resource allocation process.
- The Strategic Plan Oversight Committee (SPOC) met on July 15-16, August 6, and August 27 to review progress on the strategic plan, recommend strategic priorities for the 2020-2022 years, and to work with a consultant on operational, tactical and strategic planning.

Next step:

- Revamp the Institutional Effectiveness Committee and secure co-chairs.
- Finish the Institutional Effectiveness webpage.
- Consider developing an institutional effectiveness Dashboard.

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

Status: *On Track*

Current actions:

- A new organization structure has been developed and included in the Ad-Hoc report.
- Survey of governance councils was conducted in spring term; results will be reviewed in September and goals set for the 2020-2021 year.

Next step:

- 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.
- Infuse governance committee/council meetings with institutional effectiveness discussions on a monthly basis.

#####

OFFICE OF THE PROVOST
Report to the Board of Education
September 2020

ACADEMIC SERVICES

Kacy Crabtree, Provost and Danielle Haskett, AVP for Academic Services

1. Fall preparations are underway. Classes will be delivered remotely with a few exceptions for applied courses. These select courses will be held F2F (face to face) with strict social distancing and sanitation requirements. The primary criteria for this exception is two folded – course learning outcomes cannot be met and or the course is part of a program that leads directly to a job. A decision about the delivery format for winter term courses will be made by October 15th.
2. Dr. Dina Battaglia has been hired as the Director of Faculty Development and will begin her work at UCC on September 17, 2020.
3. Summer School went better than expected given the impact of COVID. 159 courses were offered with 2,337 students enrolled in summer school.
4. Discussions are underway about the feasibility and benefits of a mini-term session at UCC. The mini-term would be offered in early September or January.
5. A Teaching and Learning Center is becoming more realized with preliminary discussions and planning. The College will work with an external grant writer to apply for a Title III grant.
6. A search is underway for a Director of Library Services.
7. Discussions are taking place concerning the future design of library services.

UCCOnline Department

8. Designed and launched a Canvas Basics for Remote Instruction training course tailored specifically for remote instruction for teachers.
9. Hosted workshops focused on remote instruction via Zoom
10. Hosted daily drop-in help sessions for faculty via Zoom. This is similar to faculty walking into a UCCOnline office for help but via Zoom, no appointment necessary!
11. 9 new online courses were developed (or are in-development) and will be offered Fall term.
12. 16 online courses have gone through the Quality Check review process (7 course revisions + 9 new courses)
13. 3 new Quality Check reviewers (instructors: Kate Kenyon, Keith Yori, and Vincent Yip) went through a national Quality Matters (QM) workshop called: *Connecting Learning Objectives and Assessment*
14. Tracked Zoom usage statistics for Summer term - 3,257 meetings totaling 860,099 minutes

COMMUNITY EDUCATION AND PARTNERSHIPS

Robin VanWinkle, Dean

15. The STEAM Hub distributed 2000 STEAM Kits to children and families in Douglas County. The Bright Futures Umpqua website (www.brightfuturesumpqua.com) was updated. In the career exploration section, there are links to the six career clusters adopted by Oregon giving students examples of possible careers. Plans are in place to add videos of UCC programs for each career cluster this fall. More than 100 local educators engaged in virtual professional development on STEAM practices through UCC the week August 10.

16. The JOBS program developed and launched Life Skill workshops offered via Zoom to participants. These one hour workshops cover topics such as time management, energy saving, professional dress, budgeting/spending and economic impact payments.
17. Care Connections and Education (CCRR) offered 59 hours of advanced training to local early learning professionals. Care Connections also utilized grant funds to support childcare providers in taking a credit based Early Childhood course while working this summer. The department recently hired a Quality Improvement Specialist and a navigator, funded by the Early Learning Professional Development and Pre-K Network grants, that supports a cohort of students in the UCC Early Childhood program to move from community based training to college coursework and degrees.
18. Community & Workforce Training and Engineering hosted two separate virtual continuing education trainings for Water and Wastewater Operators this summer, with 53 students participating in June and 77 participating in August. Driver Education has trained 60 students since June. The classroom instruction is delivered using Zoom and student driving implemented with Covid-19 precautions.
19. Apprenticeship held all postponed spring term classes this summer. Ten of the thirteen classes were held remotely with enrollment of 200. This summer, work was done to improve apprenticeship student onboarding, registration, testing, and textbook purchase processes.

ENROLLMENT AND STUDENT SERVICES

Missy Olson, Assistant Vice President

20. Texting platform was implemented for onboarding new students, and a number of students have been responding. The contract for implementing a current student group has been signed, and we should have that up and running before fall term starts.
21. We have started analyzing the status of faculty advising with input from the academic advisors and are developing a survey for faculty to offer feedback.
22. The Guided Pathways team approved nine houses, or areas of study, to help clarify the path for students. Marketing and Communications is working on new website page(s) with the information.
23. Virtual events were developed for key operations including admissions, financial aid, and career services. These services have been offered throughout the summer.
24. The new Enrollment and Student Services division has been restructured with people taking on extra responsibilities. We have monthly meetings to share tactical plan progress, as well as brainstorm needs for the immediate future.

INSTITUTIONAL EFFECTIVENESS

25. Ad-Hoc report addressing three recommendations was submitted on September 4.
26. The countdown for our 7-Year Reaffirmation has begun.
27. A Director of Institutional effectiveness is still needed.
28. Strategic Plan Oversight Committee participated in three planning sessions with Larry Goldstein, consultant. Focus was placed on strategic, tactical, and operational planning.
29. Institutional Effectiveness Committee will be restructured in the fall to better align with the needs of the College.
30. Institutional Effectiveness Handbook will go live to all campus constituents in September.
31. Institutional Effectiveness webpage is being developed.

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OFFICE OF BUSINESS SERVICES BOARD REPORT
September 2020
Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

Key Priority:

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

Strengthen quality, efficiency and effectiveness of Business Services operations.

- COVID-19 impacted several operations under division's oversight. One of the largest impacts is related to Special Events operations which halted to a full stop starting March 16th. After careful considerations, we have decided to restructure operations of Special Events, reduce staff and transition the remaining staff to report under Advancement, Communications and Marketing division to further support College needs.
- Decline in enrollment and campus closure to public impacted the Hawk shop operations. The store has reduced staff and is concentrating efforts in re-envisioning operations in a new COVID-19 environment by seeking partnerships and rethinking its services.
- In collaborations with Senior Leadership Team, we implemented roughly a \$2.7M reduction to the Adopted budget for FY21 in light of COVID-19 and anticipated cut to the state funding expected during the next biennium. Travel ban, hiring freezes and suspension of spending will remain through the end of the year.
- The College successfully refinanced Full Faith and Credit Obligations, Series 2010. Together with Full Faith and Credit Obligations, 2014 Series A repayment, debt savings to the College resulted in \$1.3M through the life of the debt.
- The College was awarded \$1.1M funding through the CARES act. Half of the funding was awarded to students. The College developed a plan on utilization of the institutional portion.

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

- Department is in the process of filling a vacancy of a critically needed position and preparing for the fiscal year end and financial audit.

Budget; Katie Workman, Budget Manager

- 91% of Administratively Restricted Self Sustaining and Enterprise budgets have positive balances at year end 2020
- FY 2021 budgets were loaded, balanced and ready for use on July 1, 2020
- SLT identified reductions are being implemented and budgets adjusted
- Detailed review of liability insurance allowed for 9.5% savings on auto coverage for FY2021

Campus Store; Micque Shoemaker, Manager

- The store held another drive through pick up for Summer term for students to pick up online textbook orders and materials supplied by faculty members. Students were contacted and able to drive through over a four-day period. Left over materials were taken back to the store and students were contacted individually to set up a time to pick up the remaining supplies. We have scheduled six days for the drive through pick up option for students beginning Fall term.
- July 2020 - Sales increased \$13,274 over last year. August 2020 – Sales increased \$49,895 over last year. Some of this is due to students purchasing course materials earlier for Fall term. We will know more as we process orders through September.
- The store reached out to high schools in Douglas County in May and June in seeking partnerships to offer help in resourcing course materials for APR students. We were able to work with Roseburg High School for the materials they needed.
- The store continues to be open to essential staff and students on campus; however, hours are limited due to the loss of staff.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- GM/GC Amendment for seismic upgrade is executed and work is approaching completion for the Whipple Fine and Performing Arts building
- Lease has been awarded to Kelley Connect for campus copier fleet. Ricoh fleet of 72 units was removed. All initial devices were installed and are operational as of 08/12/2020. Phased in approach begins fleet at 23 devices spread throughout the campus. Strong emphasis is placed on document digitization, paper and copy reduction and projects accelerated to accomplish this.
- This Committee was formed to guide Campus Culture toward improving understanding and application of current concepts of Inclusion, Diversity, and Equity. Alex Jordan appointed as Committee Coordinator and Jules DeGiulio as Chair, Aug 2020. Operating Plan and Goals in final draft form sent for Executive review. Intro presentation at In-Service to Faculty and Staff is being prepared.

Department of Athletics
Board Report
Aug. 2020
Craig Jackson, Director of Athletics

- Updates:
 - All competition has been moved to the spring, starting in Feb. Most athletes are reporting to begin training on Sept. 14th and will begin their quarantine phases on that date.
 - Enrollment is slightly over 200 students

FACILITIES REPORT

Jess Miller, Director of Facilities and Security

August 2020

Campus Paint Project

- As Goal 3 of the Facilities Tactical Plan we are utilizing staff and students to paint the UCC Campus. This project will provide professional development opportunities for students and assist them in learning a trade in a real world environment. Dollars earned by students may assist in continuing their education and their experience will make them more marketable in the workplace.
- As of 8/27/2020, we anticipate this project will take 18 weeks total, at this point, we are on schedule to be completed with this project on September 30th.

Seismic Update

- West Coast Construction Solutions will perform Project management consulting services.
- ZCS Engineering was selected to perform services related to seismic work on Whipple Fine Arts Building.
- Vitus was selected to perform seismic CMGC services and construction services for project.
- Project to begin in the beginning of June expected completion September 1, 2020.
- At this time, we are nearing completion. Multiple adds to the scope will extend the project beyond September however, we will turn the building back to the user group mid-September (no later than the 14th) with a period of time anticipated for moving things back in place.

Memorial

- Victory Builders was selected to perform construction of UCC memorial. Construction is underway, we anticipate having it open for the Day of Remembrance on October 1st.

Jackson Hall will undergo minor remodel (possible postponement due to COVID – 19 and budget adjustments).

Due to budget reductions attributed to COVID – 19 Jackson Hall project has been postponed until further notice

Building Automation System (BAS) Upgrade Continues

- The PE Project was completed in June. We continue phasing the BAS project but adding Whipple Fine Arts to begin July 6, 2020.
- The WFA project is 95% complete with a few minor details needing uploaded into the system. Physical labor is complete.

E-Sports Remodel Underway

- Bistro is being renovated to facilitate the new E-Sports program.
 - New floating overlay flooring
 - New Paint and color change
 - Athletics purchased new furnishings and consoles
 - Working on expansion of network and electrical for the space

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
September 2020
Tim Hill, Director of Information Technology

- Major Successes:
 - Campus wireless access points implemented creating an improved WIFI on campus.
 - Virtualization of Labs completed & built remote access for students
 - Banner 9 transitioned to testing in all the departments
 - Completed a permanent recording studio and mobile recording studio for faculty

- Challenges:
 - None currently

- Tactical Projects update:
 - The expansion of the virtualization architecture for faculty and staff has started early. We have completed the staff, faculty, and lab computer builds and will begin the roll out starting with student labs then staff & faculty.
 - Many of the approved cares act items are back-ordered, but we are beginning to build out 22 classrooms with additional hardware.
 - Office 365 infrastructure and transition to cloud is scheduled for September along with tool information gathering from staff & faculty.
 - Banner 9 and single sign-on infrastructure is scheduled to go live in December.

OFFICE OF HUMAN RESOURCES

Online New Employee Orientation – Lisa Cram, Dan Wright, and Sue Cooper are working on an online New Employee Orientation program with hopes of having something live in mid-September. Continuous improvements will be made based on employee feedback.

OEBB 2020-21 Open Enrollment – Open Enrollment is in process now through September 15 for the 2020-21 plan year that begins October 1, 2020. Medical, dental, and vision plan options for 2020-21 are the same as those in the current 2019-20 plan year. Normally Open Enrollment is mandatory for employees, but OEBB decided that current plan selections will be rolled to the new plan year if no changes are needed. Employees must log in to the system if they wish to change to a different plan, update an address, change a beneficiary, etc.


