

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

VOL. LVI, No. 8 BOARD OF EDUCATION MEETING
March 9, 2022; 5:00 p.m.

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

AGENDA - REVISED

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Twila McDonald _____
Melvin "Bud" Smith _____

David Littlejohn _____
Erica Mills _____
Randy Richardson _____

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


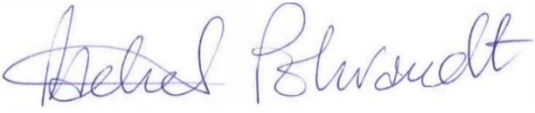
Chair Loosley

VII. REPORTS		pp 7-8
A. Standing Reports		
1. ASUCC Report	Amanda Cerda	
2. ACEUCC Report	Becky Kipperman	
3. UCCFA Report	John Blackwood	
4. UCCFAPT Report	Jenny Friedman	
5. President's Report	Rachel Pokrandt	
B. Informational Report		
1. Student Services Report	Missy Olson	
VIII. OLD BUSINESS		
IX. NEW BUSINESS		
A. Retail Management Program Update	Toni Clough, Gary Gray	p 9
B. Awarding of Contract for Audit Services	Natalya Brown	p 10
X. BOARD COMMENTS	Chair Loosley	
XI. ADJOURNMENT	Chair Loosley	

UPCOMING MEETING:

- Regular Board Meeting, April 13, 4:30 p.m.

Robynne Wilgus, Board Assistant, 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.

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item <u>X</u> Action Item</p>										
<p>Subject: Consent Agenda</p>	<p>Date: March 9, 2022</p>										
<p><i>Recommend Approval of...</i></p> <table border="0"><tr><td>1. Minutes of College Board Meeting of Feb. 9, 2022</td><td>pp 1-2</td></tr><tr><td>2. Personnel Actions</td><td>p 3</td></tr><tr><td>3. Budget Committee Appointments</td><td>p 4</td></tr><tr><td>4. First Reading of Policies</td><td>p 5</td></tr><tr><td>5. Second Reading of Policies and Procedure</td><td>p 6</td></tr></table>		1. Minutes of College Board Meeting of Feb. 9, 2022	pp 1-2	2. Personnel Actions	p 3	3. Budget Committee Appointments	p 4	4. First Reading of Policies	p 5	5. Second Reading of Policies and Procedure	p 6
1. Minutes of College Board Meeting of Feb. 9, 2022	pp 1-2										
2. Personnel Actions	p 3										
3. Budget Committee Appointments	p 4										
4. First Reading of Policies	p 5										
5. Second Reading of Policies and Procedure	p 6										
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 										

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
February 9, 2022

The Umpqua Community College Board of Education had a regular meeting on Wednesday, February 9, 2022, in Room 103 of the Bonnie J. Ford Health Nursing and Science Center at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 6:00 p.m. and the pledge of allegiance was given.

Directors present:

Guy Kennerly, David Littlejohn, Steve Loosley, Twila McDonald, Erica Mills; Bud Smith (on zoom)

Director excused: Randy Richardson

Others present:

Rachel Pokrandt, Robynne Wilgus, Natalya Brown, Chase Gilley, Tim Hill; Facebook live-stream

Citizen Comments: There were none.

Consent Agenda:

1. Minutes of College Board Meeting of Dec. 8, 2021
2. Personnel Actions

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 of the report were shared including updates on the increase in dual enrollment, hiring of an Assistant Events Manager, preferential staff parking signs will be removed, Rachel joined the board of the Umpqua Economic Development Partnership, the reopening of Rogue Credit Union’s UCC branch, working with Bushnell University for a bachelor’s program to be taught on the UCC campus, and the launch of a Mechatronics Technician certificate in the fall through a partnership with Rogue Community College. Friday Career Academy will start in the fall with local High Schools.

Informational reports:

- **Senior Leadership Team:** Written reports are included in the agenda packet.
- **Financial Report FY 2021-22:** Natalya Brown, Chief Financial Officer, presented the financial report ending December 31, 2021. Appreciation was expressed to the College for managing resources in a fiscally responsible way. Highlights were reviewed on the Statement of Net Positions explaining the variance in the Capital Projects Fund, Financial Aid Fund, and Special Revenue Fund – Grants and Contracts. The Statement of Revenues, Expenses, and Changes in Net Position was reviewed. There were large increases in federal, state, and financial aid revenue because of the higher education

emergency relief funds. Tuition fee revenue remained flat in comparison to the previous year. General Fund forecasting indicates revenues are coming in a little higher than budgeted. Through federal funding some of the pre-pandemic lost revenue was able to be recovered. Operational expenses have increased for one-time and commitment expenditures. In conclusion, the College is positioned to finish the fiscal year financially stable.

NEW BUSINESS

Ms. Brown requested Board approval for Resolution No. 13, a transfer of appropriation from General Fund Contingency to General Fund Instruction, Instructional Support, Student Services, and College Support Services is required to ensure sufficient budget for expenses resulting from labor negotiations, employee investment payments, and operational requirements.

MOTION: I move to approve Res. No. 13 Transfer of Appropriation, as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly, and unanimously approved.

Chair Loosley presented a revised map of the Umpqua Community College District Zones and requested Board approval of the revision. The zone map has been updated per [ORS 341.327](#) which requires “zones be as nearly equal in population as possible according to the last federal census.” The rezoning meets within the overall 10% variance. Appreciation was expressed to the Douglas County Clerk’s office for their support and efforts with the revision.

MOTION: I move to approve the revised map of the UCC District Zones, as presented. Motion by Dir. McDonald, seconded by Dir. Mills, and unanimously approved.

The Douglas County Clerk’s office will be informed of the revised map approval.

Board Comments:

- Appreciation was expressed to those who helped with the logistics in the meeting location.

Meeting adjourned at 6:33 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. No. 13, Revised UCC Special District Zone Map



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: March 9, 2022

Board approval is requested on the following personnel actions:

Administrative Contracts:


Scott Fray, Chief Security Officer – Effective February 14, 2022

Faculty Contracts:

n/a

Resignations/Separations

Jarred Saralecos, Engineering/Forestry Instructor – Effective March 21, 2022

<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: Budget Committee Appointments</p>	<p>Date: March 9, 2022</p>
<p>Board approval of the appointment of the following Budget Committee members is requested.</p> <p>Term of appointment is July 2021 through June 2024 (3 years).</p> <p>Zone 1: Dir. McDonald recommends Hop Jackson.</p> <p>Zone 2: Dir. Smith recommends accepting the resignation of Jacky Sohn and the new appointment of Kristen Ball.</p> <p>Zone 4: Dir. Mills recommends Sally Dunn.</p> <p>Zone 7: Chair Loosley recommends accepting the resignation of Matt Fullerton and the new appointment of Aden Bliss.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p></p>

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

 X Information Item

 Action Item

Subject: First Reading of Policies and Procedure

Date: March 9, 2022

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

#	TITLE	Addendum Page #
2100 AP	Zones for Board Director Positions – deletion	1
3825 BP	Public Art – deletion	2
3950 BP	Communications and Marketing- deletion	3
4040 BP	Library- deletion	4
4250 BP	Probation and Suspension	5-7
4300 BP	Field Trips and Excursions- deletion	8
5010 BP	Admissions and Concurrent Enrollment- deletion	9
5070 BP	Attendance- deletion	10
5200 BP	Student Health Services- deletion	11

See 1st Reading Policies addendum packet

Recommendation by:

Approved for Consideration:



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

___ Information Item

X Action Item

Subject: Second Reading of Policies

Date: March 9, 2022

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

Old #	New #	Title	Addendum Page #
N/A	2345	Public Participation at Board of Education Meetings	1
N/A	6660	New Construction, Renovation, and Building Improvement Energy Policy/Guidelines	2
407	6850	Hazardous Materials	3

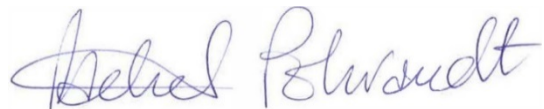
See 2nd Reading Policies addendum packet

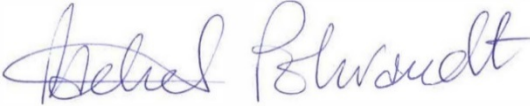
The following policies were reviewed as a part of the annual review process and no changes were recommended. The policies may be viewed at www.umpqua.edu/board-policies.

POLICY #	TITLE	POLICY #	TITLE
1100	The College	2360	Minutes
1200	College Mission	2410	Board Policies and Administrative Procedures
2000	Organization and Authority	2430	Delegation of Authority to the President
2010	Board of Education Membership	2431	Selection of the President
2100	Board of Education Elections	2432	Designation of Acting President
2110	Vacancies on the Board of Education	2435	Evaluation of the President
2200	Board of Education Duties and Responsibilities	2510	College Governance
2210	Board of Education Officers	2610	Presentation of Initial Collective Bargaining Proposals
2220	Committees of the Board of Education	2710	Conflict of Interest
2305	Board of Education Annual Organizational Meeting	2715	Code of Ethics / Standards of Practice
2310	Regular Meetings of the Board of Education	2716	Board of Education Political Activity
2315	Closed Executive Sessions	2717	Personal Use of Public Resources - Board of Education
2320	Special Meetings	2720	Communications Among Board of Education Members
2330	Quorum and Voting	2725	Board of Education Member Compensation
2340	Agendas	2735	Board of Education Member Travel
2350	Speakers	2745	Board of Education Self Evaluation
2355	Decorum	2800	Separation of College and Foundation

Recommendation by:

Approved for Consideration:



<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>												
<p>Subject: Reports</p>	<p>Date: March 9, 2022</p>												
<p>STANDING REPORTS</p> <table><tr><td>1. ASUCC Report</td><td>Amanda Cerda, ASUCC President</td></tr><tr><td>2. ACEUCC Report</td><td>Becky Kipperman, ACEUCC President</td></tr><tr><td>3. UCCFA Report</td><td>John Blackwood, UCCFA President</td></tr><tr><td>4. UCCFAPT Report</td><td>Jenny Friedman, UCCFAPT President</td></tr><tr><td>5. President's Report</td><td>Rachel Pokrandt, President</td></tr></table> <p>INFORMATIONAL REPORTS</p> <table><tr><td>1. Student Services Report</td><td>Missy Olson, Asst. Vice President of Enrollment and Student Services</td></tr></table>		1. ASUCC Report	Amanda Cerda, ASUCC President	2. ACEUCC Report	Becky Kipperman, ACEUCC President	3. UCCFA Report	John Blackwood, UCCFA President	4. UCCFAPT Report	Jenny Friedman, UCCFAPT President	5. President's Report	Rachel Pokrandt, President	1. Student Services Report	Missy Olson, Asst. Vice President of Enrollment and Student Services
1. ASUCC Report	Amanda Cerda, ASUCC President												
2. ACEUCC Report	Becky Kipperman, ACEUCC President												
3. UCCFA Report	John Blackwood, UCCFA President												
4. UCCFAPT Report	Jenny Friedman, UCCFAPT President												
5. President's Report	Rachel Pokrandt, President												
1. Student Services Report	Missy Olson, Asst. Vice President of Enrollment and Student Services												
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>												

Associated Students of Umpqua Community College
ASUCC BOARD REPORT
February 22, 2022
Amanda Cerda, ASUCC President

ASUCC has certainly been staying busy with all of the events we have been hosting, in partner with the Peer Mentors and Student Ambassadors that have been helping us tremendously.

The precautions that resulted from a previous threat have not stopped us from holding today's event. We have partnered with Taco Bell of Roseburg to provide tacos to students that show proof of enrollment for the current term. This partnership has made Taco Tuesday still possible. Big shout-out to the community and its businesses that help support what we do here at UCC.


Today's ASUCC board meeting has been canceled and we will resume next Tuesday at noon.

Big changes are coming soon in the Student Center and I am working with Jess in Facilities to ensure that the updates will be fitting to what students are seeking. They plan on converting the cafeteria into more of a lounge but we have also been discussing the possibility of adding a student kitchen during the re-vamp. ASUCC will continue doing what we can to support this project.

Amanda Cerda

ASUCC President

(she, her, hers)

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: Retail Management Program Update</p>	<p>Date: March 9, 2022</p>
<p>Toni Clough, Business Department Chair and Associate Professor, and Gary Gray, Business Associate Professor, will share an update on the Retail Management Program.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p style="text-align: center;">___ Information Item __x__ Action Item</p>
<p>Subject: Accept Proposal and Award contract for audit services to Moss Adams</p>	<p>Date: 03/09/2022</p>
<p>The Board of Education is requested to accept the proposal and award the contract to Moss Adam to provide and conduct the Annual Comprehensive Financial Reporting.</p> <p>REPORT: 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 with the documents made accessible on the UCC Procurement website. OregonBuys contacted 83 registered vendors and the College received two (2) responsive proposals from two (2) responsible firms. These proposals were reviewed and evaluated based on the following criteria: firm's experience, qualifications and references; firm's team members' qualifications; scope of audit, time schedule, cost and overall responsiveness to proposal requirements. Proposals received were from the following firms: Eide Bailly LLP, Moss Adams.</p> <p>The Contract will cover the five (5) fiscal year audits, commencing on the effective date of the contract. The contract will also have an option for annual renewal for an additional two (2) years (not to exceed 7 years). The agreed contract amounts are as follows with annual and not-to-exceed cost to the College:</p> <p>Fiscal Year 2022 - \$53,800 Fiscal Year 2023 - \$55,400 Fiscal Year 2024 - \$57,000 Fiscal Year 2025 - \$58,700 Fiscal Year 2026 - \$60,400 Total - \$285,300 Funding will be from General Fund.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Blusardt</i></p>