

**UMPQUA COMMUNITY COLLEGE
ROSEBURG, OREGON**

BOARD OF EDUCATION ♦ BUDGET HEARING

May 11, 2022 ♦ 6:30 PM ♦ Lang Center, rooms 203 & 204

A link to the livestream will be available prior to the meeting at youtube.com/umpquacc

MEMBERS:

___ Steve Loosley, Chair
___ Guy Kennerly, Vice-Chair
___ Melvin "Bud" Smith
___ David Littlejohn

___ Twila McDonald
___ Erica Mills
___ Randy Richardson

ADMINISTRATION:

___ Rachel Pokrandt, President

AGENDA

I. Call to Order -- record attendance

II. HEARING OF INTERESTED PERSONS ON BUDGET

As Published on April 29, 2022

The Board values public input. Written comments may be submitted to Katie.workman@umpqua.edu or Robynne.wilgus@umpqua.edu by 5:00 pm the day before the meeting and they will become part of the record. Please include your name, address, and city of residence. Oral comments may also be made during the meeting at the designated time. Oral comments will be limited to 3 minutes. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.

III. Close Hearing/Adjournment

Robynne Wilgus, Board Secretary, 541-440-4622 voice or 541-440-4646 TDD (Human Resource Office). The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session, 3:30 p.m.: Per ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer, or any other public officer, employee or staff member.

Work Session, 4:00 p.m.: UCC Foundation Board

VOL. LVI, No. 10 BOARD OF EDUCATION MEETING

May 11, 2022; 6:30 p.m.; Lang Center

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 _____

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 1-9

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.

VI. CHANGES TO THE AGENDA

Chair Loosley

REPORTS

pp 10-20

A. Standing Reports

1. ASUCC Report
2. ACEUCC Report
3. UCCFA Report
4. UCCFAPT Report
5. Chair Report
6. President's Report

Amanda Cerda
Becky Kipperman
John Blackwood
Jenny Friedman
Steve Loosley
Rachel Pokrandt

B. Informational Report

1. Marketing Report

Suzi Pritchard

VII. OLD BUSINESS

A. First Reading Policy 2411

Chair Loosley

p 21

VIII. NEW BUSINESS

- A. Res. 16 – Transfer of Water Rights
- B. Capital Construction State Funding Request

Natalya Brown
Rachel Pokrandt

pp 22-23
p 24

IX. BOARD COMMENTS

Chair Loosley


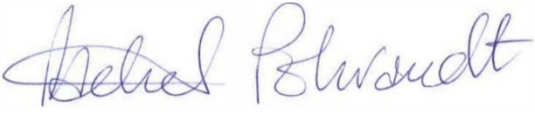
X. ADJOURNMENT

Chair Loosley

UPCOMING MEETINGS:

- Regular Board Meeting June 8, 4:30 p.m.; Location TBA

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: May 11, 2022</p>										
<p><i>Recommend Approval of...</i></p> <table data-bbox="235 709 1221 1010"><tr><td>1. Minutes of College Board Meeting of April 20, 2022</td><td>pp 1-3</td></tr><tr><td>2. Minutes of Budget Committee Meeting of April 7, 2022</td><td>pp 4-5</td></tr><tr><td>3. Minutes of Budget Committee Meeting of April 21, 2022</td><td>pp 6-7</td></tr><tr><td>4. Personnel Actions</td><td>p 8</td></tr><tr><td>5. Second Reading of Procedures</td><td>p 9</td></tr></table>		1. Minutes of College Board Meeting of April 20, 2022	pp 1-3	2. Minutes of Budget Committee Meeting of April 7, 2022	pp 4-5	3. Minutes of Budget Committee Meeting of April 21, 2022	pp 6-7	4. Personnel Actions	p 8	5. Second Reading of Procedures	p 9
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3. Minutes of Budget Committee Meeting of April 21, 2022	pp 6-7										
4. Personnel Actions	p 8										
5. Second Reading of Procedures	p 9										
<p>Recommendation by:</p> <p></p>	<p>Approved for Consideration:</p> <p></p>										

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
April 20, 2022

The Umpqua Community College Board of Education had a regular meeting on Wednesday, April 20, 2022, in Room 100 of the Bonnie J. Ford Health Nursing and Science Center at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on YouTube. Board Chair Loosley called the meeting to order at 5:18 p.m. and the pledge of allegiance was given.

Directors present:

David Littlejohn, Steve Loosley, Guy Kennerly, Erica Mills, Twila McDonald, and Bud Smith

Directors excused: Randy Richardson

Others present:

Rachel Pokrandt, Robynne Wilgus, Natalya Brown, Chase Gilley, Tim Hill, Linda Samek, Suzi Pritchard, Becky Kipperman, Jessica Paugh, Craig Jackson

Citizen Comments: There were none.

Consent Agenda:

1. Minutes of College Board Meeting of March 9, 2022
2. Personnel Actions
3. Res. #14 - Renaming the Fund
4. First Reading of Board Procedures
5. Second Reading of Policies and Procedure

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

Changes to the Agenda: The Digital Transformation Plan was moved to the top of the agenda.

REPORTS

Standing reports:

- **ASUCC Report – Amanda Cerda, President:** A written report was submitted.
- **Chair Report – Steve Loosley, Chair:** The preliminary steps for the president’s evaluation were explained. An executive session will be held on May 11, Chair Loosley and Vice-Chair Kennerly will meet with President Pokrandt, and the results will be shared at the June Board meeting.
- **President’s Report – Rachel Pokrandt, Ph.D.:** The most recent enrollment report is showing a decline. UCC has signed with AHM Brands to redesign the website. Over 100 high school students were on campus for the recent math competitions. The College has hosted over 25 events in the current month with outside entities. New gym bleachers are on order and will be installed in July. From this point forward the College will be open during the week of July 4th. A winery manager has been hired. An MOU has been signed with Bushnell University to offer a bachelor’s degree on campus in the fall. State capital construction funds have been applied for to create a welcome

center. The 6-year PRFR report has been submitted for accreditation; results are expected on May 9. The full President's Report is available on the website.

Informational reports:

- **Grants Update – Jessica Paugh, UCC Foundation CEO:** The College and Foundation boards will have a joint meeting on May 11. The spring scholarship cycle was recently completed. The Grants Manager position is in the midst of being filled. The number of grants applied for, awarded, and pending was reviewed. UCC was asked to participate in the Round House Foundation grant program. Upcoming events: Hawk Hang Out on May 5 and the Legacy Ball on Nov. 4.
- **Foundation Annual Report – Jessica Paugh, UCC Foundation CEO:** A written report was submitted.
- **Financial Report – Natalya Brown, Chief Financial Officer:** The revenue forecast has had little change since the December report. Tuition & fees are just about complete for the year and have no changes in the forecast. Property taxes are still yet to be received. It is now the time of year when the forecast of operational expenses is more accurate. Vacancies impact the budget. Overall, the College is expecting to finish the year in a financially stable position and be ready to face the funding challenges of the next biennial. The full Financial Report is posted on the website.

NEW BUSINESS

Resolution No. 15 – Tuition Increase Proposal

Natalya Brown, CFO, requested Board approval to increase in-state tuition as presented in the attached proposal, Tuition and pricing strategies proposal academic years: 22/23, 23/24, 24/25. The proposal includes a tuition freeze for up to 3 years for full-time students entering UCC in the next three years. The College strives to have the lowest tuition and provide the best value especially during a time of high inflation at 8.6%. It was noted that State and federal student support is increasing, the tuition increase is actually a reduction when looking at the value of a dollar, and this is the smallest increase one of the Board members has seen during their time of service. Additionally, the UCC Foundation is working on increasing scholarships including those for part-time students. There will be no fee increases this year.

As a part of the proposal, a revision to Board Policy #5015 Residence Determination was reviewed as a first reading. The Business Department proposed the change to grant in-state tuition to Retail Management Certificate students wishing to finish their education. The proposal will strengthen the program and boost enrollment.

MOTION: **I move to approve Res. No. 15 Tuition Increase Proposal, as presented. Motion by Dir. McDonald, seconded by Dir. Smith, and unanimously approved.**

Chair Loosley presented a first reading of Board Policy #2411 Board of Education Position on Non-Mission Related Issues. The purpose of the policy is to keep a focus of staying on the mission of the College. Chair Loosley will work with another Board member to redraft the policy and present the revision at the next meeting for discussion.

College Board Minutes

April 20, 2022

Page 3 of 3

President Pokrandt introduced the Digital Transformation Project. The Project’s charge was to transform college processes to make them easier, quicker, and cooler in terms of the interface, include work efficiencies, and support student success. Tim Hill, Director of Information Technology, introduced representatives on Zoom from Ellucian: Lisa Carmody, Tim Dawson, Scotty Schell, and Peggy Davis. Through the lens of a student, Mr. Dawson reviewed the items to be purchased in the “Ellucian experience”. Mr. Hill reviewed the investment and projected timeline. The digital transformation will engage the college side and student side in a way that doesn’t exist right now.

Board Comments:

- “Shout-out” to Suzi Pritchard for the new web contract.

Meeting adjourned at 7:12 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. #14
- First readings: 2110AP, 2310AP, 2320AP, 2510AP, 2610AP, 2710AP; 5015; 2411
- Second readings: 2100AP, 3825, 3950, 4040, 4250, 4300, 5010, 5070, 5200
- Tuition and pricing strategies proposal academic years: 22/23, 23/24, 24/25

**UMPQUA COMMUNITY COLLEGE
BUDGET COMMITTEE MINUTES**

On Thursday, April 7, 2022, the Umpqua Community College Budget Committee met in room 100 of the Bonnie J. Ford Health Nursing and Science Center. The meeting was called to order at 6:11 p.m. by Sally Dunn, 2021 Chair.

