

UMPQUA COMMUNITY COLLEGE

Umpqua Community College transforms lives and enriches communities.

Executive Session at 4:00 p.m. per ORS 192.660(2)(d) to conduct deliberations with a person designated by the governing body to carry on labor negotiations.

VOL. LV, No. 7 BOARD OF EDUCATION MEETING

February 10, 2021; 4:30 p.m.

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

AGENDA

MEMBERS:

Steve Loosley, Chair _____
Guy Kennerly, V. Chair _____
Doris Lathrop _____
David Littlejohn _____

Randy Richardson _____
Erica Mills _____
Twila McDonald _____

ADMINISTRATION:

Debra Thatcher _____
Kacy Crabtree _____

I. CALL TO ORDER

Chair Loosley

II. ATTENDANCE

Chair Loosley

III. PLEDGE OF ALLEGIANCE

Chair Loosley

IV. CITIZEN COMMENTS

The Board values input from citizens of the Umpqua Community College District. Due to Oregon Executive Order 20-12 the Board of Education meeting will be conducted online. Public comments may be submitted to robynne.wilgus@umpqua.edu up until the start of the meeting and they will become part of the record. Please include your name, address, and city of residence. 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 enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

VI. CHANGES TO THE AGENDA

Chair Loosley

VII. INTRODUCTION

p 10

A. Jana Pierce, Director of Institutional Effectiveness

Debra Thatcher, President

VIII. REPORTS		pp 11-22
A. Standing Report		
1. ASUCC Report	Jesika Barnes, ASUCC President	
2. OCCA Report	Dir. Lathrop	
3. President's Report	Debra Thatcher, President	
B. Informational Reports		
1. Facilities Annual Report	Jess Miller	
2. Senior Leadership Team Report	Debra Thatcher, President	
3. Financial Report for FY 2020-21	Natalya Brown	
4. Review of Cares Act / CRRSAA Funding	Natalya Brown	
IX. OLD BUSINESS		
X. NEW BUSINESS		
A. Resolution #10, Increase Appropriation	Natalya Brown	pp 23-24
B. First Reading of Policies (<i>see addendum</i>)	Debra Thatcher	p 25
XI. BOARD COMMENTS	Chair Loosley	
XII. ADJOURNMENT	Chair Loosley	

UPCOMING MEETING:

- Regular Board Meeting, March 10, 4:30 p.m.

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

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

Information Item

Action Item

Subject: Consent Agenda

Date: February 10, 2021

Recommend approval of:

- 1. Minutes of College Board Meeting of Dec. 9, 2020 pp 1-3
- 2. Minutes of College Board Retreat of Jan. 6, 2021 p 4
- 3. Minutes of College Board Special Meeting of Jan. 15, 2021 pp 5-6
- 4. Personnel Actions p 7
- 5. Resolution #9, Increase Appropriation pp 8-9
- 6. Second Reading Policies:

<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>
N/A	3550	Drug Free Environment and Drug Prevention Program	1

Information only:

614	6316	Debt Issuance and Management	2-3
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The associated administrative procedures are being shared as an information item:

<u>Old #</u>	<u>New #</u>	<u>Title</u>	<u>Addendum Page #</u>
N/A	3550	Drug Free Environment and Drug Prevention Program	4-11

See Board Packet Addendum for 2nd reading policies and procedure

Recommendation by:



Approved for Consideration:



**UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
December 9, 2020**

The Umpqua Community College Board of Education met on December 9, 2020, via Zoom conferencing; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 4:34 p.m. and the pledge of allegiance was given.

Directors present: Doris Lathrop, Steve Loosley, Twila McDonald, David Littlejohn, Erica Mills, and Randy Richardson

Director excused: Guy Kennerly

Others present:

Debra Thatcher	Scott Simpson	Missy Olson	Kelley Plueard
Robynne Wilgus	Kevin Mullerleile	Danielle Haskett	Facebook live-stream
Natalya Brown	Tim Hill	Chase Gilley	

Consent Agenda:

1. Minutes of College Board Meeting of Nov. 10, 2020
2. Personnel Actions
3. COVID-19 Health & Safety Plan Update
4. Removal of BA101 Student fee of \$5.00
5. Resolution #7, Increase Appropriation
6. Second Reading Policies:

Old #	New #	Title
N/A	1100	The Name of the College
N/A	1200	Umpqua Community College Mission
N/A	2100	Board of Education Elections
718	4040	Library
710	5030	Tuition and Fees

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

Changes to the agenda: The audit will be presented after the new employee introduction.

Introduction: Danielle Haskett introduced Mireille Kotoklo the Director of Library Services effective December 8, 2020. She holds a Master of Science in Management and Administrative Sciences from the University of Texas at Dallas; a Master in Library Science from Southern Connecticut State University; and a Master in Teaching English to Speakers of Other Languages (TESOL) from Central Connecticut State University. She graduated from the Université Nationale d' Abidjan with a Bachelor in English Language and Literature. She has spent most of her career working in management roles in academic libraries at DePaul University in Chicago, IL, University of Texas at Dallas, Fairfield University in Fairfield, CT; and Housatonic Community and Technical College in Bridgeport, CT. She also served as a Branch Manager for the City of Dallas Public library system.

REPORTS

- **ASUCC – Kamilah Mirza, President:** no report
- **OCCA – Debra Thatcher, President:** A written report was submitted and is posted on the webpage. Two highlights: 1. The upcoming legislative session will impact college funding; 2. The guest speaker was incredible on diversity, equity, and inclusion matters. Dir. Lathrop thanked President Thatcher for filling in.
- **President – Debra Thatcher, President:** A written report was submitted and is posted on the webpage. A few highlights were shared. UCC continues to update COVID-19 prevention practices and is in compliance with OHA and OR-OSHA guidelines. The automotive program is moving forward with a one-year certificate. Nursing is moving forward with seeking national accreditation; this is in addition to their current approval status (equivalent to accreditation) with OSBN. Lockwood Hall renovations will be from January through June. Athletic competitions are still uncertain but student athletes continue to be engaged and enrolled. A photo of the eSports room was shared. Accreditation and institutional effectiveness work is on schedule. Information was shared about discontinuing the requirement for students to purchase accident insurance.
- **Enrollment – Missy Olson:** A slide presentation was reviewed showing enrollment status, comparisons of previous years, and current enrollment strategies. Overall, enrollment is only down about 4.5%, which shows the phenomenal work and effort from faculty and staff.
- **Cultural Competency Annual Report – Debra Thatcher presenting on behalf of Alex Jardon:** As required by HB 2864, the annual report was presented to the Board. The report provides a summary of institutional cultural competence efforts and actions.

NEW BUSINESS

Board approval was requested for the Diversity, Equity, & Inclusion Plan 2020-23. The plan, which has been in construction for about two years, is to help the College create diverse working and learning environments that are successful. Four actions are emphasized: trainings, examination of policies and procedures, applying DEI principles in classrooms, and the use of data in decision-making and practices. The document is a “living” document and will be updated annually. Discussion focused on the socio-economic diversity of the community.

MOTION: I move to approve the Diversity, Equity, & Inclusion Plan 2020-23 as presented. Motion by Dir. Lathrop, seconded by Dir. Mills, and unanimously approved.

President Thatcher presented the first reading of policies. 6316 Debt Issuance and Management was approved in March but failed to mention it was replacing an existing policy. 3550 Drug Free Environment and Drug Prevention Program is required by federal regulations.

Old #	New #	Title
N/A	3550	Drug Free Environment and Drug Prevention Program
614	6316	Debt Issuance and Management

Natalya Brown, Chief Financial Officer, introduced the auditors from Moss Adams, Kevin Mullerleile and Scott Simpson. Mr. Mullerleile commended Ms. Brown for the awesome job amidst challenges (departmental turnover, COVID-19, and wildfires). Everyone has been resilient and they appreciated her team’s efforts in preparing the financial statements. The results of four reports were shared which indicated the College followed generally accepted accounting principles, no adjustments were needed on the financial statements, there were no compliance findings to report, and the College was within budget and state compliance. There were no disagreements with management, no unresolved accounting matters, and no audit adjustments identified. It is a clean audit with nothing negative to report.

MOTION: I move to accept the 2019-20 Audit Report as presented. Motion by Dir. Mills, seconded by Dir. McDonald, and unanimously approved.

Board Comments:

- Director Lathrop’s birthday was recognized.
- Presidential Search update: The ad hoc committee has their first meeting next week. January 4 is the closing date for accepting applications; there have been 35 submitted thus far. The Search Committee will bring candidate recommendations for review to the Board.

Meeting adjourned 5:45 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
Clerk of the Board

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:

- Personnel Actions
- COVID-19 Health & Safety Plan Update
- Removal of BA101 Student fee of \$5.00
- Resolution #7, Increase Appropriation

Second Reading Policies:

Old #	New #	Title
N/A	1100	The Name of the College
N/A	1200	Umpqua Community College Mission
N/A	2100	Board of Education Elections
718	4040	Library
710	5030	Tuition and Fees

- Diversity, Equity, & Inclusion Plan 2020-23
- 2019-20 Audit Report

UMPQUA COMMUNITY COLLEGE
BOARD RETREAT NOTES
January 6, 2021

The Umpqua Community College Board of Education met for a Retreat on January 6, 2021, in Room 201 of the Health Nursing Science Center on campus and via Zoom conferencing; the meeting was live-streamed on Facebook. The meeting began at 1:00 p.m.

Directors present: Doris Lathrop, David Littlejohn, Steve Loosley, and Guy Kennerly; via Zoom: Twila McDonald and Erica Mills

Director excused: Randy Richardson

Others present via Zoom:

Debra Thatcher
 Robynne Wilgus

Natalya Brown
 Kelley Plueard

Chase Gilley
 Facebook Live-Stream

Board Chair Steve Loosley explained the two segments of the Board Retreat: 1.) The public portion will focus on Accreditation; and, 2.) an executive session will be held regarding bargaining per ORS 192.660(2)(d).

President Thatcher provided an accreditation update using a PowerPoint slide presentation. The update included information on the accreditation process and standards. Additional information such as next steps, PRFR (policy, regulations, and financial review), Governance and Board PRFR efforts, and preparations for the 7-Year Evaluation of Institutional Effectiveness report and visit were also reviewed. A brief discussion included the Board's responsibilities with the budget.

Other topics were briefly mentioned:

- An enrollment update on the start of winter term was given by President Thatcher.
- A new federal relief package will be coming in about a month and should be about twice the amount to the previous CARES Act funding. A plan of distribution will be developed.
- OCCA legislative calls begin soon. President Thatcher will be participating; arrangements will be made for a substitute UCC participant for just a couple of the calls she is unable to attend.
- President Thatcher reviewed which classes are meeting on campus and the approval process to do so. Remote learning is being planned for spring term. A decision regarding summer and fall classes will be made in a couple of months. Student athletes may have a few events such as track or baseball and it is hoped that April competitions will be allowed. The coaches have been very successful in keeping the students engaged.
- The presidential search remains open until the position is filled; this is anticipated to happen in March or April. January 4 was the suggested date to submit an application that will receive full consideration. Thus far, over 80 applications have been received. The search committee is planning for an adequate consideration of all applications.

At 1:39 p.m. citing ORS 192.660(2)(d), Chair Loosley began the executive session to conduct deliberations with a person designated by the governing body to carry on labor negotiations.

UMPQUA COMMUNITY COLLEGE
BOARD MINUTES
January 15, 2021

The Umpqua Community College Board of Education met on January 15, 2021, via Zoom conferencing; the meeting was live-streamed on Facebook. Board Chair Loosley called the meeting to order at 12:01 p.m.

Directors present: Guy Kennerly, Doris Lathrop, David Littlejohn, Steve Loosley, Twila McDonald, and Randy Richardson

Director excused: Erica Mills

Others present:

Debra Thatcher, Robynne Wilgus, Chase Gilley, Jess Miller, Natalya Brown, and Facebook livestream

Changes to the agenda: an additional item related to the presidential search will be discussed after Resolution No. 8.

NEW BUSINESS

Natalya Brown, Chief Financial Officer, requested Board approval of Resolution No. 8 – Declaration of Emergency that is related to the landslide that occurred on campus on January 6, 2021. Approving the resolution will allow the College to take certain actions that will speed the required repairs and mitigate the risk of injury or accident to College students, staff, and campus visitors. Immediate efforts of addressing the damage and the rerouting of utilities was explained by Jess Miller, Director of Facilities.

MOTION: **I move to approve the Resolution No. 8 – Declaration of Emergency, as presented. Motion by Dir. Littlejohn, seconded by Dir. Kennerly, and unanimously approved.**

Chair Loosley requested Board approval to add a preliminary screening rubric as another filter layer of objective criteria for the ad hoc committee's use in narrowing down the number of applications to be reviewed by the Presidential Search Advisory Committee. Using the basic minimum criteria previously approved in the presidential profile yielded 72 eligible applications out of the 89 that were received. It is important to narrow the applications to a smaller manageable list in order for the Search Advisory Committee to provide careful consideration. The rubric rates the applicant in the following categories: 5 years leading people, demonstrates increasing responsibilities, senior leadership team experience in higher education environment, experience leading teams larger than 20 people, experience in education administration, and experience in accreditation. Board discussion considered the process of using the rubric, the value of using subjectivity, the importance of being fair and equitable, being transparent, and allowing opportunities for feedback.

MOTION: **I move to approve the use of the preliminary screening rubric, as presented. Motion by Dir. Kennerly, seconded by Dir. Richardson, and unanimously approved.**

There were no Board comments.

Meeting adjourned at 12:29 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.
Clerk of the Board

Steve Loosley
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:
Preliminary screening rubric

TO: UCC Board of Education
FROM: Kelley Plueard, Director of Human Resources
SUBJECT: Personnel Actions
DATE: February 10, 2021

Board approval is requested on the following personnel actions:

Administrative Contracts:

Mary Flaherty, Compliance Officer – Effective March 1, 2021

Jana Pierce, Director of Institutional Effectiveness – Effective January 11, 2021

Faculty Contracts:

N/A

Resignations/Separations

N/A

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

Information Item

Action Item

Subject: Resolution #9, Increase Appropriation

Date: February 10, 2021

This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.

UCC received an award in the amount of \$108,647 from the US Department of Education to support distance learning – GEER Distance Learning

Recommendation by:



Approved for Consideration:



UMPQUA COMMUNITY COLLEGE
Resolution No. 9 - FY 20-21
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has received new awards in the amount of \$108,647 from the US Department of Education; and

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$108,647 to provide support for improving distance learning

Special Revenue Fund - Grants and Contracts

	20-21 Budget Through Resolution 8	Adjustment	20-21 Budget Through Resolution 9
REVENUES:	\$ 7,900,540	\$ 108,647	\$ 8,009,187
EXPENDITURES:			
Instruction	\$ 1,122,865	\$ -	\$ 1,122,865
Instruction Support	925,263	108,647	1,033,910
Student Services	2,322,863	-	2,322,863
College Support Services	2,601,755	-	2,601,755
Community Services	927,794	-	927,794
Financial Aid	-	-	-
TOTAL	<u>\$ 7,900,540</u>	<u>\$ 108,647</u>	<u>\$ 8,009,187</u>

ADOPTED: FEBRUARY 10, 2021

Clerk of the Board

UCC Board Chair

<p style="text-align: center;">BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</p>	<p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p>
<p>Subject: Introduction – Director of Institutional Effectiveness</p>	<p>Date: February 10, 2021</p>
<p>Jana Pierce is the new Director of Institutional Effectiveness. As a published author, instructor, program coordinator, and administrative director of programs for institutions in the Pacific Northwest and California, Jana brings extensive higher education and accreditation experience to UCC. Jana was born in California, but has been an Oregon native, in Jackson County, since 1974 (no, don't do the math!).</p> <p>Jana has a passion for students and instructional strategies that support the educational relationship, as well as equitable grading, belonging, motivation and resilience. Extreme passion lies in strategies to unite team members through application of neuroscientific change processes, diffusion of innovation theory, and strengths-based instructional design practices fostering unified vision, individuality, authentic leadership, and team empowerment.</p> <p>Jana holds an associate of applied (AAS) science degree in Dental Hygiene from Portland Community College (1994), a bachelor of science degree (BS) in Dental Hygiene from Oregon Institute of Technology (2011), and a master of science degree (MS) in Dental Hygiene Education/Public Health from Idaho State University (2017). Current educational pursuit includes a Doctorate of Philosophy of Education with an emphasis on Instructional Design for Online Learning from Capella University. Dissertation phase will begin this spring; a Delphi study intended to determine consensus on what components and instructional design strategies have the most influence on transactional distance in blended dental hygiene (career technical education) courses.</p> <p>When she is not writing or researching compliance strategies, Jana can be found enjoying the outdoors with her dogs and family; camping, paddle boarding, snowshoeing and hiking. One professional goal for the upcoming year is to develop personal relationships with each UCC team member. One personal goal includes exploring the trails of the Umpqua headwaters and river bed. Jana is looking forward to her new role at UCC and excited to meet you all!</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

<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: February 10, 2021</p>
<p>STANDING REPORTS:</p> <ul style="list-style-type: none"> • ASUCC Report Jesika Barnes, ASUCC President • OCCA Report Dir. Doris Lathrop • President’s Report Debra Thatcher, President <p>INFORMATIONAL REPORTS:</p> <ul style="list-style-type: none"> • Facilities Report Jess Miller, Director of Facilities & Security • EMSI Report Tiffany Coleman, Chief Advancement Director • Senior Leadership Team Report Various • Financial Report for FY 2020-2021 Natalya Brown, Chief Financial Officer • Cares Act/CRRSAA Funding Natalya Brown, Chief Financial Officer 	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

FACILITIES REPORT

Jess Miller, Director of Facilities and Security

February, 2021

Campus Paint Project

- Painting campus buildings was nearly completed over the summer. We hired four temporary summer employees to paint nearly every building on campus. The Bonnie Ford Center and Tap^hòyt^ha' Hall were the exception and will be picked up on the next painting cycle.

Seismic Update

- The seismic portion of this project has been completed. There are aspects of accessibility tied to this project that are delayed due to inclement weather. We'll begin front entryway ADA access to the building spring term and have it completed by June 30.

Memorial

- Victory Builders was selected to perform construction of UCC memorial
 - This project is 98% complete, we're anticipating the remaining items to be completed in the month of February or as weather permits.

Jackson Hall

- Upgrades to Jackson Hall have begun. We've hired two temporary employees to begin demolition of the interior surfaces.
- The improvements to Jackson Hall are as follows:
 - Lighting upgrades
 - Window shades
 - Floor covering
 - Paneling removal
 - Paint / Color
 - Technology upgrades
 - BAS control system upgrade

Lockwood Hall

- Upgrades to Lockwood Hall have begun and is expected to be completed by mid-April.
- The improvements to Lockwood Hall are as follows:
 - Build Machine Shop
 - Storefront entry to building with clear direction to designated program areas.
 - Modern Entrance with displays and access.
 - Modification to provide all ADA and gender neutral restroom facilities (similar to TAP).
 - Improvements to Welding/Fabrication spaces
 - Technology upgrades
 - BAS control system upgrade
 - Improvements to Automotive Space
 - Utilize existing office space as future breakroom for staff and students
 - Utilize existing office space for tool crib for Welding/Fabrication.

- Claim office space for all instruction in old Finance Office area.

Building Automation System (BAS) Upgrade Continues

- BAS for Whipple Fine Arts has been completed. This project was tied to the seismic construction project so work could be done simultaneously to save on costs and completion of contracted services.

Leak under PE Complex

- During routine maintenance it was identified there was a leak under the PE Complex.
- The leak was identified to be under the entrance leading into the back doors of the complex 12' deep.
- The decision was made to abandon the underground domestic hot water line and reroute it overhead throughout the four building complex. This brings the domestic water lines to be rerouted alongside of a previous repair to the 4 pipe heating supply lines.

Landslide at PE Parking lot

- Identified a slide occurring in the parking lot next the PE complex
- Declaration of Emergency initiated and accepted
- Contracted with Engineering firm to assist with Design, Budget and Scope of project
- Initial design has been complete, met with UCC team and are in the process of modifying markups from first review.
- Anticipate beginning project in early spring. Bank continues to undermine parking lot which is expediting the process from the UCC standpoint.
- Utilities have been rerouted to provide full service to all campus buildings.
- Once repair project begins we estimate 8 weeks for completion. Completion of this project should not extend into 21/22 fiscal year.

OFFICE OF THE PROVOST
Report to the Board of Education
February 2021

ACADEMIC SERVICES

Kacy Crabtree, Provost and Executive Vice President for Academic, Enrollment, and Student Services

1. 15 new potential academic programs have been identified; further research and discussions are taking place to determine the top 5-7 new programs to recommend to SLT.
2. A search is underway to hire a Director of CTE.
3. Final plans are being developed to implement a winter mini-term session for students.
4. Title III grant application process is being led by Danielle Haskett, AVPAS. UCC is working with a consultant on this process. We are in the data collection process as of this report.
5. The 2021-22 College Catalog is under development, led by the Registration and Records department.
6. *Registered Nursing*: 100% of the 2020 graduates secured jobs within 6-9 months. Kudos to our faculty for their excellence in leadership, teaching, and mentorship.
7. *Dental Assisting*: Tamara's Loosli, director of dental assisting, sought community support for "live-patient" exams as part of the DA students' proficiency testing. Caitlin Konicek, DDS, from Alanson Randal Dentistry, donated her time to assist the DA students and program. Dr. Konicek has expressed a desire to continue working with the UCC DA program. The DA faculty are very grateful for Dr. Konicek's time and support.
8. *EMT/Paramedic*: Staff and students are working with Mercy Medical Center (MMC) in preparation for clinical rotations. Rosemary Hoy has created a professional and positive relationship between MMC's infection control and administrative department.
9. *Nursing Assistant 1*: The last cohort of nine students passed their skills and academic testing on the first attempt. Per the Oregon State Board of Nursing NA1 Policy Analyst, Debra Buck: Utilizing HeadMaster testing in the same space that students train can increase pass rates by as much as 10%.
10. *CTE*: John Blackwood and Vincent Yip have been selected by OCCA to represent UCC during the CTE Month initiative, a public awareness campaign. They will present during the noon hour of Workforce Wednesday on Feb. 10. Congratulations, colleagues.

LEARNING SUPPORT SERVICES

Danielle Haskett, Assistant Vice President of Academic Services

11. Library lab is opened to students on January 4, 2021 for 52 hours per week.
 - a. Library COVID-19 Procedure created.
 - b. Used by student athletes, engineering students, men's wrestling team as a group, and all students who need access to computers and software or have questions about e-learning and technology.
12. Information literacy sessions taught to 445 students in remote courses during Fall 2020
13. CARES Act grant has been used to partner with instructional design team at WOU.
 - a. Instructional designer works 20 hours per week helping faculty create quality online courses.
 - b. Catalyst online course offered to faculty during Winter and Spring Terms – course for winter term nearly full. Catalyst is a collaborative program that brings faculty together

to explore the intersection of technology and pedagogy while jumpstarting course design for their Canvas courses.

14. UCCOnline Drop-In Support for Faculty via Zoom offered 30 hours per week during Fall and Winter Term – utilized extensively by UCC faculty and staff. In addition to support via email and by appointment.
15. iPad tutorials and workshops created/provided for faculty.
16. Mireille Kotoklo has been hired as our new Director of Library Services. A native from Cote d’Ivoire, “Mee-ray” is how you pronounce her first name. Mirelle began at UCC in December and comes to UCC from the Ivory Coast.

COMMUNITY EDUCATION AND PARTNERSHIPS

Robin VanWinkle, Dean

17. For the month of January 2021, the JOBS program (Job Opportunities and Basic Skills) has 14% of its participant base enrolled in GED classes through Woolley Center and 23% enrolled in credited courses through UCC.
18. The Small Business Development Center (SBDC) has developed a Small Business Management program with childcare business owners as part of a grant from the Ford Family Foundation. This program is rolling out on February 9th with 15 participants enrolled; the cap is 17. This is a program that will run February 21-February 2022, with classes held once a month for 2.5 hours. In addition, participants will have 2 hours of advising and assistance with classwork each month.
19. As an output for the GED Wrap-around Grant and ABS (Adult Basic Skills) operational plan, 100% of ABS staff have received basic trauma informed care training. Three staff members are taking a more in-depth 30-hour training that is scheduled to be done by the end of June. The purpose of this training is to improve retention and instructional quality by training staff on the barriers and issues with which ABS students face.
20. Community and Workforce Training Fall enrollment/FTE numbers improved by the end of the term, decreasing only 36% from last fall as opposed to 55% reported at the beginning of the term. CWT is operating with reduced coordinating staff, down 1.49 FTE for the remainder of this fiscal/academic year. The first cohort of Medical Assistant Students will complete in late March 2021.

ENROLLMENT AND STUDENT SERVICES

Missy Olson, Assistant Vice President

21. Keeley Eldridge has been hired as our College Transitions Specialist. She begins at UCC on February 1.
22. Transfer advisor, Dan Ruch, is in place to focus on advising and addressing the unique needs of transfer students. A transfer website has been developed and workshops are being offered to students.
23. Rollout of the faculty advising model is going well under the leadership of Jessica Richardson, recruitment and advising coordinator. Advising team meetings have proven to be meaningful in the recruitment, advising, and retention process.
24. Winter student engagement workshops have been developed and will be marketed to students. Efforts will keep students connected and engaged with each other, the college, and campus life.

25. Recruitment plan for low enrolled programs has started with data, feedback, and program information being collected.
26. Enrollment Management sub-committee started meeting to review data and related trends from the Early Momentum Metrics to determine what program of study they were in, term to term retention, and fail rates in key classes. This work is important to retention and program completion needs and student success.

FACULTY DEVELOPMENT

Dina Battaglia, Ph.D., Director

27. Dr. Battaglia is serving as our interim CTE director and Perkins manager until a CTE director can be hired.
28. UCC has joined NISOD, the National Institute for Staff and Organizational Development; Dr. Battaglia is our POC.
29. Faculty evaluation process, focus, forms, and time frame are being redesigned.
30. Faculty dashboard is being created to document and promote faculty engagement.
31. A master calendar for faculty professional development opportunities is being developed. Opportunities include, but not limited to, teaching and learning, academic leadership, online teaching, course design, classroom management, and academic assessment.

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OFFICE OF BUSINESS SERVICES BOARD REPORT
January 2021
Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

Key Priority:

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

Strengthen quality, efficiency and effectiveness of Business Services operations.

- In collaboration with IT, division completed Banner 9 SSB testing and is ready for the implementation process scheduled for February - March, 2021.
- In collaboration with SLT, the campus has been working through the budget planning process: going through the review of operational expenses, revenues, cost centers, strategic planning; reviewing budget assumptions and estimates.
- Division is working on completing policy/procedure review and conversion.
- The College was awarded additional funding through CARES Act and CRRSAA (Higher Education Emergency Relief fund) to support higher education impacted by COVID-19. More information will be presented during February 10th meeting. The College is developing and prioritizing a plan on utilization of the funding. The College submitted quarterly and annual reporting on the funds expenditures. The reports could be found here: <https://www.umpqua.edu/cares-act>
- Chief Financial Officer, part of the Accounting and Finance department, Budget and Purchasing staff relocated to the Del Blanchard Administration building from Lockwood Hall as part of the planned series of the office moves that help prepare the campus for the Lockwood Hall renovation project.

Accounting and Finance Services; Vacant, Director of Accounting and Finance

- Department completed the Comprehensive Annual Financial Audit without findings and related filings with the regulatory agencies.
- Staff is in the process of preparing 1099s and 1098Ts reporting.

Budget; Katie Workman, Budget Manager

- Provided resource allocation and budget development process training to campus budget managers. Worked individually with all levels of budget managers on campus to successfully complete budget requests by the due dates.
- Developed a multi-scenario budget forecast for the 2021-23 and 2023-25 biennia.
- Attended PACE Community College Risk Management meeting and Oregon Community College Business Officer's quarterly meeting, via Zoom. Both meetings provide a great opportunity to network and obtain resources and knowledge for continued improvement to operations.

Campus Store; Micque Shoemaker, Manager

- The Store increased the number of posts on the campus store Facebook page to not only include information regarding sales, but also information pertaining to important dates, notifications and how students can reach us.
- Our number of followers has increased since July from 447 to 571.
- Additional information has been added to our online store site including:
 - Windows 365 is available free to students and information on how to access it.
 - Information regarding ordering online and specifics about the return policy.
 - Buyback dates and times.
 - Ongoing updates regarding store hours.
- The Store processed 460 online orders for textbooks & course materials for Winter term.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Improved current text document by developing and distributing Power Point How to do a Purchase Order in SSB to all staff with purchasing responsibilities. Uploaded to Canvas and Purchasing Website. Continue to maintain tracker and walk through purchasing training with each new employee who has the purchasing responsibility.

- With IT assistance, re-organized DocuWare's repository for all contract types.
- Assisted with 3 division policy/procedure conversions through approval process. On track to complete the process by the end of this fiscal year.
- As IDEAL Committee Chair, facilitated development of bi-monthly agenda, meetings, and is leading sub-committee on webpage and DEI resource management. DEI Plan formally approved by BOE December 2020. Campus rollout is underway.
- In collaboration with Assistant VP for Academic Services, completed formal solicitation to contract instructional designer funded by the CARES Act.
- Researched and drafted Emergency Declaration following 1/6/21 campus landslide. Formal approval by Board Resolution #8 at special January meeting. Repair and mitigation process is underway.

Department of Athletics
Board Report
Feb. 2021
Craig Jackson, Director of Athletics

- The first round of athletic fundraising is complete and a total of \$59,601 was raised through an electronic campaign. Another round will begin in mid to late March.
- Competition is slated to begin on Feb. 13th with our first Cross Country meet. The remaining sports are scheduled to begin in late March and conclude right before graduation. eSports is our only team currently competing.
- Retention from fall to winter was very good and recruiting for next year is ahead of schedule and on pace to increase the total roster numbers by 15%.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
January 2021
Tim Hill, Director of Information Technology

- Major Successes:
 - The business process management tool named Laserfiche has been selected for the Paperless campus tactic. The contract has been signed, implementation of the infrastructure has started, and training is scheduled to begin in February.
 - We have implemented 22 smart classrooms and configured 100 laptops for checkout by our students.

- Challenges:
 - The Banner 9 and single sign-on project has been delayed until February
 - Microsoft 365 in the cloud currently does not support the multiple email addresses UCC uses. (Example: xxx.umpqua.edu and xxx.student.umpqua.edu) As a result we have delayed the student portion of the transition from June 2021 to August 2021.

- Tactical Projects update:
 - We have moved into the implementation phase for staff transitioning to the virtual PC environment. We will complete the finance department early next week and move to the Library and HR department in the next two weeks. During this implementation phase we are also transitioning employees to Microsoft 365.
 - We have received the cares act technology items and have implemented 22 smart rooms and turned over 100 laptops to the library for checkout by our students.

Office of Human Resources
Board Report Information

1/28/2021

Payroll

- Payroll has been preparing year-end reports which include W-2's and 1095-C

Human Resources

- *New* evaluation tracking process is now live in production Banner! Banner evaluations will make tracking and planning of employee evaluations much more streamlined and intuitive. A letter will be going out to administration the week of February 1, 2021 describing the new evaluation tracking process and its benefits.
- Work continues on the **Online New Employee Orientation** program. All employees have been invited to review the program and asked to submit comments, corrections, additions, etc., prior to going live for new hires in February.
- **Self Service Banner (SSB)** will be upgraded in mid-February. Since the new version is a much different look, instructions (to include screen shots) will be provided to employees for web time entry.
- The HR portion of the annual Integrated Postsecondary Education Data System (**IPEDS**) report will be submitted by mid-February.
- Human Resources is providing support for the Presidential job search: updating applications, assisting committee members, fielding applicant questions and assisting with the application process when needed.
- HR has taken steps forward in achieving paperless processes and are on track to initiate electronic onboarding using laser fiche.

ADVANCEMENT PRESIDENT'S REPORT

February 2021

Tiffany Coleman, Director

Advancement (includes Communications & Marketing and the UCC Foundation):

Strategic Plan Progress

A staffing challenge has led to changes on Goal 4: Create an alumni relations program. Work in this area has been transferred from the UCC Foundation to the College. Prior to this time, alumni relations was a partnership between the two entities. Moving forward, it will be absorbed by the Advancement/Communications & Marketing team. A large amount of behind-the-scenes work has been taking place on the UCC website. The website is the College's top marketing and communications tool. As we move forward with a heavier reliance on technology, a major overhaul on the website will better serve our internal and external audiences. A preliminary design will be shared with the campus leadership team in March.

Headline News

- The UCC Foundation did not hold the 2020 Legacy Ball, which is its largest annual fundraiser. This year's event has been rescheduled for Friday, Nov. 12, 2021.
- A search is underway for an Executive Director who is dedicated to fully managing and operating the UCC Foundation. This position will be a direct report to the UCC President. Additionally, a recent search for an administrative assistant was successful, with onboarding currently underway.
- A highly successful scholarship fundraising event was held December in honor of Danna-May Blommer, a UCC employee who recently passed away. Through an online effort that included the Office of Advancement, Communications & Marketing, Student Engagement, and a few UCC students, the group raised \$12,795 of a \$15,000 endowment in a little more than 24 hours.
- A discussion regarding financial help with UCC's tuition waivers is beginning to form within the UCC Foundation's executive committee. A meeting between the College and the Foundation is scheduled for the end of January.
- The UCC Foundation has invested more than \$20,000 in new technologies to help facilitate continued student learning:
 - [Changing the Formula Through Innovation](#)
 - [Innovation Funds Pave the Way Forward](#)
 - [Using Tech to Deliver Science to Students](#)
 - [Delivering the Sidelines Into Living Rooms](#)
- For the fourth year in a row, the Communications & Marketing team has received a prestigious award from the National Council for Marketing and Public Relations (NCMPR). This year's award was the gold recipient for Video Short, which was a promotion for [Baseball's Return to UCC](#).

<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: Resolution #10, Increase Appropriation</p>	<p>Date: February 10, 2021</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants & Contracts.</p> <p>UCC received an award in the amount of \$560,927 from the US Department of Education to provide direct support to students as part of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA)</p> <p>UCC received an award in the amount of \$2,032,469 from the US Department of Education in support of operations during the COVID-19 pandemic as part of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA)</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE
Resolution No. 10 - FY 20-21
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has received new awards in the amount of \$2,593,396 from the US Department of Education; and

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$560,927 for direct aid to students and \$2,032,469 to support UCC during the COVID-19 pandemic.

Special Revenue Fund - Grants and Contracts

	20-21 Budget Through Resolution 9	Adjustment	20-21 Budget Through Resolution 10
REVENUES:	\$ 8,009,187	\$ 2,593,396	\$ 10,602,583
EXPENDITURES:			
Instruction	\$ 1,122,865	\$ -	\$ 1,122,865
Instruction Support	1,033,910		1,033,910
Student Services	2,322,863	-	2,322,863
College Support Services	2,601,755	2,032,469	4,634,224
Community Services	927,794	-	927,794
Financial Aid	-	560,927	560,927
TOTAL	<u>\$ 8,009,187</u>	<u>\$ 2,593,396</u>	<u>\$ 10,602,583</u>

ADOPTED: FEBRUARY 10, 2021

Clerk of the Board

UCC Board Chair

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

Information Item

Action Item

Subject: First Reading of Policies

Date: Feb. 10, 2021

See 1st Reading Policies-Procedures addendum packet

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

Old #	New #	Title	Addendum Page #
710.09	Delete	Charges at Ford Childhood Enrichment Center	1
N/A	3430	Prohibition Against Discrimination, Harassment and Retaliation	4-8
N/A	3433	Prohibition of Sexual Harassment under Title IX	18-19
N/A	3500	Campus Safety	41-42
605	3505	Emergency Response Plan	43-47
612.01	3515	Reporting of Crime	62-65
700	5052	Open Enrollment	71-73
N/A	5055	Enrollment Priorities	77-79
N/A	6340	Bids and Contracts	84-87
N/A	6550	Disposal of Surplus Property	98-99
311; 311.04AP	7130	Employee Compensation	115-118
611	7400	Business and Travel Expense	130-132

Information only:

N/A	2735	Board of Education Member Travel	2-3
<i>Last sentence added to reference AP 7400</i>			

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	3432	Prohibition against Workplace Harassment – Reporting and Enforcement	9-17
N/A	3433	Prohibition of Sexual Harassment under Title IX	20-21
N/A	3434	Responding to Harassment Based on Sex under Title IX	22-40
605	3505	Emergency Response Plan	48-61
612.01	3515	Reporting of Crime	66-70
N/A	5052	Open Enrollment	74-76
N/A	5055	Enrollment Priorities	80-83
N/A	6340	Bids and Contracts	88-94
N/A	6365	Contracts – Accessibility of Information Technology	95-97
N/A	6550	Disposal of Surplus Property	100-106
N/A	7125	Verification of Eligibility for Employment	107-110
302.09	7126	Applicant Background Checks	111-114
311; 311.04AP	7130	Employee Compensation	119-129
611.01	7400	Business and Travel Expense	133-161

Recommendation by:

Approved for Consideration:

