



**UMPQUA**  
Community College

**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](http://umpqua.edu)

Work Session: Facilities Workplan; TAP 17; 4:00 p.m.  
Budget Hearing; 5:00 p.m.; TAP 17

**VOL. LVIII, No. 5 BOARD OF EDUCATION REGULAR MEETING**  
**December 13, 2023; 5:00 p.m.; Room 17, Tap'òyt'a' Hall (TAP)**

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

---

**AGENDA - Revised**

---

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.	INTRODUCTIONS	
	A. Computer Science Team	Vincent Yip
VIII.	INVITED REPORTS AND COMMENTS	
	A. FAFSA Updates	Michelle Bergmann
	B. President's Report	Rachel Pokrandt
	C. Chair Report	Chair Loosley
IX.	OLD BUSINESS	
X.	NEW BUSINESS	
	A. 2022-23 Audit Report	Natalya Brown
	B. Budget Calendar for FY 2024-25	Natalya Brown
	C. Res. 8 Adopting Supplemental Budget	Natalya Brown
	D. Res. 9 Limited Expenditure Design-Build Housing Project	Natalya Brown
	E. Res. 10 Transfer of Appropriation	Natalya Brown
XI.	BOARD COMMENTS	
XII.	ADJOURNMENT	Chair Loosley



**Board of Education Regular Meeting  
December 13, 2023**

**UPCOMING MEETING:**

- Regular Board Meeting February 14; time and location TBA

Abigail Willis, Board Assistant, [abigail.willis@umpqua.edu](mailto:abigail.willis@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 Abigail Willis, Board Secretary, at [abigail.willis@umpqua.edu](mailto:abigail.willis@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 [abigail.willis@umpqua.edu](mailto:abigail.willis@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>ii</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: December 13, 2023**

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

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



## BOARD OF EDUCATION MINUTES

November 8, 2023

The Umpqua Community College Board of Education had a regular meeting on Wednesday, November 8, 2023, in room 17 of Tap<sup>h</sup>òyt<sup>h</sup>a' Hall at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on YouTube. Board Chair Loosley called the meeting to order at 5:00 p.m. and the pledge of allegiance was given.

**Directors present:** Guy Kennerly, David Littlejohn, Steve Loosley, Caroline Lydon, Twila McDonald, and Bud Smith

**Director excused:** Erica Mills

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

### Consent Agenda:

1. Minutes of College Board Meeting of Oct. 11, 2023
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.

### INTRODUCTIONS

UCC Director of Athletics and Events, Craig Jackson, and eSports coach Tim Thomason discussed the eSports program at the college. There are currently five sports being played with weekly games at various times. The competitors are remote, and the competition is broadcast from the campus cafeteria. The goal of the program is to provide like-minded cohorts to support students through college. An eSports player discussed his experience, and two Board members played a game.

### REPORTS

- **Downtown Housing Update:** Guion Randol, general contractor, and Nick Lovemark, architect, discussed the progress of the various UCC-owned buildings in Downtown. The Hawk's Nest has some mechanical and electrical upgrades that need to be worked on. The building on Cass Street is in the preliminary stages and has various structural components to be dealt with. This building is the least prioritized. Most of the discussion revolved around the old Newberry building on Jackson Street and internal diagrams were shown. Plans currently indicate that the building will have 15 rooms and house 28 students. There will be a common area, shared kitchen, and study rooms. Meetings have been held to gather student input. There was Board discussion on how the communal areas will run. The old Newberry building is in the design phase and the initial drawing has been submitted to the city, with a goal of completion of September 2024.
- **OHSU BSN Partnership:** Danielle Haskett, Dean of Learning and Support Services, and Chelsea Gillespie Towne, Executive Director of Nursing and Allied Health, shared a slide presentation about the nursing program through the student's perspective. They had a current nursing student share their experience in the program. There are various entrance and exit options that students can take in the program that lead to a CNA, LPN, RN, or BSN. The latter can be obtained through a partnership between UCC and OSU and new tracks are being developed to speed up this process. Despite the program's graduation-to-hire success,



students still face barriers such as food, finances, and childcare. The presenters asked the Board for advice and a brief discussion was held.