Budget Directors Present: Sally Dunn, Hop Jackson, Aden Bliss, Steve Loosley

Budget Directors Excused: Kristin Ball, Joelle McGrorty, Barry Robinson, Rex Stevens, Guy Kennerly, Twila McDonald, David Littlejohn, Erica Mills, Melvin “Bud” Smith, and Randy Richardson

Others Present: Rachel Pokrandt, Robynne Wilgus, Natalya Brown, Katie Workman, and Suzi Pritchard

Changes to the Agenda: The pledge was not recited since there was no flag in the room. Citizen comments will be addressed at the April 21 meeting as advertised in the newspaper.

Organization for 2022-2023: Because a quorum wasn’t present, the 2021-22 officer will chair the meeting.

Chair Dunn said Robert’s Rules of Order will be recognized during the meeting and an adjournment time of 8:30 pm was proposed and agreed upon.

President’s Message

President Pokrandt recognized Natalya Brown and Katie Workman for doing a spectacular job with the budget. The Budget reflects the vision and direction of the College. About 81% of the Budget goes to salary and benefits which is an investment in the future of the College. Changes to the Budget were highlighted:

- The College will go through a digital transformation; technology will be modernized and aid in student success.
- New programs will cover the areas of mechatronics, sports science, medical careers, a Friday Career Academy, and the Southern Oregon Wine Institute.
- There will be an investment in the people working at UCC. Leadership roles will be reorganized, events management and winery management will be added, and there will be salary investments.
- The College is planning for growth in the areas of service and making a community impact.
- Presidential priorities will be supported.

Natalya Brown, Chief Financial Officer, reviewed Budget Committee duties. Changes to the budget were highlighted. There are very dramatic changes from the current year; this is not ordinary. COVID money has been received and will be sunseting.

General Fund Revenue (resource) changes were reviewed for state support, tuition & fees, current & prior local taxes, and indirect/miscellaneous/interest revenue. Planning includes remaining at a current level of enrollment and the prediction of a 3% increase in tax revenue.

General Fund Expense changes were reviewed. Changes include the investment in human capital; technology infrastructure, utilities, website; financial aid – tuition waivers; transfers out; operating contingency; and reserves. Because of a very generous community providing scholarships, this enables the reinvestment of resources to other places in the College.

Discussion topics included technology investments and multi-year projects, strengthening male enrollment, future resources funding, and support from community businesses.

The next meeting, on April 21, will provide an opportunity for community comments and the approval of the budget document and property tax rate.

Meeting adjourned at 7:21 pm

Respectfully submitted,

Approved,

Aden Bliss
Budget Committee Member

Sally Dunn
Chair

Recorded by Robynne Wilgus

**UMPQUA COMMUNITY COLLEGE
BUDGET COMMITTEE MINUTES**

On Thursday, April 21, 2022, the Umpqua Community College Budget Committee met at the Danny Lang Teaching Learning and Event Center and via Zoom. The meeting was called to order at 6:04 p.m. by Sally Dunn, 2021 Chair.

Budget Directors Present: Sally Dunn, Joelle McGrorty, Barry Robinson, Rex Stevens, Steve Loosley, Twila McDonald, David Littlejohn, Erica Mills, Randy Richardson, Kristen Ball, Aden Bliss, Melvin “Bud” Smith, Guy Kennerly

Budget Director Excused: Hop Jackson

Others Present: Rachel Pokrandt, Jessica Paugh, Natalya Brown, Katie Workman, Tim Hill, and Suzi Pritchard

Organization for 2021-2022:

Chair: Chair Loosley nominated BC Dunn, Dir. Smith seconded the nomination and a unanimous vote was cast.

Vice Chair: Chair Loosley nominated BC Stevens; Dir. Smith seconded the nomination and a unanimous vote was cast.

Secretary: Chair Loosley nominated Dir. Bliss; Dir. Smith seconded the nomination and a unanimous vote was cast.

BC Dunn said Robert’s Rules of Order will be recognized during the meeting.

Motion: **I move for an adjournment time of 8:30 p.m. Motion by BC Stevens, carried unanimously.**

President’s Message

Referencing the “deeper dive” message shared in the April 7, 2022, meeting, President Pokrandt provided a simple overview and then answered questions. Topics addressed included:

- The huge influx of COVID relief funds received last year
- Spending increases are mostly in human capital
- Significant investments in technology
- Investing in new programs – mechatronics, Friday Career academy, medical programs

Citizen Comments – No comments were submitted to either Katie Workman or Robynne Wilgus.

Motion: I move that the Budget Committee of Umpqua Community College approve the budget for the fiscal year 2022-2023 in the total of \$73,042,886. Motion by BC Bliss and seconded by BC Stevens. The motion was unanimously approved.

Motion: I move that the budget committee of Umpqua Community College approve the imposed taxes provided for in the approved budget at the rate of \$0.4551 per \$1,000 of assessed value of all taxable property within the district. Motion by BC Bliss and seconded by BC Stevens. The motion was unanimously approved.

Open Discussion

- Appreciation was expressed for the behind-the-scenes efforts of staff in making the meeting happen.
- The presentation at the previous meeting was very beneficial.
- There was a proposal for the Budget Committee to only have one meeting next year.
- Budget accomplishments were shared along with preferences for the direction of future budget investment.
- The use of dashboards and metrics was encouraged.

Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Approved,

Aden Bliss
Secretary

Sally Dunn
Chair

Recorded by Jessica Paugh



Serving Douglas County Since 1964

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: May 11, 2022

Board approval is requested on the following personnel actions:

Administrative Hires:

Joel Goodwillie, Winery Manager – Effective May 23, 2022
James Pittman, Vice President of Student Services – Effective July 2022
Teresa Rivenes, Vice President of Academic Services – Effective July 2022

Faculty Hires:

Tracy Redd, Math Instructor – Effective September 19, 2022

Resignations/Separations

Jess Miller, Director of Facilities & Security – Effective April 29, 2022
Mary Morris, Director of ETS/UB – Effective September 2, 2022
April Myler, Nursing Department Chair/Director – Effective April 5, 2022

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

 X Information Item

 Action Item

Subject: Second Reading of Board Procedures

Date: April 20, 2022

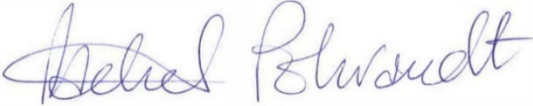
The following Board Procedures are coming to the Board for a second reading as a part of the annual Policy and Procedure Review Schedule. No changes have been made to the documents; they may be reviewed on the [UCC Board Policy webpage](#).

<u>#</u>	<u>TITLE</u>
2110 AP	Vacancies on the Board of Education
2310 AP	Regular Meetings
2320 AP	Special and Emergency Meetings
2510 AP	College Governance
2610 AP	Presentation of Initial Collective Bargaining Proposals
2710 AP	Conflict of Interest

Recommendation by:

Approved for Consideration:



<p align="center">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item</p> <p><u> </u> Action Item</p>																				
<p>Subject: Reports</p>	<p>Date: May 11, 2022</p>																				
<p>STANDING REPORTS</p> <table border="0"> <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. Chair Report</td> <td>Steve Loosley, Board Chair</td> </tr> <tr> <td>6. President's Report</td> <td>Rachel Pokrandt, President</td> </tr> </table> <p>INFORMATIONAL REPORTS</p> <table border="0"> <tr> <td>1. Senior Leadership Team Reports</td> <td>Various</td> </tr> <tr> <td>2. Accreditation Report</td> <td>Jana Pierce, Dir. Institutional Effectiveness</td> </tr> <tr> <td>3. Strategic Plan Report</td> <td>Jana Pierce, Dir. Institutional Effectiveness</td> </tr> <tr> <td>4. Marketing Report</td> <td>Suzi Pritchard, Dir. Communications & Marketing</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. Chair Report	Steve Loosley, Board Chair	6. President's Report	Rachel Pokrandt, President	1. Senior Leadership Team Reports	Various	2. Accreditation Report	Jana Pierce, Dir. Institutional Effectiveness	3. Strategic Plan Report	Jana Pierce, Dir. Institutional Effectiveness	4. Marketing Report	Suzi Pritchard, Dir. Communications & Marketing
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<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 																				

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

Here are a few things that are happening...

- Applications are being accepted for next year's ASUCC team. Creative recruitment techniques are being employed.
- ASUCC is supporting the annual student survey by providing gift card incentives for participation and are continuing to encourage involvement and participation in miscellaneous activities, including Winning Wednesday Bingo and our Thank You Thursday table.
- We are supporting upcoming events and look forward to all of graduation and other Spring activities. We are especially excited about the May 25th event and had a blast with Earth day.

Amanda Cerda

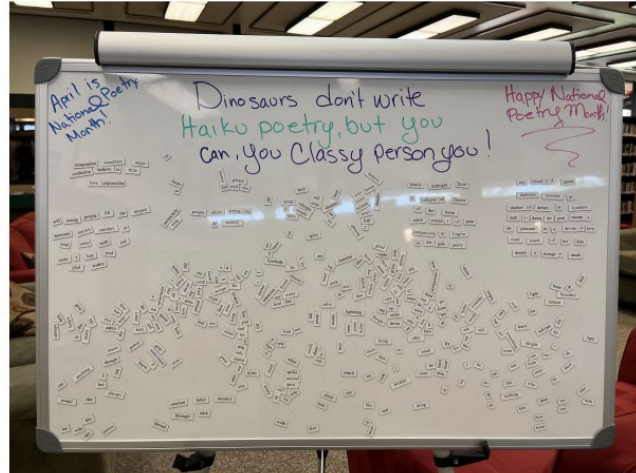
ASUCC President

(she, her, hers)

OFFICE OF LEARNING AND SUPPORT SERVICES
QUARTERLY BOARD REPORT
May 2022
Danielle Haskett, Dean of LSS

- **Major Successes:**

- Library- April was National Poetry Month. The library provided opportunities to students to create magnetic poetry using a strategically placed magnetic white board and two different magnetic poetry kits. Students mentioned how they loved being able to engage and create poetry without having to do it in class.
- Our grant-funded passive programming puzzles have arrived. Our first new puzzle was put out for building on 4/25/2022. This “program” has proven to be a huge success.



The puzzles are a large draw to students, faculty, and staff alike.

- Registration & Records- 2022 Commencement will return to in person this June! Students can apply for graduation through a new electronic process.
- Tutoring- Students are enjoying the refreshment station and accessing our tutors in multiple subjects.
- Teaching & Learning Center- will be sponsoring the return of the Faculty In-service Fall 2022 retreat to be held at the Big K in Elkton, OR.
- Academic Services- Numerous programs have been added to the Eligible Training Provider List (ETPL) program. The programs on the ETPL support high-demand jobs and allows students to be eligible for funding of books, tuition, fees, equipment, and other cost items related to the program. Funds from the Southern Oregon Workforce Investment Board (SOWIB), in addition to the recently received \$250,000 SOWIB grant, will provide eligible students the opportunity to gain education and enter the workforce prepared for employment.

- **Challenges:**

- Recruitment for open positions

- **Tactical Projects update:**

- The Title III six-month annual performance report was submitted April 28, 2022. Design plans for the teaching and learning space are underway.
- We are hiring for a Library Director, Instructional Designer and Tutoring Coordinator.
- The Courseleaf catalog project is underway with an expected completion date July 2022.

**OFFICE OF ACADEMIC SERVICES
COMMUNITY EDUCATION & PARTNERSHIPS (CEP)
QUARTERLY BOARD REPORT
May 2022
Robin VanWinkle, Dean**

- **Major Successes including Community Partnerships:**
 - Twelve of twenty Community & Workforce personal enrichment classes are at or above capacity enrollment Spring term. They include fitness/wellness, food, welding, woodworking, and dance topics.
 - UCC received \$300,000 in Truck Driving Scholarships from Douglas County and the State of Oregon. UCC has until June of 2024 to expend these funds to assist students.
 - Since re-opening and lifting of mandates, the JOBS program shows the most productive month in April 2022 with Temporary Assistance to Needy Families (TANF) participants serving 127 contracted activities compared to 92 served in April 2021.
 - Adult Basic Skills staff and faculty participated in the Coalition for Adult Basic Education (COABE) National Conference in Seattle, WA in April. This was the first in-person conference in two years, and was a fantastic opportunity to re-connect with peers, learn how other programs are planning, and reignite excitement and passion for Adult Basic Education.
 - Oregon STEAM Week is happening May 14-22. The Umpqua Valley STEAM Hub is partnering with Journalism and the Fine and Performing Arts on May 13 and 14 to "Celebrate STEAM Education at UCC". On May 13th, students ages 14 and up are invited to the campus to attend interactive presentations. On May 14th, the community is invited to attend the STEAM Extravaganza on the UCC campus. The event is from 10:00 to 3:00 and will be located around the amphitheater. Several UCC programs will be represented.
 - UCC is pleased to welcome Joel Goodwillie as the UCC Winery Manager. He brings extensive experience in the wine and cider industries, including running a winery in Douglas County in the 1990's. Joel's first day at UCC is May 23.
 - The Small Business Development Center Director, Lisa Woods, recently attended a Director's Conference in Lincoln City and gleaned information and trends from the rest of the centers around the state. Additionally, a full-time Program Assistant for the Center was recently hired in February and the Director is researching the viability of hosting a commercial kitchen at UCC.
 - Laurie Michaels was hired as the Apprenticeship Manager and cross trained with the retiring manager in March. The apprenticeship manager's current goals include establishing a good rapport with committee members and training agents (employers) and to diligently complete the necessary paperwork for submission of the Equal Opportunity Oregon Plan required by April 30 to BOLI. In the summer, she plans to refine onboarding for apprentices, plan a fall training for instructors, and strategize new methods to recruit apprentices and new trades in 2023.
 - Twenty-two Apprentices completed their BOLI requirements and received Journey Cards this academic year. Trades included Manufacturing Plant Electrician, Inside Electrician and Industrial Maintenance Millwright.
- **Challenges:**
 - The tight job market continues to be a challenge for hiring staff and attracting students to workforce programs. Challenges includes:
 - Hiring full and part-time classified staff and part time instructors in key positions.
 - JOBS is facing a lack of interest from Temporary Assistance for Needy Families (TANF) participants in the Work Experience and JOBS Plus programs



Division of Enrollment and Student Services
 Quarterly Board Report
 April 28, 2022
 Missy Olson, AVP of Enrollment and Student Services

Major Successes:

- Student Services and Athletics are working with a housing consultant to streamline and improve our housing application process, agreement, and conduct scenario workflows. The Director of Housing position is posted, and we hope to have this person in place by July 1.
- In a year-to-date comparison, fall term admissions applications are up 528 (2022) vs. 477 (2021).
- The Financial Aid Office imported 2,129 unduplicated 22-23 FAFSA applications. Aid offers will begin processing in May.
- Spring term American Rescue Plan Act (ARPA) funds have been awarded to students in the amount of around \$678,300.
- 356 students participated in at least three Take Flight workshops during fall or winter term.
- The testing coordinator started a new pilot to increase number of students taking the ALEKS math test and come in regularly to progress through modules. This resulted in three out of 12 students bypassing developmental education classes and retesting into MTH 111.
- Two Upward Bound students have been selected to participate in the National Student Leadership Congress in Washington DC.
- Both Upward Bound and TOP hosted Tamam Waritu, a renowned speaker and trainer for first generation college students. Over 40 students attended these engaging and inspirational workshops.
- During winter term, Educational Talent Search served 247 students for a total of 523 services, and Upward Bound served 36 students through 315 services. Services include volunteer opportunities, seminars, tutoring, team meetings, college applications, and scholarships.
- Tori Ruiz, the new Resource Navigator, began in early April and has been actively helping students navigate community and campus resources to help them be more successful.

Challenges:

- Continue to find new ways to interact with students so they are aware of resources and events.

Tactical Projects Update:

- New dual credit opportunities are being developed in Humanities, Computer Science, Engineering, Natural Resources, and Science.
- Financial Aid and Admissions are collaborating on improved methods to reach incoming students and assist with financial aid well before the start of classes.
- Updates to the admissions application in identifying the Areas of Study and focusing on the student's true goal will be live by the end of May.
- Student Services expanded the number of student engagement activities during winter and spring term, including an outdoor event for Earth Day and one being planned around the Outstanding Student Reception on May 25.

OFFICE OF BUSINESS SERVICES
QUARTERLY BOARD REPORT
April 2022
Natalya Brown, Chief Financial Officer

Key Priorities:

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

Strengthen quality, efficiency, and effectiveness of Business Service operations.

- **Major Successes:**

- The College developed a balanced budget that was approved by budget committee on April 21st, and will be ready for adoption in June.
- The College is estimating to finish FY22 in a financially stable position.
- The College affirmed an AA- credit rating with the stable outlook through the S&P Global Ratings.
- After several months of data collection, the College has filed for the 2021 Quarter 2 Employer Retention Credit. The refund is anticipated to be received in the next nine months.

- **Challenges:**

- Staff shortages due to turnover, retirements and illness have been impacting operations of the division.
- Some challenges with automation and transition to Laserfiche taking longer than initially anticipated.

- **Tactical Projects update:**

- Accounting and Finance implemented autopay for most utility bills to ensure timely invoice processing.
- Collaborative work with other divisions continues on implementation of the tuition guarantee program.
- Assisted with Digital Transformation Steering Committee with cost projections.
- Collaborated with Information Technology department on Laserfiche set-up and implementation.
- The Hawk Shop set up Verba VitalSource e-books. This provides students access to electronic materials saving up to 80% of the costs.
- Summer and Fall adoptions of educational materials in the Store is 90-96% complete as of April setting the College up for finding the best pricing for educational materials for our students.
- Several large contracts put in place including a 5-year award for Financial Audit Services, website redesign award, collaboration with Bushnell university.
- Work began with Higher Education Coordinating Commission on biennial cost analysis in preparation for the FY23-25.

OFFICE OF ATHLETICS AND EVENTS
QUARTERLY BOARD REPORT
May, 2022
Craig Jackson, Director of Athletics and Events

- **Major Successes:**
 - #1 Javelin Thrower in the country, 3rd at any level
 - Baseball is tied for 2nd, getting ready for the NWAC Championship
 - Both Women and Men's Basketball qualified for the NWAC Championships
 - Events are back and rolling with a large number of events from April through July

- **Challenges:**
 - Working recruiting for next year
 - Identifying new fundraising sources
 - Working out the kinks with events and new scheduling protocols

- **Tactical Projects update:**
 - Have completed everything in my initial 5 year plan

Communications & Marketing Board Report: May 11, 2022

Suzi Pritchard, Communications & Marketing Director

Major Successes:

1. Brand awareness campaign aligned to our mission statement "Transform Your Life." Digital video results: YouTube, Digital TV in a 30-mile radius, delivered **~162k views with a 98% view completion rate**, generating 10 times the number of views for a video since the UCC YouTube account was established in 2014. Videos also play before all movies at the Roseburg Cinema.
2. **Website re-architect and re-design project:** Wrote a proposal and hired an agency to rework our website to improve accessibility, make it easy to navigate for students, and increase delivery on our marketing goals. We will **establish a branded messaging system** in conjunction with the web redesign project.

Website analytics tracking/goals broke as we made improvements to over 100 pages on the website over the past 7 months. YOY comparison, Nov. 1 – Apr. 30:

Increase in **unique pageviews up 12% (584k vs. 521k)**, Program **web form leads: up 55% (594 vs. 383)**

3. Earned media: Ask Me About UCC campaign to enable stories about the lives transformed within our community. Results: **~10k unpaid social media views and over 600 reactions** (likes, shares, comments).

Social media activity:

- Facebook: **followers grew by 404 for a total of 9,742.**
- Instagram: Re-organized to deliver UCC messaging: 2.3% increase of Instagram followers over the last 90 days, 1568 in total. Largest gendered demographic are males 18-24 at 29.2%
- **Snapchat:** paid ads promoting campus visits and explore programs, mapped high school regions for 3 weeks: **115k views / 841 swipes** to the website visit campus / explore programs
- Google My Business: updated content: 115k views, 12k visitors call, request directions or visit the website
- Twitter: 1,132 followers, LinkedIn: 5,808 followers.
- **TikTok: Newly established 4/26. Over 500 video views in less than one week.**

4. Enrollment activities:

- **Campus visit** promotions added to the website, new campus tour video, viewbook, postcards, signage and email automation with new photography featuring the array of activities and amenities available to students.
- Launched **Tuition-guarantee campaign** with an overall positive reception within the news and social media.
- Truck driving program campaign results: Delivered 1322 leads and narrowed to those interested in enrolling in the program, **doubling the number of students enrolled** in Feb./Mar. vs. Dec./Jan.
- Distributed external quarterly email, **"The HawkSquawk" to 2,990 readers with a 38% open rate.**
- Mailing: **Community Connection (Summer) delivered to 50k homes** in Douglas County

Challenges:

- Limited marketing staff bandwidth: website content updates, event promotions increasing
- Website needs a software upgrade that requires additional resources

Tactical Projects update (2020-2021 Pre-Director of Comms and Marketing Report Out):

- Website: reviewed and reset plan for improvements for 2022-2023

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
May 2022
Tim Hill, Director of Information Technology

- **Major Successes:**
 - The digital transformation plan has been written, required products to assist with process changes have been identified and approved, and the funding has been tentatively approved. The initial Banner 9/Single Sign-on (SSO) meeting is scheduled for May 4th to schedule testing and creation of required materials.

- **Challenges:**
 - None currently

- **Tactical Projects update:**
 - Classroom & office without barriers project has been completed.
 - Enhance efficiency and accuracy projects have also moved into implementation phase. We have converted 70% of documents from Docuware to Laserfiche. The documents converted allowed us to migrate student services and registration to Laserfiche for document storage. We are working with finance to complete travel and accounts payable forms and workflow for the campus. Upon completion of this process in May we will migrate the remaining 30%. We are just starting to work with HR to design and automate new employee onboarding and creation of employee in Banner using Laserfiche and a computer robot.
 - Same day posting and registration for CWT started, and the accounting portion is in production. We completed the testing the registration component and continue to test the new student identification portion of the project.
 - Banner 9/SSO – IT has performed initial testing and has implemented finance and HR into production. The student portion will be migrated late June into production due to impact on students.

**OFFICE OF INSTITUTIONAL EFFECTIVENESS
 QUARTERLY BOARD REPORT
 May 2022
 Jana Pierce, Director of Institutional Effectiveness**

- **Major Successes**

- NWCCU Year-6 Policies, Regulations, and Financial Review report***

- The Year-6 report was accepted with minimal clarification questions from the NWCCU evaluator panel.

- Assurance of student learning - Program Assessment and Program review***

- Processes were designed that allow us to tell each program's story regarding student learning outcomes and program efficacy at a topical level.

- **Challenges**

- ***The Year-6 Policies, Regulations, and Financial Review report*** completion was challenging due to navigation of continuous process improvements and website updates.
 - ***Vacancies at the Vice President and Dean levels*** have made setting up processes to support, extract, and display faculty work challenging.

- **Tactical Projects update**

- 1) Integrate data-informed IE process throughout campus in an intentional, collaborative manner.***

- This is going well, but expansion plans include availability and use of data dashboards, industry data, and program level data to inform decisions.
 - Our strategic plan execution, assessment, and documentation demonstrates a systematic approach, evidence of continuous improvement, and focus on student success.

- 2) Use comparative, survey, and trend data to inform IE processes that lead to improvement and institutional effectiveness.***

- College comparison indicator data was designed and made available to campus.
 - Surveys continue cyclically, are in the process of revision, and will be implemented by May.
 - Use of EMSI software is growing and plans include deeper integration of this labor market/industry data and other trend data to drive decisions.

- 3) Using an inclusive process, modify and extend the strategic plan through 2023. COMPLETED***

- 4) Implement process to prepare the Year-6 Policies, Regulation, and Financial Review Report and Year-7 Evaluation of Institutional Effectiveness report.***

- The Year-6 report is completed.
 - The Year-7 report process, outline, teams, roles, responsibilities, and deliverable dates have been set.

**OFFICE OF HUMAN RESOURCES
 QUARTERLY BOARD REPORT - May 2022
 Kelley Plueard, Director of Human Resources**

Major Success/Activities:

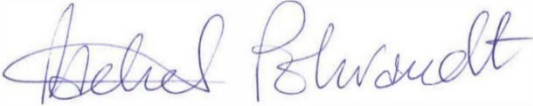
- From January 1 through April 25, 2022, there have been a total of 34 employees hired – 14 full-time and 20 part-time. During this same period, there were 20 separations from employment – 11 full-time and 9 part-time.
- April was Financial Literacy Month. Information was shared weekly concerning: History of Financial Literacy Month; How to Manage Your Money: Six Principles of Personal Finance; How to Prioritize Your Savings; and Smart Credit Card Habits.
- In May, the Oregon Educators Benefit Board (OEBB) will release medical, dental, and vision plans and premiums for the 10/1/2022-9/30/2023 plan year. We are to inform OEBB of UCC's 2022-23 plan offerings by mid-June.
- SB551 provides employee-only health insurance coverage for part-time faculty who work at least half-time for community colleges. To date, UCC currently has one part-time faculty enrolled; with newly expanded eligibility under SB551, we anticipate increased enrollment.
- A campaign has been launched encouraging employees who have a federal direct loan to submit an application to the Public Service Loan Forgiveness (PSLF) program. Under the program, the United States Secretary of Education cancels the balance of interest and principal due on eligible federal direct loans that meet specified criteria. Employees are encouraged to apply for loan forgiveness whether or not they believe they qualify.
- From January to March Payroll has processed approx. \$3,482,575 in gross wages and finished 2022 reports to Federal and State for W-2s and Affordable Care Act Information.
- Planning for the End-of-Year Celebration has begun; the event is scheduled for Monday, June 13, 2022.
- Employee engagement/benefits initiatives in planning:
 - Human Resources, in collaboration with Craig Jackson, Director of Athletics and Events, is working toward installing a disc golf course on college property. This will be an enrichment for students, employees, and the community.
 - Human Resources, in collaboration with the UCC Library and faculty member Susan Rochester, is starting a book club which will begin in September 2022. This will be open to students, employees, and the campus community.
 - A structured volunteer program for employees providing paid time off to build and nurture relationships with community partners is in the early planning stages. This could be an opportunity to engage UCC employees with college volunteer days, employee volunteer programs and create healthy volunteer competition between departments.



Challenges:

- Employee turnover rate and time to fill vacancies are still significant challenges. However, we are experiencing more robust qualified applicant pools for position openings and have had major successes in filling key leadership positions.
- Even with the excellent assistance from the Facilities and IT departments, relocating the Office of Human Resources did provide challenges. We are now located in the Del Blanchard Administration Building.

Tactical Projects update:

- Paperless workflow and process efficiencies are moving forward through the digital transformation project headed by the IT department.
- Selection Committee and Selection Committee Chair Canvas course trainings have been created and are in the testing phase.

<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: First Reading of Board Policy</p>	<p>Date: May 11, 2022</p>				
<p><i>The following policy is coming to the Board for a first reading:</i></p> <table border="1"><thead><tr><th data-bbox="284 667 349 695">#</th><th data-bbox="472 667 537 695">TITLE</th></tr></thead><tbody><tr><td data-bbox="284 703 349 730">2411</td><td data-bbox="472 703 997 730">BOE Position on Non-Mission Related Issues</td></tr></tbody></table>		#	TITLE	2411	BOE Position on Non-Mission Related Issues
#	TITLE				
2411	BOE Position on Non-Mission Related Issues				
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>				

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p>___ Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution No. 16, Requesting the water right transfer from the Wooley Center to the City of Roseburg</p>	<p>Date: May 11, 2022</p>
<p>Board approval is requested to transfer the water right from the Wooley Center to the City of Roseburg.</p>	
<p>Recommendation by: </p>	<p>Approved for Consideration: </p>

UMPQUA COMMUNITY COLLEGE

RESOLUTION NO 16 FY 21-22

RESOLUTION APPROVING THE TRANSFER OF WATER RIGHT TO THE CITY OF ROSEBURG

WHEREAS, Wooley Center property owned by Umpqua Community College (the College) has the water right retained through original 1979 quitclaim deed that is overlap with the City of Roseburg; and

WHEREAS, The College’s property has practical limitations on UCC’s ability to use the water right as the water right is located on land owned by the City; and

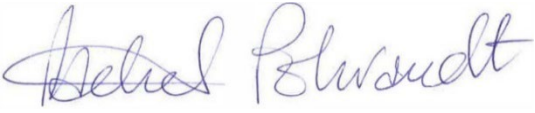
WHEREAS, The City of Roseburg requested the College to transfer the water right back to the City; and

NOW THEREFORE BE IT RESOLVED, The Board of Education does hereby authorize and direct the Chief Financial Officer to execute the necessary documents for the transfer of the water right to the City of Roseburg.

ADOPTED: May 11, 2022

Clerk of the Board

UCC Board Chair

<p>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><u> X </u> Information Item <u> </u> Action Item</p>
<p>Subject: Capital Construction State Funding Request</p>	<p>Date: May 11, 2022</p>
<p>President Pokrandt will provide an update and description of the recently submitted capital construction state funding request.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>