



**BOARD OF EDUCATION**

Steve Loosley  
Chair

Guy Kennerly  
Vice Chair

David Littlejohn

Caroline Lydon

Twila McDonald

Erica Mills

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

Joint Work Session with Roseburg School District Board: Integration and Connection; TAP 16; 4:00 p.m.<sup>i</sup>  
Budget Hearing; 5:00 p.m.; TAP 14

**VOL. LVIII, No. 9 BOARD OF EDUCATION REGULAR MEETING  
May 8, 2024; 5:00 p.m.; Room 14, Tap<sup>h</sup>òyt<sup>h</sup>a' Hall (TAP)**

*Virtual access to the meeting is available upon request.<sup>ii</sup>*

| AGENDA |  |                                |
|--------|--|--------------------------------|
| I.     | CALL TO ORDER  | Chair Loosley                  |
| II.    | ATTENDANCE   | Chair Loosley                  |
| III.   | PLEDGE OF ALLEGIANCE   | Chair Loosley                  |
| IV.    | CITIZEN COMMENTS <sup>iii</sup>  |                                |
| V.     | CONSENT AGENDA <sup>iv</sup>   | Chair Loosley                  |
| VI.    | CHANGES TO THE AGENDA  | Chair Loosley                  |
| VII.   | INTRODUCTIONS  |                                |
|        | A. Robin Francisco -<br>Academic Program Support to the Deans                    | Danielle Haskett               |
| VIII.  | INVITED REPORTS  |                                |
|        | A. Cultural Competency Report  | Stevy Scarbrough               |
|        | B. Annual Report from the Office of Early College                                | Teresa Rivenes and Missy Olson |
| IX.    | STANDING REPORTS   |                                |
|        | A. Association Reports (Students, Faculty, Classified)                           | Various                        |
|        | B. President's Report  | Rachel Pokrandt                |
|        | C. Chair Report  | Chair Loosley                  |
| X.     | OLD BUSINESS   |                                |
| XI.    | NEW BUSINESS   |                                |
|        | A. Res. 15 Approval of the Alternative Contracting Method                        | Natalya Brown                  |
|        | B. Res. 16 Community College Rules of Procurement                                | Natalya Brown                  |
|        | C. Res. 17 Approval of Contract to North Umpqua Plumbing for Boilers Replacement | Natalya Brown                  |
| XII.   | BOARD COMMENTS   |                                |
| XIII.  | ADJOURNMENT  | Chair Loosley                  |



**Board of Education Regular Meeting  
May 8, 2024**

**UPCOMING MEETING:**

- Regular Board Meeting June 12; time and location TBA

Abigail Willis, Board Assistant, [UCC@umpqua.edu](mailto:UCC@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.

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<sup>i</sup> No action will be taken by the Board during a Work Session.

<sup>ii</sup> A Zoom link is available upon request for those who wish to attend the meeting virtually. Please email [UCC@umpqua.edu](mailto:UCC@umpqua.edu) by 5:00pm the day before the meeting.

<sup>iii</sup> The Board values public input. Written comments may be submitted to Abigail Willis, Board Secretary, at [UCC@umpqua.edu](mailto:UCC@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 Abigail Willis, Board Secretary, at [UCC@umpqua.edu](mailto:UCC@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.

<sup>iv</sup> 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**

Information Item

Action Item

**Subject: Consent Agenda**

**Date: May 8, 2024**

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

- |   |        |
|---|--------|
| 1. Minutes of College Board Meeting of April 17, 2024 | pp 1-4 |
| 2. Personnel Actions                                  | p 5    |
| 3. Policies Second Reading                            | p 6    |



## BOARD OF EDUCATION MINUTES

April 17, 2024

The Umpqua Community College Board of Education had a regular meeting on Wednesday, April 17, 2024, in room 16 of Tap<sup>h</sup>òy<sup>h</sup>a' Hall at Umpqua Community College in Roseburg, Oregon; virtual access to the meeting was available upon request. Board Chair Loosley called the meeting to order at 4:58 p.m. and the pledge of allegiance was given.

**Directors present:** David Littlejohn, Steve Loosley, Twila McDonald, Erica Mills, and Bud Smith

**Director excused:** Guy Kennerly and Caroline Lydon

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

### Consent Agenda:

1. Minutes of College Board Meeting of March 13, 2024
2. Minutes of Budget Committee Meeting of April 4, 2024
3. Policies First Reading
4. Policies Second Reading

Board Policy 6620 was pulled out of the consent agenda (Policies First Reading) and added as a New Business item. The remainder of the consent agenda was approved by general consent. The items are attached to the permanent minutes.

**Changes to the Agenda:** See the change above in the Consent Agenda.

### INTRODUCTIONS

- **All-Oregon Academic Team Awardees:** Leila Goulet, Student Engagement Coordinator, talked about the All-Oregon Academic Team (AOAT) lunch that 3 UCC students will be honored at this Friday along with other students from Oregon's 17 community colleges. The AOAT award not only looks at academic success but also recognizes the qualities of leadership and service. Two of the UCC awardees, Mason Ramirez and Laura Pierce, were at the Board meeting and shared their educational plans and involvement. Both of these students have involvement with Phi Theta Kappa honor society, which is connected to the award.
- **Maintenance Specialist:** Jim Epley, Maintenance/Grounds Lead, introduced UCC's new Maintenance Specialist, Jordan Drury who is a licensed HVAC mechanic and has 3 years of HVAC experience. Prior to Jordan's hire, Jim was the only UCC employee with this license.

### STANDING REPORTS

- **Association Representative:**
  - **ASUCC:** David Munoz, ASUCC President, shared some updates with the Board. ASUCC is grateful to have the opportunity to participate in College Council meetings. Two ASUCC officers will be graduating this term. The leaders are grateful for the turn in weather as it will help with activities they want to plan. One of their recent outdoor events had positive engagement, especially with the simple fun of a bamboo and bubble activity.
- **President's Report – Rachel Pokrandt, Ph.D.:** Before going into her report, President Pokrandt addressed the benefit of ASUCC participation in College Council. She then proceeded with some updates and news at



the College. A written report has been posted on the website. Highlights include continued work by the Financial Aid and IT teams to implement the new FAFSA process. The UCC Bookstore is doing well with new coffee cart offerings, a new blender, and a great group of student workers. The book sales are also up by 22%. The College has a new annual evaluation that will be rolling out and trainings will be coming soon. One of UCC's buildings, CWT, has severe leakage in the roof that will necessitate either a new roof or a remodel. The custodial team is fully staffed for the first time since Covid. Upcoming events include the CTE signing day event tomorrow, a baseball double header this Saturday, 2 free dental clinics on April 30<sup>th</sup> and May 14<sup>th</sup>, the Trades Showcase and Career Fair on May 9<sup>th</sup>, and the end of year celebration on June 18<sup>th</sup>. The osprey are nesting again on campus and the idea of a web cam is being considered.

- **Chair Report:** There was none.

#### INVITED REPORTS

- **Southern Oregon Wine Institute (SOWI):** Joel Goodwillie, SOWI Winery manager, shared a slide presentation with updates regarding classes and other vineyard happenings. The program currently has 6 students, each with diverse backgrounds and a wide span of ages. Various courses are offered throughout the year. The upper portion of the vineyard is at full maturity and the lower vineyard is approaching full maturity. During the pandemic, the vineyard was run by a company from California; however, SOWI has now switched to a local vineyard management company. Additionally, SOWI has an incubator program that allows outside vineyards to process grapes using SOWI's equipment/facility. There are currently 2 incubator clients and 3 perspective clients. SOWI is also participating in the community, including presenting for the Roseburg Public Library lecture series, connecting with the Roseburg Economic Development Committee and Aviva, consulting with new wineries, and pouring wine at the Greatest of the Grape. SOWI has made donations to the UCC Foundation and hosts Community Workforce Training classes as well. They have some upcoming events including an open house on memorial weekend where they will be serving wine from the wineries of 2 SOWI graduates, as well as events on Labor Day weekend and Thanksgiving weekend. Questions about the program were discussed.
- **Certified Nurse Assistant Update:** Chelsea Gillespie-Towne, Executive Director of Nursing and Allied Health, updated the board on UCC's Certified Nurse Assistant (CNA) program. This is an 11-week standalone program after which students can take their state test. The program is available through Friday Career Academy and there is also a class that takes place at RHS. There will be a summer course coming for high school students as well. The program is expanding the number of spots it has for UCC students in the fall. Other updates include the addition of a new nursing instructor and partnership work with the VA. A slide presentation was shared that included photos of students in action. Questions regarding another nursing program, LPN, were discussed.
- **Dual Credit Grant:** Teresa Rivenes, Vice President and Chief Academic Officer, shared about the grant UCC received from The Ford Family Foundation. Through this grant, high school teachers will receive stipends for teaching dual credit classes. Additionally, the grant allows for dual credit high school teachers to connect with UCC faculty in a professional learning community. Additionally high school advisors will connect with UCC to look at pathways for students. The grant pays for the dual credit materials and books as well. The goal of this work is to increase the number of dual credit schools, students, classes, teachers, and dual credit awards. Appreciation was shared for the various partners involved. President Pokrandt shared the purposeful nature of this work in accomplishing UCC's Strategic Doing Plan. Dual credit opportunities are provided at no cost to the student, which reduces tuition rates, but provides a return on mission as UCC reaches Douglas County.
- **Financial Report for FY 2023-24:** Natalya Brown, Chief Financial Officer, presented the quarterly financial reports for fiscal year 2023-24, ending March 31, 2024, which show stable financial performance and a consistent growth trajectory. The Statement of Net Position saw ongoing improvement. The General Fund has a slight decrease in position from transfers for strategic initiatives and the Debt Service Fund is up due



to an early debt recall. There were positive shifts in the College's Operating Revenues including an increase in state and local grants/contracts. Operating Expenses increased due to various activities including facilities acquisition/constriction for student remodeling. Higher enrollment contributed to increased Tuition and Fees. The General Fund has projected revenue increases and has expenses that follow planned spending. Budgeted transfers out has increased due to the student housing remodels; however, the College continues to maintain a strong and robust financial position.

**OLD BUSINESS** - There was none.

**NEW BUSINESS**

**Resolution No. 14**

**Recommendation for Approval of Construction Phase Contract of Design-Build Housing Project**

Natalya Brown, Chief Financial Officer, requested the Board's approval to award the contract to Guion Randol Contracting for the Design-Build Housing Project in the amount of \$3,744,000 for the construction phase of the project including Jackson Street and Oak Street properties. Ms. Brown noted that a Board Work Session had been held prior to the meeting reviewing the student housing work. Additionally, Ms. Brown clarified that the Board had approved Res. 9 and Res. 13 at previous meetings, which are connected to Res. 14.

**MOTION:** I move to approve Res. 14, as presented in the Board packet. Motion by Dir. McDonald, seconded by Dir. Smith, and unanimously approved.

**BP 6620 – Naming of Facilities and Other Entities**

Board Chair Loosley discussed Board Policy (BP) 6620, which had been pulled off the Consent Agenda as a First Reading Policy at the beginning of the meeting. The change in the authority clause which, under the revised version, would give the Board rather than the President final say was discussed. The general consensus of the Board members and the President was that this shift is beneficial as Board members represent the community, and names have a long lifespan. It was also noted that the old version was precise and regimented.

It was recommended to remove the conflict of interest clause in the policy as this topic is addressed by Oregon law and a separate UCC Board Policy.

**MOTION:** I move to amend BP 6620, by removing clause number two (conflict of interest). Motion by Dir. Smith, seconded by Dir. Littlejohn, and unanimously approved.

BP 6620, as amended, will proceed to the Board in May for a second reading.

**Board Comments**

- There were no Board comments.

Meeting adjourned at 6:35 p.m.



Respectfully submitted,

Approved,

Rachel Pokrandt, President  
Secretary of the Board

Steve Loosley  
Chair of the Board

Recorded by Abigail Willis

Attached to the permanent minutes:

Res. No. 14

First Reading Polices: 3820, 4104, 4250, 6620

Second Reading Polices: 4106, 4110



TO: **UCC Board of Education**  
FROM: **Jennifer Silva, Executive Director of Human Resources**  
SUBJECT: **April Personnel Actions**  
DATE: **May 8, 2024**

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Ryan Gresham, Digital Marketing Manager – Effective Date: 4/24/2024

**Faculty Hires:**

None

**Separations and Retirements**

None





## BOARD OF EDUCATION

Information Item

Action Item

**Subject: Second Reading of Board Policies**

**Date: May 8, 2024**

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

| <b>#</b> | <b>TITLE</b>  |
|----------|---|
| 3820     | Gifts, Donations, and Fundraising<br><i>The Board delegation changed from the President to the Foundation.</i>  |
| 4104     | Reverse Transfer<br><i>The language was streamlined by moving some of the details that were previously contained in this BP to its corresponding AP.</i>  |
| 4250     | Academic Standing<br><i>Criteria was moved out of the BP and into the AP. A definition of "Good Standing" was added.</i>  |
| 6620     | Naming of Facilities and Other Entities<br><i>The language was simplified through a criteria for naming section. The approval section, which is reflected in the corresponding AP, was removed. The policy number was changed to reflect a more accurate classification (6000s – Business and Fiscal Affairs). The policy was amended at the April Board meeting and no longer contains a "conflict of interest" section.</i> |

*Please see policies in 'Policies Second Reading' packet.*

**BOARD OF EDUCATION** **Information Item** **Action Item****Subject: Introductions****Date: May 8, 2024**

A. Robin Fransisco, Academic Program Support to the Deans      Danielle Haskett

*Danielle Haskett, Dean of Instruction: Allied Health, will introduce Robin Fransisco, who recently joined UCC as the Academic Program Support to the Deans.*

**BOARD OF EDUCATION** **Information Item** **Action Item****Subject: Invited Reports****Date: May 8, 2024****A. Cultural Competency Report**

Stevy Scarbrough

*Stevy Scarbrough, Associate Professor of Psychology and Chair of the IDEAL Committee, will present the "Cultural Competency at Post-Secondary Institutions 2024 Institutional Board Report." This report is being submitted by the Inclusion, Diversity, and Equity Action Leadership (IDEAL) Committee.*

**B. Annual Report from the Office of Early College**

Teresa Rivenes and Missy Olson

*Missy Olson, Executive Director of Early College Initiatives, and team will be giving an update on UCC's early college initiatives including Dual Credit, Expanded Options, and outreach efforts through the Work-Based Learning Coordinator.*



**BOARD OF EDUCATION**

**Information Item**

**Action Item**

**Subject: Standing Reports**

**Date: May 8, 2024**

- |  |                 |
|--|-----------------|
| A. Association Reports (Students, Faculty, Classified) | Various         |
| B. President's Report                                  | Rachel Pokrandt |
| C. Chair Report  | Chair Loosley   |



## BOARD OF EDUCATION

Information Item

Action Item

**Subject: Resolution No. 15  
Approval of the alternative contracting method,  
Design-Build for Medical Careers Hub and Welcome  
Center**

**Date: May 8, 2024**

The Board of Education is requested to approve the Design-Build alternative contracting method for the design and construction of the Medical Careers Hub and Welcome Center.

The use of an alternative contracting method, per ORS 279C.335(2), is considered an exemption from the “competitive bidding process” and requires an approval from the Board of Education. Although it is a change from a traditional process, the alternative contracting method requires adherence to a structured procurement process, such as the Request for Proposal (RFP) method, to ensure fairness and transparency in the selection of contractors.

On April 10th, 2024, the College published a notice of exemption for the use of an alternative contracting method and provided findings if requested by the public.

Findings for the exemption are included.

Recommendation by:  
Natalya Brown, Chief Financial Officer

Approved for Consideration:  
Rachel Pokrandt, President

**BOARD OF EDUCATION** **Information Item** **Action Item****Subject: Res. 16 – Board Adoption of the  
Community College Rules of Procurement****Date: May 8, 2024**

The Board is requested to adopt the updated Community College Rules of Procurement revised in alignment with ORS 279A, 279B and 279C.

Adopted in 2005, these rules have undergone multiple amendments over the years to integrate regulatory changes. The latest version reflects recent changes in procurement statutes, as outlined in the accompanying document.

Recommendation by:  
Natalya Brown, Chief Financial Officer

Approved for Consideration:  
Rachel Pokrandt, President



## UCC Board of Education Community College Rules of Procurement 2024 Summary

In January 2004 a voluntary and collective effort by Oregon community college procurement professionals resulted in the formation of a task force known as the Participating Oregon Community Colleges (POCC) The task force created the Community College Rules of Procurement. The most recent update to the rules was completed in 2019. Due to a number of recent changes to the procurement statutes, POCC members were tasked to update the Community College Rules of Procurement in 2024.

All of the proposed updates have been reviewed by the UCC Office of Business Services, Jeff Condit, outside counsel with Miller Nash, POCC, OCCA counsel, and is being presented to College Local Contract Review Boards across the state beginning this month.

Modifications to Sections 100 and 200 are subject to change only upon consensus of the POCC members. Section 300 applies only to Umpqua Community College. The agreed-upon changes to all sections are reflected in the markup document attached.

Here are the changes to note:

### **Update to Alternative Contracting Methods CCR.280**

CCR.280 is updated to align with a previous change not incorporated in the rules. The requirement of a public hearing was relaxed in statute in 2022 to state that a public hearing is not required unless requested.

References to the required findings pursuant to 279C.335(2)(b) were also updated.

### **Procurement thresholds alignment with state changes – CCR. 300**

The College's procurement thresholds are currently identified in our purchasing procedures. They follow the statute and changes to statute are incorporated when implemented. In an effort to increase transparency and oversight, we are adding CCR.300, which identifies the thresholds in the Rules of Procurement. This ensures that if Oregon statute modifies a threshold, the board and college leadership will have the opportunity to review and approve before implementation by procurement.

Here is an example of one of the current threshold modifications: Goods and services thresholds will be \$25,000 for direct award, \$25,000-\$250,000 for intermediate (3 quotes required), and over \$250,000 for formal Request for Proposal/Invitation to bid, or alternative method. See the table following this document.

### **Contract Reinstatement CCR.324**

There are times that the College has a need to reinstate a contract after it has been closed. CCR.324 currently allows the College to reinstate a contract within 90 days of the end date. We have increased that timeframe to within 360 days of the contract end date. This is not a change or exemption from competitive requirements and is highly unlikely that this change would diminish competition in any way.

### **Procurement of Goods and Services CCR.340**

CCR.340 (2) replaced “shall” with “may” due to difficulty of finding COBID-certified contractors in rural areas.

**Solicitation Requirements for Personal Services added CCR.350**

CCR.350 is added to clarify conditions in which Personal services contracts may be selected through direct negotiation.

- If a Personal Service Contract is less than the Minimum threshold.
- A Personal Services Contract may be amended if the scope of work is not changed.
- The nature of the work is not project-driven but requires an ongoing, long-term relationship of knowledge and trust. Examples of such Work include insurance brokerage/agent of record services, medical services, audit services, banking, and legal services.

CCR.350 (A) replaced “five years” with “seven years.”

**General cleanup of language and formatting**

The majority of the changes in the document are cleanup of formatting, along with minor additions and deletions because of redundant information or to improve clarity.



## Umpqua Community College – Office of Business Services – Purchasing Department

Reference Table showing procurement threshold changes as stated in CCR.300

| Procurement Type   | Small Procurement<br>No Competitive Quotes Required | Intermediate Procurement<br>Send copies of at least 3 <u>Written Quotes</u> to Purchasing Department. | Formal Procurement<br>Contact Purchasing Department to determine the proper formal process and timeline. |
|--|---|---|--|
| <b>Goods &amp; General Services, Personal Services</b>                       | < or = \$25,000<br>(Previously < or = \$10k)        | \$25,000.01 - \$250,000<br>(Previously > \$10k- \$150k)   | > or = \$250,000.01<br>(Previously > \$150k)   |
| <b>Architects, Engineers, and Related Services</b>                           | < or = \$100,000<br>(No Change)                     | \$100,000.01 - \$250,000<br>(Previously > \$10k- \$150k)  | > or = \$250,000.01<br>(Previously > \$150k)   |
| <b>Public Improvement</b>  | < or = \$24,999<br>(Previously < or = \$5,000)      | \$25,000.01 - \$100,000<br>(Previously > \$5k- \$100k)  | > or = \$100,000.01<br>(No Change)   |
| <b>Note: All procurements in excess of \$350,000 require Board Approval.</b> |   |   |  |



## BOARD OF EDUCATION

Information Item

Action Item

**Subject: Resolution No. 17 – Approval of Contract to North Umpqua Plumbing for Boilers Replacement**

**Date: May 8, 2024**

This resolution seeks Board approval in awarding a contract to North Umpqua Plumbing in the amount of \$378,500, aimed at replacing the boilers in our Athletic Complex, as advertised in the Invitation to Bid No. ITB-Boiler Replacement AC 2024.

The current boilers in the Athletic Complex serve seven campus buildings: all the athletic buildings, Bonnie J Ford Health & Science Center, Jacoby Auditorium and Whipple Fine Arts. Boilers are providing heating and hot water, including regulating the pool temperature. Presently, we rely on only one boiler, as the second requires expensive repairs. Due to their age, which dates to their original installation in 1970, these boilers have exceeded the typical operational lifespan.

The proposed replacements are energy-efficient, easily serviceable, and equipped with a control system for streamlined maintenance.

Recommendation by:  
Natalya Brown, Chief Financial Officer

Approved for Consideration:  
Rachel Pokrandt, President