- **ASUCC Report:** David Munoz, ASUCC President, shared the progress of the Thanksgiving food drive. Student leadership went through a restructuring and is working to increase the efficiency of the onboarding process for new officers as well. A new proposal for the restructuring will be provided at the next meeting.
- **Association Representatives:**
  - Crystal Sullivan, Social Sciences Department Chair, shared how faculty members are noticing that students who were in high school during the Covid-19 pandemic are struggling with college readiness. There has been positive progress on transferring assessments to Canvas Assessment Tool, which will help with the accreditation process.
  - Amanda Cerda, ACEUCC President, submitted a written report, which is attached to the appropriate Board packet.
- **President's Report – Rachel Pokrandt, Ph.D.:** A written report has been posted on the website. The President expressed a spirit of thankfulness to the staff and students for their efforts and work. UCC has hired a new Mental Health Counselor, Casey Kohl, and will be offering 24/7 telehealth options as well. Intercession registration will open on November 12<sup>th</sup>, allowing students to take classes during Winter Break. UCC's computer programming club finished third at the seventh annual Invent Oregon Collegiate Challenge. The Learning Center is open and will have a grand re-opening on December 8<sup>th</sup>. Wolf Creek Job Corp has 54 students and is working to get back to pre-pandemic levels. The UCC Truck School in Green is set for a remodel, which will start on November 11<sup>th</sup>. IT Director, Tim Hill, has retired. Kathy Thomason and Josh Ogle are working in his place. The Legacy Ball is coming up on November 10<sup>th</sup> and UCC will be participating in the Veteran's Day Parade on November 11<sup>th</sup>.
- **OSBA Training Report:** Dir. Lydon shared information from the OSBA Legislative Road Show. There was not much discussion at the workshop on higher education.
- **Chair Report:** There was none.

**OLD BUSINESS** - There was none.

**NEW BUSINESS** - There was none.

#### Board Comments

- Board Chair, Steve Loosley, expressed thanks for the IT support during the meeting.

Meeting adjourned at 6:32 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: Personnel Actions



TO: UCC Board of Education  
FROM: Jennifer Silva, Executive Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: November 30, 2023

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Abigail Willis, Senior Executive Assistant to the President and Board – Effective November 1, 2023

Casey Kohl, Mental Health Counselor Coordinator – Effective November 1, 2023

**Faculty Hires:**

n/a

**Separations and Retirements**

John Stoddard, WCJC Faculty – Effective November 2, 2023

Julia Harrison, Digital Content Writer – Effective November 27, 2023



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject:** First Reading of Board Policies

**Date:** December 13, 2023

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

#	TITLE
311	Compensation- Delete <i>The college is in the process of converting all policies from a 3-digit to a 4-digit numbering system. BP 311 doesn't accurately reflect how compensation is determined. It has been replaced by BP 7130 Employee Compensation.</i>
347	Working Conditions- Delete <i>The college is in the process of converting all policies from a 3-digit to a 4-digit numbering system. BP 347 is specific to outliers (Part-time and Unrepresented) and delineates information that the state already has as law regarding breaks and lunches, making it an unnecessary policy.</i>
6340	Bids and Contracts <i>Contains updated threshold limits to match those that will be in the revised Community College Rules of Procurement in response to the implementation of SB 1047 effective January 1, 2024.</i>
7365	Employee Discipline <i>New policy written to replace 313.01 to clean up the language to align with the Collective Bargaining Agreements and Oregon Labor Laws.</i>

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

**BOARD OF EDUCATION**☒ **Information Item**☐ **Action Item****Subject: Introduction – Computer Science Team****Date: December 13, 2023**

The Computer Science Team will be introduced and share information about their club accomplishments.

Team member present will be Isaiah Weiss along with Team Advisor Vincent Yip.



**BOARD OF EDUCATION**☒ **Information Item**☐ **Action Item****Subject: Invited Reports and Comments****Date: December 13, 2023**

A. FAFSA Updates

Michelle Bergmann

B. Association Reports

Various

C. President's Report

Rachel Pokrandt

D. Chair Report

Chair Loosley



## Association of Classified Employees of UCC

*A Commitment to Excellence!*

7

### ACEUCC Board Report for November 2023

- Executive Committee Updates:
  - Vice-President position filled - Ben Dorsey, TRIO TOP-SSS Advisor
  - Chaired an ACEUCC Membership committee - Ryan Smith from Facilities
  - Still trying to fill the Treasurer position on Executive Committee
- Lost a member of the Prof. Dev committee, but a classified staff has already volunteered - Melanie Roesberry from Facilities
  - Prof. Dev applications are now being reviewed and are open for consideration over the historical \$1,000 per year for classified staff.
- Labor Management committee is in force and has scheduled regular meetings.
  - November's meeting resulted in 3 reclassifications, to be reported on by Admin.

**Amanda Cerda** | President  
Association for Classified Employees of  
**Umpqua Community College**  
Office: 541-440-4606





## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject: Annual Comprehensive Financial Report  
for FY2022-23**

**Date: December 13, 2023**

The Board of Education is requested to accept the 2022-23 audit report.

Recommendation by:

Natalya Brown, Chief Financial Officer

Approved for Consideration:

Rachel Pokrandt, President



## BOARD OF EDUCATION

☒ Information Item

☐ Action Item

**Subject:**  
**Proposed Budget Calendar for Fiscal Year 2024-2025**

**Date: December 13, 2023**

- |                 |  |
|-----------------|--|
| Sun., March 7   | Publish 1st “Notice of Budget Committee Meeting”<br>(ORS 294.426 – published in News Review, not more than 30 days before the meeting date)  |
| Mon., March 25  | Publish 2nd “Notice of Budget Committee Meeting”<br>(ORS 294.426 - published on UCC’s website, in a prominent manner and maintained on the website for at least 10 days before the meeting date) |
| Thurs., April 4 | Budget Committee Meeting, 6:00 PM  |
| Sun., April 21  | Publish “Notice of Budget Hearing”<br>(ORS 294.438 – Not more than 30 days and not less than five day before the meeting of the governing body)  |
| Wed., May 8     | Hold budget hearing  |
| Wed., June 12   | Regular College Board of Education Meeting: Adopt resolutions, adopt budget, and make appropriations.  |



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject:**  
**Resolution #8, Adopting the Supplemental Budget**

**Date: December 13, 2023**

The Board is requested to adopt a supplemental budget and make appropriations for the 2023-2024 year as presented:

### General Fund

Increase the 'Beginning Fund Balance' in the amount of \$2,000,000 to provide 'Transfer to Capital Projects Fund' for replacement of the track and the remodel of student housing properties.

### Capital Projects Fund

Increase the 'Transfer In' and 'Facilities Acquisition/Construction' function by \$2,000,000 for replacement of the track and remodel of student housing properties.

ORS 294.471 allows for supplemental budget in the event of an occurrence or condition that is not ascertained during budget preparation.

Recommendation by:  
Natalya Brown, Chief Financial Officer

Approved for Consideration:  
Rachel Pokrandt, President

UMPQUA COMMUNITY COLLEGE  
Resolution No. 8 - FY 23-24  
Adopting Supplemental Budget and Making Appropriations

WHEREAS, the provisions of ORS 294.471 allow for a supplemental budget when a condition which had not been ascertained at the time of the preparation of the budget requires a change in financial planning.

NOW, THEREFORE that the Board of Education of Umpqua Community College hereby  
BE IT RESOLVED adopts the Supplemental Budget as follows:

	General Fund		
	23-24 Budget Through Resolution 7	Adjustment	23-24 Budget Through Resolution 8
RESOURCES	\$ 37,126,195	\$ 2,000,000	\$ 39,126,195
EXPENDITURES:			
Instruction	9,017,961	-	9,017,961
Instruction Support	2,224,848	-	2,224,848
Student Services	3,670,037	-	3,670,037
College Support Services	8,150,170	-	8,150,170
Financial Aid	837,458	-	837,458
Transfers	3,916,413	2,000,000	5,916,413
Operating Contingency	3,585,071	-	3,585,071
Reserves	5,724,236	-	5,724,236
TOTAL	<u>\$ 37,126,195</u>	<u>\$ 2,000,000</u>	<u>\$ 39,126,195</u>

	Capital Projects Fund		
RESOURCES:			
Beginning Fund Balance	\$ 1,098,867	\$ -	\$ 1,098,867
Local Revenue	47,750	-	47,750
Transfers	1,702,000	2,000,000	3,702,000
TOTAL	<u>\$ 2,848,617</u>	<u>\$ 2,000,000</u>	<u>\$ 4,848,617</u>
EXPENDITURES:			
Facilities Acquisitions/Construction	\$ 2,272,617	\$ 2,000,000	\$ 4,272,617
Reserves	576,000	-	576,000
TOTAL	<u>\$ 2,848,617</u>	<u>\$ 2,000,000</u>	<u>\$ 4,848,617</u>

ADOPTED: December 13, 2023

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject: Resolution No. 9  
Limited Expenditure Design-Build Housing Project**

**Date: December 13, 2023**

This resolution seeks approval from the Board of Education for a limited expenditure of \$500,000 to Guion Randol Contracting during the pre-construction phase of the Design-Build Housing project, pending the negotiation of the construction portion of the contract.

The restricted budget will cover temporary/reimbursable costs associated with the project's construction stage, like obtaining permits, purchasing elevator, etc. These expenses encompass fees, challenges in the supply chain, efforts to secure market prices, and unforeseen costs aimed at advancing the project.

Recommendation by:  
Natalya Brown, Chief Financial Officer

Approved for Consideration:  
Rachel Pokrandt, President



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject: Resolution #10, Transfer of Appropriation**

**Date: December 13, 2023**

This is a resolution to transfer appropriation in the General Fund.

A transfer of appropriation from General Fund Contingency to General Fund College Support Services is required to complete technology infrastructure upgrades.

**Firewall – equipment and training \$175,000**

The current firewall operates at 1gb while our internet provides 10gb. The incompatibility of the two creates a bottleneck effect and greatly reduces speed, connectivity, and productivity. Acquiring and implementing a new firewall will create network connectivity that will allow us to keep the 10gb connectivity throughout our entire network infrastructure.

**Network Switches (8) - \$80,000**

Network switches connect IT devices together to create a communications network allowing servers, file storage, internet, etc. to be shared across the network.

8 switches will reach end of life in the next 6 months and will no longer be supported or able to receive updates. Replacement is required to ensure continued network activity on campus.

**Access and Vulnerability Testing - \$50,000**

UCC will contract with a third-party company to conduct internal and external pen testing and vulnerability testing to further identify areas of concern within our network. Results of the testing will be used to identify and resolve these areas and make our environment as secure as possible.

\$215,000 of additional appropriation is required to complete the upgrades. \$90,000 of existing appropriation will be used.



UMPQUA COMMUNITY COLLEGE  
Resolution No. 10 - FY 23-24  
Transfer of Appropriation

WHEREAS, the provisions of ORS 294.463 (2) allow for the transfer from Contingency to another existing appropriation, and

NOW, THEREFORE that the Board of Education at Umpqua Community College hereby adopts  
BE IT RESOLVED this resolution to transfer appropriation from General Fund Contingency to College Support Services in the total amount of \$215,000.

	General Fund		
	23-24 Budget Through Resolution 9	Adjustment	23-24 Budget Through Resolution 10
RESOURCES	\$ 39,126,195	\$ -	\$ 39,126,195
EXPENDITURES:			
Instruction	9,017,961	-	9,017,961
Instruction Support	2,224,848	-	2,224,848
Student Services	3,670,037	-	3,670,037
College Support Services	8,150,170	215,000	8,365,170
Financial Aid	837,458	-	837,458
Transfers	5,916,413	-	5,916,413
Operating Contingency	3,585,071	(215,000)	3,370,071
Reserves	5,724,236	-	5,724,236
TOTAL	<u>\$ 39,126,195</u>	<u>\$ -</u>	<u>\$ 39,126,195</u>

ADOPTED: December 13, 2023

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair