



**BOARD OF EDUCATION**

Steve Loosley  
Chair  
Guy Kennerly  
Vice Chair  
David Littlejohn  
Twila McDonald  
Erica Mills  
Randy Richardson  
Melvin “Bud” Smith

**PRESIDENT**

Dr. Rachel Pokrandt

**MISSION**

UCC transforms lives and enriches communities.

**VALUES**

Learning  
Service  
Innovation

**LOCATION**

1140 Umpqua College Rd.  
Roseburg, OR 97470

umpqua.edu

WORK SESSION, 4:30 P.M. – 5:30 P.M.; Athletics – Track & Gym (meet at Track)

**VOL. LVII, No. 8 BOARD OF EDUCATION MEETING  
April 12, 2023; 5:45 p.m.; Room 17, Tap<sup>h</sup>òyt<sup>h</sup>a’ Hall (TAP)**

*The livestream meeting will be available at [youtube.com/umpquacc](https://youtube.com/umpquacc)*

**AGENDA**

I.	CALL TO ORDER	Chair Loosley
II.	ATTENDANCE	Chair Loosley
III.	PLEDGE OF ALLEGIANCE	Chair Loosley
IV.	CITIZEN COMMENTS <sup>i</sup>	
V.	CONSENT AGENDA <sup>ii</sup>	Chair Loosley
VI.	CHANGES TO THE AGENDA	Chair Loosley
VII.	INVITED REPORTS AND COMMENTS	
	A. Association Representatives	Various
	B. Financial Report FY 2022-23	Natalya Brown
	C. Chair Report	Steve Loosley
	D. President’s Report	Rachel Pokrandt
VIII.	OLD BUSINESS	
IX.	NEW BUSINESS	
X.	BOARD COMMENTS	
XI.	ADJOURNMENT	Chair Loosley

**UPCOMING MEETING:**

- Regular Board Meeting, May 10; time and location TBA

Robynne Wilgus, Board Assistant, [Robynne.wilgus@umpqua.edu](mailto:Robynne.wilgus@umpqua.edu) or 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

<sup>i</sup> The Board values public input. Written comments may be submitted to Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto: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](mailto: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.

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 approved by general consent. 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.

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

Information Item

Action Item

Subject: Consent Agenda

Date: April 12, 2023

***Recommend Approval of...***

- |                                                      |        |
|------------------------------------------------------|--------|
| 1. Minutes of College Board Meeting of March 8, 2023 | pp 1-3 |
| 2. Personnel Actions                                 | p 4    |
| 3. First reading policies                            | p 5    |
| 4. Second reading policies                           | p 6    |

Recommendation by:



Approved for Consideration:





**BOARD OF EDUCATION MINUTES**  
**March 8, 2023**

The Umpqua Community College Board of Education met on Wednesday, March 8, 2023, in room 17 of Tap<sup>h</sup>oyt<sup>h</sup>a’ Hall at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on YouTube.

A formal budget hearing opened at 6:00 p.m. and the pledge of allegiance was given. Natalya Brown, Chief Financial Officer, explained the purpose of the hearing in relation to Resolution No. 15 which is to be addressed in the Board’s regular meeting. There were no comments. The hearing closed at 6:02 p.m.

The regular Board meeting was called to order by Chair Loosley at 6:02 p.m.

**Directors present:** Guy Kennerly, David Littlejohn (via Zoom), Steve Loosley, Twila McDonald, Erica Mills, and Bud Smith

**Director excused:** Randy Richardson

**Citizen Comments:** There were no comments.

**Consent Agenda:**

1. Minutes of College Board meeting of Feb. 8, 2023
2. Personnel Actions
3. Sabbatical Leave Request – M. Stinnett
4. First Reading Policies

ACTION	#	TITLE
Delete	314.01	Sexual Harassment
Revised	3501	Access to College Property
Revised	3502	Trespass Notice
Revised	3504	Children on Campus
Revised	4021	Academic Program Creation, Modification, and Deletion
Delete	4107	Second Degree or Certificate – delete
Revised	5500	Standards of Student Conduct

5. Second Reading Policies

ACTION	#	TITLE
Delete	3120	Reports to the Board of Education
Reviewed	3310	Records, Retention and Destruction
Reviewed	3500	Campus Security
Reviewed	3505	Emergency Response Plan
Reviewed	3515	Reporting of Crime
Reviewed	3550	Drug Free Environment & Drug Prevention Program (update: responsibility to VPSS)
Reviewed	3570	Smoking and Other Tobacco Use / Possession on Campus
Reviewed	3720	Computer and Network Use
Revised	3825	Public Art

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



**Changes to the Agenda** – There were none.

## **INTRODUCTION**

The new Director of the Umpqua Valley STEAM Hub, Teresa Middleton, was introduced. Ms. Middleton shared her education and background. She feels the new position is a perfect fit for her.

## **INVITED REPORTS AND COMMENTS**

- **Association Representative:** There was none.
- **Chair Report:** There was none.
- **President's Report – Rachel Pokrandt, Ph.D.:** A written report is available on the College website. Appreciation was shared for the support from Douglas County Sheriff's Office on Feb. 21 amidst false reporting to local k-12 schools; the readiness of UCC EMS students and faculty to staff ambulances if needed on that day was also valued. Report highlights included athletic status updates, the return of the Explore UCC event, status of the digital transformation project, along with several other topics.

**OLD BUSINESS** – There was none.

## **NEW BUSINESS**

President Pokrandt requested Board approval for six new certificates and two new degrees: Phlebotomy Certificate; Medical Assistant Certificate; Practical Nurse Certificate; Mechatronics Certificate; Associate of Science, Exercise Science; Water Quality Treatment Pathways Certificate (15 CR); Water Quality Treatment Certificate (27 CR); and the Associate of Applied Science, Water Quality Treatment (91 CR). The programs were briefly reviewed, and the anticipated starting timelines were shared.

**MOTION:** I move for the Board to approve six (6) new certificates and two (2) new degrees, as listed in the Board Packet. Motion by Dir. Smith, seconded by Dir. Mills, and unanimously approved.

### **Resolution No. 14 – Purchase of Real Property**

Natalya Brown, Chief Financial Officer, requested Board approval of Res. No. 14 for the purchase of real property, and to authorize the President or designee to execute documents necessary to enter into, and negotiate agreements with the owner of properties for purchase by the College. The property will be used for student housing and other uses as embedded in the strategic plan.

**MOTION:** I move to approve Res. No. 14 – Purchase of Real Property, as presented. Motion by Dir. Kennerly, seconded by Dir. Mills, and unanimously approved.

### **Resolution No. 15 – Adopting the Supplemental Budget**

Ms. Brown requested the Board to adopt the supplemental budget and make appropriations for the 2022 – 2023 year as presented in Res. No. 15. In the General Fund, the Beginning Fund Balance will be increased by the unanticipated amount of \$1,300,000 to provide Transfer to Capital Projects Fund. In the Capital Projects Fund, there will be an increase in Transfer In and Facilities Acquisition/Construction by \$1,300,000 for the purchase of real property.

**MOTION:** I move to approve Res. No. 15 – Adopting the Supplemental Budget, as presented. Motion by Dir. Smith, seconded by Dir. Kennerly, and unanimously approved.



**Resolution No. 16 – Fee Proposal**

Board approval was requested by Ms. Brown for changes in credit fees effective summer term 2023 as summarized in Res. No. 16. The changes are the result of a committee that was charged with reviewing and simplifying fees.

**MOTION:** I move to approve Res. No. 16 – Fee Proposal, as presented. Motion by Dir. Smith, seconded by Dir. McDonald, and unanimously approved.

**Resolution No. 17 – OCCA 2023 Legislative Priorities**

The Oregon Community College Association (OCCA) has asked for college support of their 2023 Legislative Priorities as outlined in the resolution.

**MOTION:** I move to approve Res. No. 17 – OCCA 2023 Legislative Priorities, as presented. Motion by Dir. Mills, seconded by Dir. Smith, and unanimously approved.

**Board Comments:**

- Good wishes were sent out to the men’s and women’s basketball teams participating in the upcoming playoffs.
- Congratulations were given to the women’s wrestling team and their successes at the NJCAA National Championships: 2nd in the nation, 3 National Champions, and 14 All-American Wrestlers.

Meeting adjourned at 6:52 p.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President  
Secretary of the Board

Steve Loosley  
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:

- Personnel Actions
- Res. #'s 14, 15, 16, & 17
- Polices 2<sup>nd</sup> reading: 3120, 3310, 3500, 3505, 3515, 3550, 3570, 3720, and 3825
- Policies 1<sup>st</sup> reading: 314.01, 3501, 3502, 3504, 4021, 4107, 5500
- New programs list and advising packet



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*Serving Douglas County Since 1964*

TO: UCC Board of Education  
FROM: Jennifer Silva, Executive Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: March 31, 2023

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Emily Warren, HR Recruitment & Onboarding Specialist – Effective March 20, 2023  
Dustin Cosby, Accessibility Services Coordinator – Effective January 16, 2023

**Faculty Hires:**

n/a

**Resignations/Separations**

n/a

<b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b>	___ Information Item  <u>X</u> Action Item
Subject: First Reading of Board Policies	Date: April 12, 2023


First reading approval is requested by the Board for the policies listed below. The documents can be viewed in the first reading policy packet unless otherwise noted.

The College’s Board Policies (BP) are on a seven-year review cycle. During the 2022-2023 year the BP’s numbered in the 3000’s will be reviewed.

Teresa Rivenes, Vice President Academic Services (VPAS), has reviewed policies in the 4000’s series for which the Chief Academic Officer is responsible. The Policy Annual Review Schedule has these documents scheduled for review next year, 2023-24. College Council approved 2030-31 to be the next review of these documents.

The following policies have been reviewed. Policies to be deleted are in the 1<sup>st</sup> Reading Policy packet.

#	TITLE	Delete	Revised	Packet Page #
500	Student Disciplinary Procedures (to be deleted)	X		1
702	Alternative Methods of Earning Credit	X		2
707	Academic Calendar	X		3
711	Grading System	X		4
712.02	Auditing a Course (712.02BP changed to 4070AP)	X		5
716	Final Examinations	X		6
720	Degrees Certificates and Evaluation	X		7
3440	Animals on Campus		X	8-10
<i>The following policies have no changes and can be viewed on the <a href="#">Board Policy webpage</a>:</i>				
3300	Public Records			
3433	Prohibition Against Sexual Harassment under Title IX (typos corrected)			
4010	Academic Calendar			
4022	Course Approval			
4030	Academic Freedom			
4105	Distance Education - Regular and Substantive Interaction			
4106	Nursing Programs			
4237	Continuing Education Units			
4238	Credit Hour			

Recommendation by:	Approved for Consideration:  
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**BOARD OF EDUCATION  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Second Reading of Board Policies

Date: April 12, 2023

Second reading approval is requested by the Board for the policies listed below. The documents can be viewed in the second reading policy packet.

*Annual Policy Review*

The College's Board Policies (BP) are on a seven-year review cycle. During the 2022-2023 year the BP's numbered in the 3000's will be reviewed. The following policies have been reviewed and revised.

#	TITLE	Revision	Delete	Packet Page #
314.01	Sexual Harassment		✓	1-2
3501	Access to College Property	✓		3
3502	Trespass Notice	✓		4
3504	Children on Campus	✓		5

*VPAS Policy Review*

Teresa Rivenes, Vice President Academic Services (VPAS), has reviewed policies in the 4000's series for which the Chief Academic Officer is responsible. The Policy Annual Review Schedule has these documents scheduled for review next year, 2023-24. College Council approved 2030-31 to be the next review of these documents. The following policy has been reviewed and is recommended for deletion.

Policy #	TITLE	Delete	Packet Page #
4107	Second Degree or Certificate – delete	✓	6

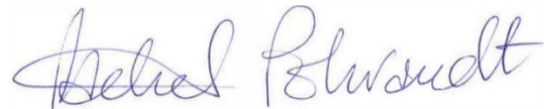
*VPSS Policy Review*

Jim Pittman, Vice President Student Services (VPSS), has reviewed and revised the following policy.

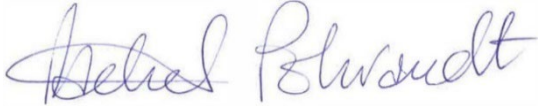
Policy #	TITLE	Revision	Delete	Packet Page #
5500	Standards of Student Conduct	✓		7-8

Recommendation by:

Approved for Consideration:





<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>      </u> Action Item</p>								
<p>Subject: Invited Reports and Comments</p>	<p>Date: April 12, 2023</p>								
<table><tr><td>A. Association Representatives</td><td>Various</td></tr><tr><td>B. Financial Report, Fiscal Year 2022-23 ending March 31, 2023</td><td>Natalya Brown</td></tr><tr><td>C. Chair Report</td><td>Steve Loosley</td></tr><tr><td>D. President's Report</td><td>Rachel Pokrandt</td></tr></table>		A. Association Representatives	Various	B. Financial Report, Fiscal Year 2022-23 ending March 31, 2023	Natalya Brown	C. Chair Report	Steve Loosley	D. President's Report	Rachel Pokrandt
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