Banner Evaluations

Lisa and Kelley have been working with IT (Matt and Tim) to get evaluations in Banner activated so that we can streamline the evaluation process. Once this can go live, supervisors will be able to quickly track who needs evaluations, when an employee last received an evaluation, and receive reminders that evaluations need to be completed. This will save a lot of time and make the process of tracking incredibly more efficient. This work aligns with improving institutional climate, culture and efficiency.

Wellness Committee

The Wellness Committee took a recess while all employees adjusted to the reality of working remotely. Since resuming meetings, the committee has communicated through Umpqua Updates summer fun/wellness ideas.

The Wellness Committee was also tasked with selecting this year's FISH theme. This year's FISH theme is, **Be There**. Per the FISH philosophy handout, being there "means getting out of your own 'world' so you can **BE THERE** for someone else. It means setting aside emotional baggage from the past, and worries about the future in order to appreciate the opportunities you have available to you, right now."

<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: Presidential Search Timeline</p>	<p>Date: Sept. 9, 2020</p>
<p>Chair Loosley requests Board approval for the president search timeline.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>

Draft Timeline for President Search

September 14, 2020

Draft Timeline for President Search	
August 20, 2020	<ul style="list-style-type: none"> Board develops key characteristics and attributes of next President to inform presidential profile at Board Retreat
September 14, 2020	<ul style="list-style-type: none"> Board Ad-Hoc Committee surveys members of the college's internal and external communities to gain input on the institution and leadership needs UCC president search website goes live and is updated throughout
October 14, 2020	<ul style="list-style-type: none"> Board Ad-Hoc Committee develops the presidential search profile using the information gathered from the survey and Board Retreat Board reviews and approves profile and timeline in a public meeting
October 26, 2020	<ul style="list-style-type: none"> Online application for president opens
October 2020	<ul style="list-style-type: none"> Advertisements placed in LinkedIn, The Chronicle of Higher-Ed, others
November 2020	<ul style="list-style-type: none"> Board Ad-Hoc Search Committee develops qualifications, expectations, timeline of activities for Search Advisory Committee
November 2020	<ul style="list-style-type: none"> Board Ad-Hoc Committee finalizes recommended Search Advisory Committee members Board approves Search Advisory Committee in a public meeting
December 2020	<ul style="list-style-type: none"> Search Advisory Committee holds first meeting
January 4, 2021	<ul style="list-style-type: none"> Closing date for President applications
** Confidential Phase **	
January 2021	<ul style="list-style-type: none"> Search Advisory Committee recommends semi-finalists to the Board, maintaining confidentiality.
January 2021	<ul style="list-style-type: none"> Board finalizes list of semi-finalists in Executive Session to maintain confidentiality
February 2021	<ul style="list-style-type: none"> Board interviews semi-finalists virtually maintaining confidentiality.
** Public Phase **	
February 2021	<ul style="list-style-type: none"> Board announces finalists in a public meeting
March 2021	<ul style="list-style-type: none"> On-campus interviews of finalists by the Board and campus community Board Ad-Hoc Committee presents in-depth reference check(s) to the Board in Executive Session Board chooses new President in a special meeting Negotiations begin with selected candidate New President announced at a board meeting

<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p>																
<p>Subject: First Reading of Policy</p>	<p>Date: Sept. 9, 2020</p>																
<p>The following policy is coming to the Board for a first reading:</p> <table border="1"> <thead> <tr> <th><u>Old #</u></th> <th><u>New #</u></th> <th><u>Title</u></th> <th><u>Addendum Page #</u></th> </tr> </thead> <tbody> <tr> <td>348</td> <td>3720</td> <td>Computer and Network use</td> <td>1-3</td> </tr> </tbody> </table> <p>The associated administrative procedure is being shared as an information item:</p> <table border="1"> <thead> <tr> <th><u>Old #</u></th> <th><u>New #</u></th> <th><u>Title</u></th> <th><u>Addendum Page #</u></th> </tr> </thead> <tbody> <tr> <td>348</td> <td>3720</td> <td>Computer and Network use</td> <td>4-21</td> </tr> </tbody> </table> <p><i>See Board Packet Addendum for 1st reading policy and procedure</i></p>		<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>	348	3720	Computer and Network use	1-3	<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>	348	3720	Computer and Network use	4-21
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