



**BOARD OF EDUCATION**

Steve Loosley  
Chair  
Guy Kennerly  
Vice Chair  
David Littlejohn  
Twila McDonald  
Erica Mills  
Randy Richardson  
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

**EXECUTIVE SESSION:** To review and evaluate the employment-related performance of the chief executive officer per ORS 192.660 (2)(i); 4:00-4:30 p.m., TAP 17.

**WORK SESSION:** Paralegal and Teacher Education – Crystal Sullivan & Scot Headley; 4:30-5:20 p.m., TAP 17.

**VOL. LVII, No. 10 BOARD OF EDUCATION MEETING  
June 14, 2023; 5:30 p.m.; room 17, Tap'hòyt'a' Hall (TAP)**

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

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**AGENDA**

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|-------|--|-----------------|
| 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.  | INVITED REPORTS AND COMMENTS                     |                 |
|       | A. Association Representatives                   | Various         |
|       | B. Student Services Workplan                     | Jim Pittman     |
|       | C. Chair Report                                  | Steve Loosley   |
|       | D. President's Report                            | Rachel Pokrandt |
| VIII. | OLD BUSINESS                                     |                 |
| IX.   | NEW BUSINESS                                     |                 |
|       | A. Resolution No. 20–Adopting the Budget         | Natalya Brown   |
|       | B. Annual Performance Evaluation of Dr. Pokrandt | Chair Loosley   |
| X.    | BOARD COMMENTS                                   |                 |
| XI.   | ADJOURNMENT                                      | Chair Loosley   |

## Board of Education Meeting

June 14, 2023

### UPCOMING MEETING:

- Regular Board Meeting, July 12; 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.

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<sup>1</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>2</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  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Consent Agenda

Date: June 14, 2023

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

- 1. Minutes of College Board Meeting of May 10, 2023 pp 1-3
- 2. Personnel Actions p 4
- 3. Budget Committee Appointment – correction p 5
- 4. Resolution #21, Interfund Borrowing p 6  
*To permit short term use of funds belonging to one fund by another fund for the 2023-2024 fiscal year.*
- 5. First reading policy p 7-8  
5135 Tuition Waiver
- 6. Second reading policies p 9

Recommendation by:



Approved for Consideration:





## BOARD OF EDUCATION MINUTES

May 10, 2023

The Umpqua Community College Board of Education met on Wednesday, May 10, 2023, in the Danny Lang Teaching Learning and Event Center at Umpqua Community College in Roseburg, Oregon; the meeting was live-streamed on YouTube.

A formal budget hearing opened at 4:02 p.m. and the pledge of allegiance was given. The purpose of the hearing was to hear comments regarding the proposed 2023-24 Budget. There were no comments. The hearing closed at 4:04 p.m.

The regular Board meeting was called to order by Chair Loosley at 4:04 p.m.

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

**Director excused:** Randy Richardson

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

### Consent Agenda:

1. Minutes of College Board Meeting of April 12, 2023
2. Minutes of Budget Committee Meeting of April 6, 2023
3. Personnel Actions
4. Budget Committee Appointments 2023 – 2026
5. Resolution #19, Increase Appropriation
6. First reading policies
  - 3430 Prohibition of Discrimination, Harassment including Sexual Harassment and Sexual Assault, and Retaliation (revised)
  - 4021 Academic Program Creation, Modification, and Deletion (revised)
  - 5015 Residence Determination (revised)
7. Second reading policies
  - 500 Student Disciplinary Procedures (to be deleted)
  - 702 Alternative Methods of Earning Credit (to be deleted)
  - 707 Academic Calendar (to be deleted)
  - 711 Grading System (to be deleted)
  - 712.02 Auditing a Course (712.02BP changed to 4070AP)
  - 716 Final Examinations (to be deleted)
  - 720 Degrees Certificates and Evaluation (to be deleted)
  - 3440 Animals on Campus (revised)

*The following policies have no changes:*

  - 3300 Public Records
  - 3433 Prohibition Against Sexual Harassment under Title IX (typos corrected)
  - 4010 Academic Calendar
  - 4022 Course Approval



- 4030 Academic Freedom
- 4105 Distance Education - Regular and Substantive Interaction
- 4106 Nursing Programs
- 4237 Continuing Education Units
- 4238 Credit Hour

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

**Changes to the Agenda:** Two reports will not be presented: faculty report and Student Services Workplan.

## INTRODUCTIONS

Six students from the Small Group Discussion class were present to observe the Board meeting and interview Board members after the meeting. The students introduced themselves.

## REPORTS

- **Association Representative:** There were no reports.
- **Chair Report – Steve Loosley, Chair:** The President has completed a self-evaluation and it will be distributed to Board members for their review. The Board will meet in executive session at the next meeting to discuss the results.
- **President’s Report – Rachel Pokrandt, Ph.D.:** A written report is available on the College website; highlights of the report were shared. Renovations will begin in June on the Sue Shaffer Learning Commons & Library and the Truck Driving School site in Green. The College has purchased three buildings in downtown Roseburg. Fall registration opens this Friday; it will be the first term of implementing the tuition freeze. The College is thrilled with the outcome of the 7-year Accreditation visit and is also looking at the report for what can be learned; a final report will be issued in June. The College has received a \$66,000 grant from the state to develop a mechanism for awarding credit for prior learning. UCC’s Woolley Center was named the best GED program in the state. Approval has been received for a UCC LPN program to begin this fall. An update on Track and Field placements and Baseball standing was given. Additionally, Baseball hosted a clinic for youth baseball with over 325 kids in attendance. Upcoming event dates were shared for Joseph and the Amazing Technicolor Dreamcoat, spring concert band, student art show, and graduation.

**OLD BUSINESS** - There was none.

## NEW BUSINESS

### **Resolution No. 18 – One Tuition Proposal**

Natalya Brown, Chief Financial Officer, requested Board approval for Resolution No. 18, changing out-of-state and international tuition rates to match the in-state tuition rate effective with Summer term 2023. The proposed change will allow the College to attract students from around the world to UCC’s excellent academic programs. The fiscal impact is considered immaterial and could be balanced out by the increase in student enrollment.



**MOTION:** I move to approve Res. No. 18, changing out-of-state and international tuition rates to match in-state tuition rate effective Summer term 2023, as presented. Motion by Dir. Littlejohn seconded by Dir. McDonald, and unanimously approved.

**Resolution No. 20 – Contract Award**

Resolution No. 20, presented by Ms. Brown, requested Board approval for awarding a contract to Roseburg Roofing Company for the roof replacement of the Sue Shaffer Learning Commons & Library. Joe Flora, Director of Facilities & Security, explained the roof damage and repairs to be done.

**MOTION:** I move to approve Res. No. 20, awarding Roseburg Roofing Company the roofing repair contract, as presented. Motion by Dir. McDonald, seconded by Dir. Smith, and unanimously approved.

**Board Comments**

- In honor of Nurses Appreciation Week, Chair Loosley recognized UCC’s nursing instructors and students. The Nurses Pinning Ceremony is on June 16.
- Aviva Health has committed to sending a team to UCC once a week, until the end of the year, to help students with obtaining healthcare.

Meeting adjourned at 4:43 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 Appointments
- 1<sup>st</sup> Reading Policies: 3430, 4021, 5015
- 2<sup>nd</sup> Reading Policies: 500, 702, 707, 711, 712.02, 716, 720, 3440, 3300, 3433, 4010, 4022, 4030, 4105, 4106, 4237, 4238
- Res. #'s 18, 19, & 20



TO: UCC Board of Education  
FROM: Jennifer Silva, Executive Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: June 2, 2023

Board approval is requested on the following personnel actions:

**Administrative Hires:**

Luke Jacobs, Accounting Services Manager – Effective June 16, 2023

**Faculty Hires:**

James Mortensen, Mechatronics Faculty – Effective May 4, 2023

Joe Richards, Math Faculty – Effective September 1, 2023

**Resignations/Separations**

Alan Aylor – Effective December 31, 2023

Toni Clough– Effective August 31, 2023

Marjan Coester – Effective June 30, 2023

Hanna Culbertson – Effective June 30, 2023

Rod Snook – Effective June 30, 2023

Jeremy Thorn – Effective June 30, 2023

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Budget Committee Appointment - Correction</p>	<p>Date: June 14, 2023</p>
<p>At the May Board of Education meeting re-appointments to the Budget Committee were approved for the term of July 2023 through June 2026. The re-appointment of Aden Bliss for Zone 6 was listed in error as he represents Zone 7.</p> <p>Board approval is requested for Dir. Richardson's recommendation in the re-appointment of Joelle McGrorty in Zone 6 for the term of July 2023 through June 2026</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> <p><i>Aden Bliss</i></p>



<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #21, Interfund Borrowing for fiscal year 2023-2024</p>	<p>Date: June 14, 2023</p>
<p>Board approval is requested to permit short term use of funds belonging to one fund by another fund for the 2023-2024 fiscal year. By the end of the fiscal year all accounts are to be in a positive cash position.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Blusmidt</i></p>



## POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

<b>TITLE:</b> Tuition Waiver	<b>AREAS OF COLLABORATION:</b> <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
<b>BP #:</b> 710.06 – New #5135	
<b>AP #:</b>	
<b>Date:</b>	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><b>POLICY:</b></p> <p>Umpqua Community College offers tuition waivers as encouragement for students to continue their education. Tuition waivers are performance, program, or academic based. Students are eligible for only one waiver per term, and waivers are used for tuition only. Cash refunds are not given, and unused funds are not credited toward future terms. Any exceptions to the tuition waiver policy are approved by the President.</p> <p><b>RESPONSIBILITY:</b></p> <p>The Provost is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>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.</p> <p><b>RESPONSIBILITY:</b></p> <p>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).</p>



## 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  
UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Second Reading of Board Policies

Date: June 14, 2023


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

<b>POLICY #</b>	<b>TITLE</b>	<b>PKT PAGE #</b>
3430	Prohibition of Discrimination, Harassment including Sexual Harassment and Sexual Assault, and Retaliation	1-4
4021	Academic Program Creation, Modification, and Deletion	5
5015	Residence Determination	6

Recommendation by:

Approved for Consideration:



<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item <u>      </u> Action Item</p>								
<p>Subject: Invited Reports and Comments</p>	<p>Date: June 14, 2023</p>								
<table><tr><td>A. Association Representatives</td><td>Various</td></tr><tr><td>B. Student Services Workplan</td><td>Jim Pittman</td></tr><tr><td>C. Chair Report</td><td>Steve Loosley</td></tr><tr><td>D. President's Report</td><td>Rachel Pokrandt</td></tr></table>		A. Association Representatives	Various	B. Student Services Workplan	Jim Pittman	C. Chair Report	Steve Loosley	D. President's Report	Rachel Pokrandt
A. Association Representatives	Various								
B. Student Services Workplan	Jim Pittman								
C. Chair Report	Steve Loosley								
D. President's Report	Rachel Pokrandt								
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>								

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #20, Adopting the Budget</p>	<p>Date: June 14, 2023</p>
<p>The Board is requested to adopt the budget and make appropriations for the 2023-2024 year as presented.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Blusardt</i></p>

**UMPQUA COMMUNITY COLLEGE  
RESOLUTION NO. 20**

**ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby adopts 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 and online at <https://www.umpqua.edu/budget-documents>

**BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated:**

<b>GENERAL FUND</b>		<b>CAPITAL PROJECTS FUND</b>	
Instruction	9,017,961	Facilities Acquisition/ Construction	2,272,617
Instruction Support	2,224,848	Reserves	576,000
Student Services	3,670,037	<b>Total</b>	<b>2,848,617</b>
College Support Services	8,150,170		
Financial Aid	837,458	<b>DEBT SERVICE FUND</b>	
Transfers	3,916,413	Debt Service	2,738,735
Contingencies	3,585,071	Unappropriated End. Fund Balance	4,305,391
Reserves	5,724,236	<b>Total</b>	<b>7,044,126</b>
<b>Total</b>	<b>37,126,195</b>		
<b>Special Revenue Fund</b>		<b>INSURANCE FUND</b>	
<b>GRANTS &amp; CONTRACTS</b>		College Support Services	559,871
Instruction	1,184,737	Contingencies	10,953
Instruction Support	698,010	<b>Total</b>	<b>570,824</b>
Community Services	670,436		
Student Services	4,223,054	<b>ENTERPRISE FUND</b>	
College Support Services	273,000	Instructional Support	50,000
<b>Total</b>	<b>7,049,237</b>	Student Services	1,867,674
<b>Special Revenue Fund</b>		Community Services	351,227
<b>ADMINISTRATIVELY RESTRICTED</b>		Contingencies	663,239
Instruction	2,983,953	<b>Total</b>	<b>2,932,140</b>
Instruction Support	1,125,894		
Community Services	147,500	<b>INTERNAL SERVICE FUND</b>	
Student Services	960,957	College Support Services	112,692
College Support Services	1,407,142	Unappropriated End. Fund Balance	923,606
Transfers	186,000	<b>Total</b>	<b>1,036,298</b>
Contingencies	299,320		
Reserves	1,650,000	<b>AGENCY FUND</b>	
<b>Total</b>	<b>8,760,766</b>	Student Services	148,770
<b>FINANCIAL AID FUND</b>		<b>Total</b>	<b>148,770</b>
Student Loans and Financial Aid	9,187,823		
<b>Total</b>	<b>9,187,823</b>		
<b>TOTAL APPROPRIATIONS ALL FUNDS</b>			63,525,563
<b>Total Unappropriated and Reserve Amounts, All Funds</b>			13,179,233
<b>TOTAL ADOPTED BUDGET</b>		<b>\$</b>	<b>76,704,796</b>

**Imposing the Tax**

BE IT RESOLVED, that the Board of Education of Umpqua Community College hereby approves the imposed taxes provided for in the adopted 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 assessed value of all taxable property within the district as follows:

<b>Education Limitation</b>	<b>Categorizing the Tax</b>	<b>Excluded from Limitation</b>
General Fund:	\$0.4551 / \$1,000	-0-

THE ABOVE RESOLUTION STATEMENTS WERE APPROVED AND DECLARED ADOPTED BY THE BOARD OF EDUCATION OF UMPQUA COMMUNITY COLLEGE, DOUGLAS COUNTY, OREGON THIS 14TH DAY OF JUNE 2023.

UMPQUA COMMUNITY COLLEGE  
DOUGLAS COUNTY, OREGON

By: \_\_\_\_\_  
Clerk of the Board

By: \_\_\_\_\_  
UCC Board Chair

## Summary of Changes

	Approved	Adjustment	Proposed for Adoption
<b><u>General Fund</u></b>			
<b>Resources</b>			
Beginning Fund Balance	10,703,651	-	10,703,651
Taxes	4,701,778	-	4,701,778
Interest	300,000	-	300,000
State Support	14,986,694	-	14,986,694
Tuition	5,699,832	-	5,699,832
Fees	454,240	-	454,240
Indirect Cost Revenue	200,000	-	200,000
Miscellaneous Income	30,000	-	30,000
Transfers In	50,000	-	50,000
<b>Total Resources</b>	<b>37,126,195</b>	<b>-</b>	<b>37,126,195</b>
<b>Expenditures</b>			
Instruction	8,930,774	87,187	9,017,961
Instructional Support	2,228,581	(3,733)	2,224,848
Student Services	3,699,343	(29,306)	3,670,037
College Support Services	8,072,996	77,174	8,150,170
Financial Aid - Tuition Waiv.	837,458	-	837,458
Transfers	3,907,420	8,993	3,916,413
Contingency	3,565,373	19,698	3,585,071
Reserves	5,884,250	(160,014)	5,724,236
<b>Total Expenditures</b>	<b>37,126,195</b>	<b>-</b>	<b>37,126,195</b>
	Approved	Adjustment	Proposed for Adoption
<b><u>Grants and Contracts Fund</u></b>			
<b>Resources</b>			
Federal Revenue	3,699,974	212,106	3,912,080
State Revenue	1,520,764	422,866	1,943,630
Local Revenue	1,215,979	(22,452)	1,193,527
<b>Total Resources</b>	<b>6,436,717</b>	<b>612,520</b>	<b>7,049,237</b>
<b>Expenditures</b>			
Instruction	1,146,653	38,084	1,184,737
Instructional Support	597,010	101,000	698,010
Community Services	120,000	550,436	670,436
Student Services	4,250,054	(27,000)	4,223,054
College Support Services	323,000	(50,000)	273,000
<b>Total Expenditures</b>	<b>6,436,717</b>	<b>612,520</b>	<b>7,049,237</b>



**Summary of Changes**

**Financial Aid Fund**

**Resources**

Federal Revenue	5,684,323	500,000	6,184,323
State Revenue	1,753,500	250,000	2,003,500
Local Revenue	1,000,000	-	1,000,000
<b>Total Resources</b>	<b>8,437,823</b>	<b>750,000</b>	<b>9,187,823</b>

**Expenditures**

Financial Aid	8,437,823	750,000	9,187,823
<b>Total Expenditures</b>	<b>8,437,823</b>	<b>750,000</b>	<b>9,187,823</b>

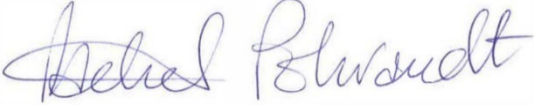
**Internal Service Fund**

**Resources**

Beginning Fund Balance	936,606	-	936,606
Intra College Sales - Motor Pool	37,000	10,000	47,000
Intra College Sales - Copiers	52,692	-	52,692
<b>Total Resources</b>	<b>1,026,298</b>	<b>10,000</b>	<b>1,036,298</b>

**Expenditures**

College Support Services	102,692	10,000	112,692
Unappropriated Ending Fund Balance	923,606	-	923,606
<b>Total Expenditures</b>	<b>1,026,298</b>	<b>10,000</b>	<b>1,036,298</b>

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Annual Performance Evaluation for President Pokrandt</p>	<p>Date: June 14, 2023</p>
<p>The outcome of the annual performance evaluation for President Pokrandt will be presented. Possible changes to Dr. Pokrandt's compensation for the upcoming year will also be considered.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration: </p>