



## 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)

## VOL. LVIII, No. 1 BOARD OF EDUCATION REGULAR MEETING July 12, 2023; 4:30 p.m.; Room 17, Tap'hòyt'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.   | OATH OF OFFICE<br>A. New Board member – Caroline Lydon  | Chair Loosley   |
| V.    | CITIZEN COMMENTS <sup>i</sup>   |   |
| VI.   | CONSENT AGENDA <sup>ii</sup>  | Chair Loosley   |
| VII.  | CHANGES TO THE AGENDA   | Chair Loosley   |
| VIII. | INVITED REPORTS AND COMMENTS<br>A. President's Report<br>B. Chair Report  |   |
| IX.   | OLD BUSINESS  |   |
| X.    | NEW BUSINESS<br>A. ORGANIZATION<br>1. Election of Chair for 2023-24<br>2. Election of Vice Chair for 2023-24<br><br>B. ACEUCC Collective Bargaining<br>Agreement - Memo of Agreement<br><br>C. Resolution #2, Increase Appropriation<br><br>D. Review UCC President's fringe benefits | Chair Loosley<br><br><br><br><br><br><br>Jennifer Silva<br><br><br>Rachel Pokrandt<br><br>Chair |
| XI.   | BOARD COMMENTS  |   |
| XII.  | ADJOURNMENT   | Chair   |



## Board of Education Regular Meeting

July 12, 2023

### UPCOMING MEETING:

- Regular Board Meeting September 13; time and location TBA

Robynne Wilgus, Board Assistant, [Robynne.wilgus@umpqua.edu](mailto:Robynne.wilgus@umpqua.edu) or 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

<sup>i</sup> The Board values public input. Written comments may be submitted to Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Please include your name, address, and city of residence for full consideration. Comments will be read during the time designated on the agenda. Oral comments may also be made during the meeting at the designated time. Again, please email Robynne Wilgus, Board Secretary, at [robynne.wilgus@umpqua.edu](mailto:robynne.wilgus@umpqua.edu) by 5:00 pm the day before the meeting. Oral comments will be limited to 3 minutes. The Board may not respond directly to issues raised but refer those issues to the President for appropriate action.

<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: Oath of Office**

**Date: July 12, 2023**

Chair Loosley will administer the oath of office to Caroline Lydon.

Ms. Lydon was elected to the UCC Board of Education Zone 6 position in the May 16, 2023, Douglas County Special Election. The term of service is from July 1, 2023, through June 30, 2027.

Recommendation by:

Approved for Consideration:



## BOARD OF EDUCATION

\_\_\_ Information Item

X Action Item

**Subject: Consent Agenda** *revised*

**Date: July 12, 2023**

### *Recommend Approval of...*

1. Minutes of College Board Meeting of June 14, 2023 pp 3-5
2. Minutes of College Board Meeting of June 21, 2023 p 6
3. Personnel Actions p 7
4. Resolution #1, Establishing Clerk, Deputy Clerk, and Budget Officer p 8  
*To designate Dr. Rachel Pokrandt as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2023-2024 fiscal year.*
5. Resolution #3, Transfer of Appropriation pp 9-10  
*Authorizes the change in the appropriations of the Enterprise fund in order to executed a budgeted transfer to General fund.*
6. Second reading policy: 5135 Tuition Waiver p 11  
*Revised to indicate UCC will set the number of tuition waivers and updated to the new 4-digit format.*

Recommendation by:

Approved for Consideration:



## BOARD OF EDUCATION MINUTES

June 14, 2023

The Umpqua Community College Board of Education had a regular meeting on Wednesday, June 14, 2023, in room 17 of Tap'hòyt'h'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 5:30 p.m. and the pledge of allegiance was given.

**Directors present:** Guy Kennerly, Steve Loosley, Twila McDonald, Erica Mills, and Bud Smith

**Directors excused:** David Littlejohn and Randy Richardson

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

### Consent Agenda:

1. Minutes of College Board Meeting of May 10, 2023
2. Personnel Actions
3. Budget Committee Appointment – correction
4. Resolution #21, Interfund Borrowing
5. First reading policy: 5135 Tuition Waiver
6. Second reading policies:
  - 3430 Prohibition of Discrimination, Harassment including Sexual Harassment and Sexual Assault, and Retaliation
  - 4021 Academic Program Creation, Modification, and Deletion
  - 5015 Residence Determination

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

**Changes to the Agenda:** There were no changes to the agenda.

### REPORTS

- **Association Representative:** Mick Davis, UCCFA President, shared faculty student-focused activities, outreaches, and grant updates.
- **Student Services Workplan:** Jim Pittman, Vice President Student Services, presented the Student Services Workplan for 2023-2026. The plan focuses on three areas: 1.) increasing opportunity for student housing and an early college growth plan; 2.) increasing value to students and the community; and 3.) focusing on the future through technology improvements and helping students complete a student educational plan.
- **President's Report – Rachel Pokrandt, Ph.D.:** The UCC Nursing program, which is currently accredited by the state, is seeking national accreditation through ACEN; they will visit the

College from Oct. 10-12. A written report is posted on the website; highlights of the report were shared. As a part of an effort to provide alternative instructional delivery methods to students a new truck driving school cohort has started that meets during evenings and weekends. The News Review has provided spectacular coverage of the great things going on around campus. The College is quickly moving forward in renovating the recently purchased downtown buildings. A special board meeting will be held for an alternative contracting method approval. Graduation and the Nurses Pinning are this Friday.

**OLD BUSINESS** - There was none.

## **NEW BUSINESS**

### **Resolution No. 20 – Adopting the Budget**

Natalya Brown, Chief Financial Officer, requested the Board adopt the budget and make appropriations for the 2023-2024 year. The budget and changes were reviewed.

**MOTION:** I move that the Budget Committee of Umpqua Community College approve the budget for the fiscal year 2023-2024 in the total of \$76,704,796. Motion by Dir. McDonald, seconded by Dir. Smith, and unanimously approved.

BE IT RESOLVED, that the Budget Committee of Umpqua Community College hereby approves the budget for the fiscal year 2023-2024 in the total of \$76,704,796 now on file in the Library of Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon.

**MOTION:** I move to approve the imposed tax for the fiscal year 2023-2024 at the rate of \$0.4551/\$1,000 of assessed value. Motion by Dir. McDonald, seconded by Dir. Kennerly, and unanimously approved.

BE IT RESOLVED, that the Budget Committee of Umpqua Community College hereby approves the imposed taxes provided for in the approved budget at the rate of \$0.4551/\$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for the tax year 2023-24 upon the assess value of all taxable property within the district. Katie Workman and Natalya Brown were appreciated for their enormous work on the budget.

Chair Loosley shared the results of President Pokrandt's annual evaluation. The Board evaluated Dr. Pokrandt using the key presidential priorities for the past year along with the items in the newly launched strategic "doing" plan. The Board gave Dr. Pokrandt consistently high marks in nearly all areas. A few highlights were shared from her work that was accomplished over the past year. The Board is very pleased with her performance.

### **Board Comment**

- Graduation is on Friday.
- A special board meeting will be held online next Wednesday.
- The regular July 12 board meeting will be a short organizational meeting.

Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President  
Secretary of the Board

Steve Loosley  
Chair of the Board

Recorded by Robynne Wilgus

Attached to the permanent minutes:

- Personnel Actions
- Budget Committee Appointment Correction
- Res. #21 Interfund Borrowing
- 1<sup>st</sup> Reading Policy 5135
- 2<sup>nd</sup> Reading Policies 3430, 4021, and 5015
- Res. #20 Adopting the Budget



## BOARD OF EDUCATION MINUTES

June 21, 2023

The Umpqua Community College Board of Education met during a special virtual meeting on Wednesday, June 21, 2023; the meeting was live-streamed on YouTube. A formal public hearing opened at 8:35 a.m. The purpose of the hearing was to hear comments regarding use of the proposed design-build alternative contracting method for the UCC Housing Properties. There were no comments, and the hearing closed at 8:44 a.m.

Board Chair Loosley called the special board meeting to order at 8:44 a.m.

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

**Director excused:** Guy Kennerly

**Changes to the Agenda:** None.

### NEW BUSINESS

#### **Resolution No. 22: Authorize Use of the Design-Build Alternative Contracting Method for the UCC Housing Properties**

Joe Flora, Director of Facilities, requested Board approval for Resolution No. 22 which allows the College to use an alternative contracting method for remodel and construction work on housing properties located on Cass, Jackson and Oak Streets from the competitive bid process. The Request for Proposal (RFP), Design-Build method with a Guaranteed Maximum Price (GMP) is the recommended method to be utilized.

**MOTION:** I move to approve Resolution 22, to authorize use of the design-build alternative contract method for the UCC housing properties, as presented. Motion by Dir. Smith, seconded by Dir. Littlejohn, and unanimously approved.

Meeting adjourned at 8:52 a.m.

Respectfully submitted,

Approved,

Rachel Pokrandt, President  
Secretary of the Board

Steve Loosley  
Chair of the Board

Recorded by Marla Sweningson





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*Serving Douglas County Since 1964*

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

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Austin Kennedy, Allied Health Coordinator – Effective June 21, 2023

**Faculty Hires:**

Lace-Anna Shiffert, Forest Technology Faculty – Effective September 18, 2023

**Resignations/Separations**

Kelly Peter – Effective June 15, 2023



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject: Resolution #1, Establishing  
Clerk, Deputy Clerk, and  
Budget Officer**

**Date: July 12, 2023**

Board approval is requested to designate Dr. Rachel Pokrandt as the Clerk of the Board and Natalya Brown as the Deputy Clerk and Budget Officer for the 2023-2024 fiscal year.

Recommendation by:

*N. Brown*

Approved for Consideration:

*Rachel Pokrandt*



## BOARD OF EDUCATION

☐ Information Item

☒ Action Item

**Subject: Resolution #3, Transfer of Appropriation**

**Date: July 12, 2023**

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

A transfer of appropriation from Enterprise Fund Student Services to Enterprise Fund Transfers Out, is required to provide authorization to transfer funds out of Enterprise to General Fund.

Recommendation by:

Approved for Consideration:

*N. Brown*

*Debra Blusudt*

UMPQUA COMMUNITY COLLEGE  
Resolution No. 3 - FY 23-24  
Transfer of Appropriation

WHEREAS, the provisions of ORS 294.463 (3) allow for the transfer from one category to another, and

NOW, THEREFORE  
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution to transfer appropriations from Enterprise Fund Student Services to Enterprise Fund Transfers Out in the amount of \$50,000.

	Enterprise Fund		
	23-24 Budget Through Resolution 2	Adjustment	23-24 Budget Through Resolution 3
REVENUES:	\$ 2,932,140	\$ -	\$ 2,932,140
EXPENDITURES:			
Instruction Support	50,000	-	50,000
Student Services	1,867,674	(50,000)	1,817,674
Community Services	351,227	-	351,227
Transfers	-	50,000	50,000
Contingency	663,239	-	663,239
TOTAL	<u>\$ 2,932,140</u>	<u>\$ -</u>	<u>\$ 2,932,140</u>

ADOPTED: July 12, 2023

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Clerk of the Board

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UCC Board Chair



## BOARD POLICY

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**TITLE: TUITION WAIVER**

**BOARD POLICY # 5135**

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Umpqua Community College might choose to offer limited number of tuition waivers as encouragement for students to continue their education contingent of funding availability. Waivers must be used for tuition only based on eligibility criteria set by the College. Eligibility criteria can be found in the corresponding procedure. Cash refunds shall not be given, and unused funds shall not be credited toward future terms. Any exceptions to the tuition waiver policy are approved by the President or designee.

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**

**BOARD OF EDUCATION****\_\_\_ Information Item****X Action Item****Subject: Invited Reports and Comments****Date: July 12, 2023**

A. President's Report

Rachel Pokrandt

B. Chair's Report

Steve Loosley

Recommendation by:

Approved for Consideration:

**BOARD OF EDUCATION**

☐ Information Item

☒ Action Item

**Subject: Organization of the  
Board of Education**

**Date: July 12, 2023**

Chair Loosley will preside over the nomination and election of the following officers:

- A. Chair for 2023-24
- B. Vice Chair for 2023-24

Recommendation by:

Approved for Consideration:



## BOARD OF EDUCATION

\_\_\_ Information Item

X Action Item

**Subject: Ratify MOA Association of  
Classified Employees of  
Umpqua Community College  
Collective Bargaining  
Agreement: 2023-24 Wages**

**Date: July 12, 2023**

Board approval is requested to ratify the Memorandum of Agreement between the Umpqua Community College District Board of Education (the "College") and the Association of Classified Employees of Umpqua Community College affiliated with the Oregon Education Association as certified by the Employee Relations Board (the "Association"). The MOA is to be effective July 1, 2023, through June 30, 2024, and is in response to Article 14.A and the requirement to reopen and bargain wage rates and insurance contributions.

MOA and summary of changes are attached for approval.

Recommendation by: Jennifer Silva

Approved for Consideration:



# MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into by and between Umpqua Community College, hereinafter referred to as the "College," and the Association of Classified Employees of Umpqua Community College, hereinafter referred to as the "Association."

The College and the Association have concluded the 2023 reopener negotiations as outlined in Article 25, Term and Execution of Agreement, of the Classified Bargaining Agreement, hereinafter referred to as the "CBA". The College and the Association agree to the following changes and additions to the 2021-2025 CBA:

- ARTICLE 14 - Compensation, Section A.1. will have the following addition:

Effective July 1, 2023, the first step of each grade on the Classified Wage Schedule will be increased by 2.5%, and the index between each step will remain 2.25%.

- ARTICLE 15 - Employee Benefits, Section A will have the following addition:

Effective October 1, 2023, the College's monthly contribution to insurance benefits will be increased by \$25 to a maximum of \$1455, \$1505 for those making less than \$36,000 per year.

- APPENDIX A Wage Schedule will change to the following:

Effective July 1, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
100	26.92	27.52	28.14	28.77	29.42	30.08	30.76	31.45	32.16	32.88	33.62	34.38	35.15	35.95	36.75	37.58	38.43	39.29
90	24.33	24.88	25.44	26.01	26.60	27.20	27.81	28.43	29.07	29.73	30.40	31.08	31.78	32.50	33.23	33.97	34.74	35.52
80	21.74	22.23	22.73	23.24	23.76	24.30	24.85	25.40	25.98	26.56	27.16	27.77	28.39	29.03	29.69	30.35	31.04	31.74
70	19.16	19.59	20.03	20.48	20.94	21.41	21.89	22.39	22.89	23.40	23.93	24.47	25.02	25.58	26.16	26.75	27.35	27.96
60	18.12	18.53	18.95	19.37	19.81	20.25	20.71	21.18	21.65	22.14	22.64	23.15	23.67	24.20	24.75	25.30	25.87	26.45
50	17.09	17.47	17.86	18.27	18.68	19.10	19.53	19.97	20.42	20.88	21.34	21.83	22.32	22.82	23.33	23.86	24.39	24.94
40	16.05	16.41	16.78	17.16	17.55	17.94	18.34	18.76	19.18	19.61	20.05	20.50	20.96	21.44	21.92	22.41	22.92	23.43
30	15.53	15.88	16.24	16.60	16.97	17.36	17.75	18.15	18.55	18.97	19.40	19.84	20.28	20.74	21.20	21.68	22.17	22.67

Additionally, full-time Classified employees will work 8 hour days Monday through Thursday from July 10 through September 4, 2023. Fridays will be paid days off during those weeks.

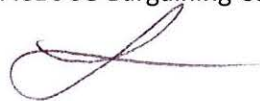
All other provisions of the CBA remain in effect.



ACEUCC Bargaining Co-Chair

6/26/23

Date



ACEUCC Bargaining Co-Chair

6/26/23

Date

\_\_\_\_\_  
Umpqua Community College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Umpqua Community College Board of Education

\_\_\_\_\_  
Date



## BOARD OF EDUCATION

\_\_\_ Information Item

X Action Item

**Subject: Resolution #2, Increase Appropriation**

**Date: July 12, 2023**

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

UCC has received a new award from Douglas Educational Service District in the amount of \$95,000.

This award supports a portion of the Work Based Learning Coordinator position for two years. The WBL Coordinator will plan, coordinate, and execute work-based learning experiences between local k-12 school districts, Umpqua Community College, and industry/business partners.

UCC has received a new award from the Oregon Health Authority in the amount of \$300,000 through January 31, 2025.

This award is part of the SHOI-Like scholarship grant and will provide scholarships to students (upon approved application) who are enrolled in Behavioral Health courses: HS110 (peer recovery), Addiction Studies, and Addiction Treatment.

UCC has received a new two-year award from the State of Oregon. Year one total is \$170,035.

First generation and low-income students will be recruited to attend specialized skill building workshops and receive wraparound support services to drive their success. These students will receive scholarship incentives and will be required to meet with an advisor to identify their pathway to completion within the first 12 months of enrollment at the college.

Recommendation by:

*N. Brown*

Approved for Consideration:

*Debra Blusudt*

UMPQUA COMMUNITY COLLEGE  
Resolution No. 2 - FY 23-24  
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College received an award in the amount of \$300,000 from the Oregon Health Authority, \$95,000 from Douglas Educational Service District, and \$170,035 from the State of Oregon, which could not have been reasonably foreseen,

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

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 \$300,000 to provide scholarships to students in behavioral health courses, \$95,000 to support a Work Based Learning Coordinator position, and \$170,035 to recruit and provide scholarships to first generation low-income students.

Special Revenue Fund - Grants and Contracts

	23-24 Budget Through Resolution 1	Adjustment	23-24 Budget Through Resolution 2
REVENUES:	<u>\$ 7,049,237</u>	<u>\$ 565,035</u>	<u>\$ 7,614,272</u>
EXPENDITURES:			
Instruction	\$ 1,184,737	\$ -	\$ 1,184,737
Instruction Support	698,010	95,000	793,010
Student Services	4,223,054	170,035	4,393,089
College Support Services	273,000	-	273,000
Community Services	670,436	-	670,436
Financial Aid	<u>-</u>	<u>300,000</u>	<u>300,000</u>
TOTAL	<u>\$ 7,049,237</u>	<u>\$ 565,035</u>	<u>\$ 7,614,272</u>

ADOPTED: July 12, 2023

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

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

**BOARD OF EDUCATION****\_\_\_ Information Item****\_X\_ Action Item****Subject:    Review UCC President's fringe  
                  benefits****Date:    July 12, 2023**

Possible changes to the UCC President's fringe benefits will be considered.

Recommendation by:

Approved for Consideration: