UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session, 4:30 p.m.:

Per ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Per ORS 192.660(2)(d) to conduct deliberations with a person designated by the governing body to carry on labor negotiations.

VOL. LVI, No. 9 BOARD OF EDUCATION MEETING

April 20, 2022; 5:15p.m.; HNSC 100

The livestream meeting will be available at youtube.com/umpquacc

	AGENDA					
MEMBERS: Steve Loosley, Chair Guy Kennerly, V. Chair Twila McDonald Melvin "Bud" Smith		David Littlejohn Erica Mills Randy Richardson	<u> </u>	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 1-6

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 7-12

A. Standing Reports

ASUCC Report
 ACEUCC Report
 UCCFA Report
 UCCFAPT Report
 Chair Report
 President's Report
 Amanda Cerda
 Becky Kipperman
 John Blackwood
 Jenny Friedman
 Chair Loosley
 Rachel Pokrandt

B. Informational Report

Grants Update
 Foundation Annual Report
 Financial Report
 Jessica Paugh
 Natalya Brown

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Res. No. 15 - Tuition Proposal
 B. First Reading Board Policy #2411
 C. Digital Transformation Plan
 Natalya Brown pp 13-16
 Chair Loosley pp 17-18
 Tim Hill & Rachel Pokrandt p 19

X. BOARD COMMENTS Chair Loosley

XI. ADJOURNMENT Chair Loosley

UPCOMING MEETINGS:

- Budget Committee meeting (action), April 21, 6:00 pm; Lang Center
- Regular Board Meeting May 11, 4:30 p.m.; Lang Center

Robynne Wilgus, Board Assistant, <u>Robynne.wilgus@umpqua.edu</u> 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.

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Information ItemX Action Item	
Subject: Consent Agenda	Date: April 20, 2022	
Recommend Approval of		
1. Minutes of College Board Meeting of March 9,	, 2022 pp 1-2	
2. Personnel Actions	p 3	
3. Res. #14 - Renaming the Fund	p 4	
4. First Reading of Board Procedures	p 5	
5. Second Reading of Policies and Procedure	p 6	
Recommendation by: Refyrne Wilgus	Approved for Consideration:	

UMPQUA COMMUNITY COLLEGE BOARD MINUTES March 9, 2022

The Umpqua Community College Board of Education had a regular meeting on Wednesday, March 9, 2022, via Zoom conferencing; the meeting was live-streamed on Facebook. Board Vice-Chair Kennerly called the meeting to order at 5:03 p.m.

Directors present:

Guy Kennerly, David Littlejohn, Erica Mills, and Bud Smith

Directors excused: Steve Loosley, Twila McDonald, and Randy Richardson

Others present:

Rachel Pokrandt, Robynne Wilgus, Natalya Brown, Chase Gilley, Tim Hill, Gary Gray, Toni Clough, Missy Olson; Facebook live-stream

Citizen Comments: There were none.

Consent Agenda:

- 1. Minutes of College Board Meeting of Feb. 9, 2022
- 2. Personnel Actions
- 3. Budget Committee Appointments
- 4. First Reading of Policies
- 5. Second Reading of Policies

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

Changes to the Agenda: There were none.

REPORTS

Standing reports:

- ASUCC Report Amanda Cerda, President: A written report was submitted.
- President's Report Rachel Pokrandt, Ph.D.: A written report will be posted on the Board meetings webpage. Highlights were reviewed: a grant proposal for re-engaging the Douglas County male student population; lifting of the statewide mask mandate as of midnight on March 11; increased interest in scheduling outside events on campus; strong applicants interested in open positions and many vacancies being filled; the planning for Friday Career Academy is moving forward; UCC will be applying for capital construction funding from the state; and the April Board meeting is expected to have several significant items on the agenda.

Informational report:

Student Service Report – Missy Olson, Asst. Vice Pres. of Enrollment and Student Services: A
review of Student Services was given through the lens of student stories: a parent attending
college as an example to their children; student peer mentors helping other students;

international students sharing their culture; federal rescue funds being used to pay off unpaid balances to enable students to graduate; Academic Advisors on the frontlines hearing students' journey and offering resources for helping out with needs; a TRiO TOP student having been helped by program resources is giving back through tutoring other students; and Adult Basic Skills Development offering a Success 101 class and a portfolio that can be used for scholarships.

NEW BUSINESS

Toni Clough, Business Department Chair and Associate Professor, and Gary Gray, Business Associate Professor, provided a review of the Retail Management Certificate program (RMC). Mr. Gray reviewed the program's history, enrollment, and partners. Participating colleges have now been asked to create a path for RMC graduates to continue their education towards earning an associate's degree and then a bachelor's degree. At UCC, the graduates can seamlessly transition to either a Business Management or Marketing degree. This has great potential for increased enrollment. A future request will be coming to the Board for offering an in-state tuition rate to RMC students.

Natalya Brown, Chief Financial Officer, requested Board approval to accept the proposal and award the contract to Moss Adam to provide and conduct the Annual Comprehensive Financial Reporting. The College has a need, as required by State law (ORS 279 and OAR 125), to contract with a qualified firm to provide and conduct the annual audit of the College's annual comprehensive financial report. The current contract expired. A Request for Proposal (RFP) was issued on January 31, 2022, and was advertised in the State of Oregon OregonBuys Vendor Information System.

MOTION:

I move to approve the proposal and contract with Moss Adam for the Annual Comprehensive Financial Reporting, as presented. Motion by Dir. Smith, seconded by Dir. Littlejohn, and unanimously approved.

Board Comments:

- Ms. Clough and Mr. Gray were thanked for their very thorough presentation.
- Ms. Olson was thanked for her energetic enrollment report.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President Secretary of the Board Guy Kennerly Vice-Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes: Personnel Actions; Budget Committee Appointments; first reading policies: 2100, 3825, 3950, 4040, 4250, 4300, 5010, 5070, 5200; and second reading policies: 2345, 6660, 6850; annual review of policies-see list on green sheet.

TO: UCC Board of Education

FROM: Kelley Plueard, Director of Human Resources

SUBJECT: Personnel Actions

DATE: April 20, 2022

Board approval is requested on the following personnel actions:

Administrative Contracts:

Laurena Michaels, Apprenticeship Manager - Effective March 7, 2022

Calli Jordan Roberts, Head Volleyball Coach & Assistant Director of Events – Effective March 14, 2022

Faculty Contracts:

n/a

Resignations/Separations

Alyssa Harter, Communication Studies Instructor – Effective March 28, 2022

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Information Item _x Action Item
Subject: Resolution No. 14, Renaming the Fund	Date: April 20, 2022
Board approval is requested to rename the Agency fund to Student Clubs fund as part of our auditors' recommendation in order to clarify the purpose of the fund with the Statement No. 84 of the Governmental Accounting Standards Board, Fiduciary Activities. Context: The Agency fund, by definition, has a "fiduciary" fund designation where the institution acts as an agent for resources belonging to parties outside of the organization. The College always administere control over the resources in this fund with the General fund transfer being the main resource for the fund operations. With the College implementing the Statement No. 84 of the Governmental Accounting Standards Board, Fiduciary Activities, for fiscal year 21, the College proposes a correction for the fund name to avoid confusion.	
Recommendation by: 118rown	Approved for Consideration:

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON		Action Item			
Subject: First Reading of Board Procedures		Date: April 20, 2022			
	The following Board Procedures are coming to the Board for a first reading as a part of the annual Policy and Procedure Review Schedule:				
<u>#</u>	TITLE	Addendum Page #			
2110 AP	Vacancies on the Board of Edu				
2310 AP	Regular Meetings				
2320 AP	Special and Emergency Meetin	ngs			
2510 AP	College Governance				
2610 AP	Presentation of Initial Collectiv	ve Bargaining Proposals			
2710 AP	Conflict of Interest				
See 1 st Readi	See 1 st Reading Procedures addendum packet				
Recommendation by:		Approved for Consideration:			

UMPQUA CO	OF EDUCATION OMMUNITY COLLEGE COUNTY, OREGON	Information Item Action Item
Subject: Second Reading of Policies and Procedure		Date: April 20, 2022
The following policie	es and procedure are coming to the	Board for a first reading:
#	TITLE	Addendum Page #
2100 AP	Zones for Board Director Posit	
3825 BP	Public Art – deletion	2
3950 BP	Communications and Marketin	
4040 BP	Library- deletion	4
4250 BP	Probation and Suspension	5
4300 BP	Field Trips and Excursions- del	etion 6
5010 BP	Admissions and Concurrent En	rollment- deletion 7
5070 BP	Attendance- deletion	8
5200 BP	Student Health Services- delet	ion 9
See 2 nd Read	ding Policies addendum packet	
Recommendation by:		Approved for Consideration:

BOARD OF E UMPQUA COMM DOUGLAS COU Subject: Reports	IUNITY COLLEGE	Action Item Action Item Date: April 20, 2022	
STANDING REPORTS	Aman	L. Canda ACHCO Descident	
ASUCC Report ACEUCC Report		da Cerda, ASUCC President	
2. ACEUCC Report		Kipperman, ACEUCC President	
UCCFA Report UCCFART Report		Blackwood, UCCFA President	
 UCCFAPT Report Chair Report 	· ·	Friedman, UCCFAPT President Loosley, Board Chair	
 Chair Report President's Report 			
INFORMATIONAL REPORT 1. Grants Update 2. Foundation Annu. 3. Financial Report	Jessica Jessica Jessica	Jessica Paugh, UCC Foundation Chief Executive Officer Jessica Paugh, UCC Foundation Chief Executive Officer Natalya Brown, Chief Financial Officer	
Recommendation by:		Approved for Consideration: Aleka Blwaudt	

Associated Students of Umpqua Community College ASUCC BOARD REPORT April 2022 Amanda Cerda, ASUCC President

Here are a few things that are happening...

- ASUCC positions are open for the next academic year. We have been brainstorming recruitment ideas that will encourage the student body to go for it.
- We are hosting events in the student center at least 2x per week and looking at additional ways to spread the word across campus.... word of mouth, advertisement, instructor contacts, etc.

We are still looking into student center improvements, despite the obstacles and holds that have been presented.

We will have more to report next month.

Amanda Cerda

ASUCC President

(she, her, hers)

ACEUCC Board Report April 2022 Becky Kipperman, ACEUCC President

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:

- Spring is a busy season for a lot of classified staff, as we support students in their final push before graduation and begin to wrap up the academic year.
- The Bargaining team has begun working with the College on our annual negotiations. With the majority of the contract updated in 2021, they will focus on just a few articles.
- We will hold officer elections for Association President and Secretary this term. Officers start in July and serve two-year terms. I look forward to introducing them in the next couple of months.

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Action Item	
Subject: UCC Grants	Date: April 20, 2022	
Jessica Paugh, UCC Foundation CEO, will provide an update on UCC grants. Items to note: • Centralize grant operations • Consultant – Susan Taylor • Hiring grant manager position • Grant office to be housed in Foundation • December – present • Applied for eight grants • Over \$3,500,000 in potential awards • Ongoing and one time-already awarded • Over \$3,000,000 • Roundhouse Foundation • Asked to join CTE student funding grant effort • \$30,000 annually		
Recommendation by: Approved for Consideration: Approved for Consideration:		

FOUNDATION ANNUAL REPORT April 2022 - Jessica Paugh, CEO

Strategic Alignment

- UCC and UCCF is hosting a first (ever or in a long time) joint UCC and UCCF Board meeting on Wednesday, May 11. This collaborative time will include an overview of college priorities as they relate to foundation efforts as well as proposed action steps from the foundation to address college priorities. The time together will also provide an opportunity for collaborative work amongst all board members.
- The new Foundation CEO's background is in academic administration. This background has proved invaluable for the alignment of the foundation efforts with college priorities. The foundation CEO and the college president connect on a weekly basis to ensure alignment of priorities and efforts. The foundation CEO is also part of the senior leadership team and actively engaged in college conversations and work that direct and impact the important work of both entities.

Scholarships

- Spring award cycle had over \$550,000 to award to almost 400 applicants. With over 50 volunteers to review UCC Foundation scholarship applications and a fantastic team of Foundation Board members who serve on the scholarship committee to participate in Decision Day, the Spring Award cycle was a success!
- Already this year, we have two new endowments established and one more in the works. The foundation team is working hard to ignite passion in potential donors and ensure that newly established endowments and scholarships identify criteria that maximize the number of eligible recipients.

Grants

- Grant funding opportunities abound and centralizing the process is critical for efficient processes including
 applications, identified priorities, aligned efforts, and grant reporting. We are in the hiring process for a
 new grants manager position to coordinate grant efforts collegewide. This position will be part of the
 foundation team.
- Currently, we are working with a grant writer consultant to maximize our grant application efforts. Since
 December, the grant consultant has assisted with seven grant applications, two have been approved and
 five are pending.
- We have been invited to participate in the Roundhouse Foundation's CTE student grant which will provide \$30,000 annual directly to CTE students.

Fundraising and Engagement

- 2022 Legacy Ball, Making Dreams Come True, is scheduled for Friday, November 4. This annual fundraising event is back on after a two-year hiatus (2021 was a virtual event) and will be bigger and better than ever! We have a lofty goal of raising \$200,000 at this year's event.
- Hawk Hangouts monthly social time before athletic, arts, and academic activities to connect friends of UCC to their passions. It's time to re-engage and plug into all that is UCC!
- Capital Campaign we are in desperate need of a new track! Work is underway to develop a capital campaign for the new track in partnership with Athletics. Kick-off will be late 2022 or early 2023.
- Communication is key! The foundation team is working diligently to keep board members, donors, and friends of UCC up to date on happenings, needs, and foundation activities to encourage participation, engagement, and support! This includes a quarterly newsletter, consistent social media presence, events such as Hawk Hangouts, annual reports, and a website overhaul.

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	X Information Item Action Item
Subject: Financial Report for FY 2021-22	Date: April 20, 2022
Natalya Brown, CFO, will present financial reports for f	iscal year 2021-22, ending March 31, 2022.
Recommendation by:	Approved for Consideration:
Norown	Detrol Blwandt

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Information Item x Action Item
Subject: Resolution No. 15, Tuition increase proposal	Date: April 20, 2022
Board approval is requested to increase in-state tuition proposal, a revision to Policy #5015 Residence Determ	
Recommendation by:	Approved for Consideration:



Tuition and pricing strategies proposal

Academic Years: 22/23, 23/24, 24/25

Although raising tuition is always a difficult message to deliver, the college is proud that the increases proposed are well below inflation. At a time when prices for all goods and services have risen by 7% or more, through efficient stewardship and a focus on innovation, UCC is able to minimize the impact to students.

In order to continue to add value to the services offered by UCC and the outcomes to the Douglas County community, the college requests that the Umpqua Community College Board of Education approve the following tuition increases:

Year	22/23	23/24	24/25
Planned tuition per credit	\$109	\$115	\$120
% increase	4.8%	5.5%	4.3%

<u>Rationale:</u> The college will raise the student's portion of the cost of education at UCC along with implementing a number of pricing strategies in order to continue to offer quality educational experiences and to continue to innovate in service of the community.

All expenditures, most notably in salaries and benefits, are increasing along with inflation. Over 80% of the college's budget is dedicated to paying faculty and staff, and UCC must offer competitive salaries and benefit packages to attract and retain talented individuals to work with students and to collaborate with the community.

Initiatives to minimize economic impact on students and support student success

<u>Tuition freeze</u>: UCC will freeze tuition for up to 3 years for any student entering the college full-time for each of the next three years. For example: if a student enters in the fall 2022 term, they are able to freeze the \$109 per credit hour rate for the following three years.

Increased financial support:

- The PELL grant is increasing by \$400 for the 22/23 academic year. This will mitigate the impact of tuition raises on our most vulnerable populations. (31.6% of students currently receive PELL funding)
- The Oregon Opportunity grant is increasing from \$2,778 to \$3,600 for the 22/23 academic year. Many more students are able to receive these funds with the grant's broadened eligibility requirements
- The Oregon Promise grant increased from \$1,000 to \$2,000 this year.
- The college will increase access to UCC Foundation scholarship support through larger unrestricted scholarship monies and ease of scholarship application.
- Part-time students will also have access to additional UCC Foundation scholarships.

The % of students currently receiving some type of aid at UCC:

- o 92.5% of full-time students receive some type of aid.
- o 40.3% of part-time students receive some type of aid.

Academic Success measures:

- Increasing the number of courses moving to open access learning materials to alleviate the cost of textbooks. The average cost for books is \$1,500 per year. UCC hopes to reduce or eliminate much of that cost in the coming years.
- New student/college interface: Investment in software that will make the student experience more seamless and easier to navigate, with software applications that are more modern and user friendly. This will allow students to better navigate their degree path and class offerings, allowing them to complete their degree more efficiently.
- Investment in Student Success Center: Increased free tutoring services to help students succeed academically. Remodeling and retooling of the library and student success center.



POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: RESIDENCE DETERMINATION	AREAS OF COLLABORATION: Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.
BP #: 5015	
AP #:	
Date: 4/8/2022	

EXISTING POLICY / PROCEDURE

The College shall enact procedures to assure that residence determinations are made in accordance with ORS 341.528 and this policy.

In-state tuition is charged to students who:

- 1. Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the term and have demonstrated intent to reside permanently;
- 2. Are permanent residents of Washington, Idaho, Nevada, or California
- 3. Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon, or
- 4. Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance.

Students not meeting the requirements outlined above pay out-of-state tuition charges. International students are required to pay international tuition rates.

RESPONSIBILITY: The Dean of Enrollment Management and Director of Registration and Records are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION: 2/12/2020

PROPOSED POLICY / PROCEDURE

Determination of residence for tuition purposes will be made initially during the admissions process.

In-state tuition is charged to students who:

- Have maintained permanent residency in Oregon for at least 90 continuous days immediately preceding the first day of the term the student begins classes.
- 2. Per Oregon Administrative Rules, are residents of Washington, Idaho, Nevada, or California.
- Have provided documentation of tribal membership of one of the federally recognized tribes of Oregon,
- 4. Are veterans of the Armed Forces whose service release has occurred within 90 days preceding the term, and who permanent residence has not been established elsewhere through residency or college attendance.

In addition, certain programs may be approved to offer in-state tuition to qualified students. A student previously classified as a non-resident, may be reclassified as of any residence determination date. Students not meeting the requirements outlined above pay out-of-state tuition charges. International students pay international tuition rates.

RESPONSIBILITY: The Vice President of Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Information Item _X Action Item
Subject: First Reading of Board Policy	Date: April 20, 2022
The following policy is coming to the Board for a first re	eading:
_# TITLE	
2411 BOE Position on Non-Mission I	Related Issues
Recommendation by:	Approved for Consideration:



BOARD POLICY

TITLE: BOARD OF EDUCATION POSITION ON NON-MISSION RELATED

ISSUES

BOARD POLICY # 2411

The Umpqua Community College mission serves to guide and inform the actions and policies of the Board of Education. Individual board members are free to have their own political views, but the UCC board of Education shall refrain from discussing, debating, or taking positions either for or against any local, state, or national concern, including but not limited to political, social, legislative, ethical, or moral concerns, unless that concern is of special interest to the mission and welfare of the College.

The Board of Education shall have the option to consider and adopt legislative priorities that relate to the welfare of the College, such as state funding and higher education policies, prior to regular sessions of the Oregon State Legislature.

RESPONSIBILITY:

The Board Chair is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE: DATE OF ADOPTION: DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:

BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON	Information ItemX Action Item
Subject: Digital Transformation Project	Date: April 20, 2022
President Pokrandt and Tim Hill, Director of Information Digital Transformation Plan.	on Technology, will present an overview of the
Recommendation by:	Approved for Consideration: