

## **INSTRUCTIONAL BOARD REPORT**

**October 2016**

**Jason Aase, Interim Vice President**

- This year's Open World program was a rousing success. The delegates from Ukraine participated in a variety of meaningful activities over their nine days at UCC with some of the highlights including a trip to the coast, a meeting with Dr. Thatcher, and a tour of the courthouse with a guided excursion of the Douglas County Jail by Sheriff Hanlin.
- In-service Planning Committee put together a great in-service schedule for all staff and faculty. It is good to have everyone on campus again.

### **Career & Technical Education, Morrow, Jesse**

- Representatives from the OSU College of Forestry were on campus Monday, September 26th, to sign transfer agreements for the new UCC Forestry Degrees. The degrees were developed in partnership with Forestry and Natural Resources, a committee comprised of members from the local forestry industry and representatives from UCC.
- Across the three Apprenticeship Programs, there has been 31 new students indentured and 9 program completions.
- The Dental Assisting staff is happy to share that the Commission on Dental Accreditation has changed their status from accreditation with reporting requirements to accreditation without reporting requirements.

### **Arts and Sciences, Joyce, Martha**

- The Math Department and Humanities Department have revised their placement procedures allowing students to use an assortment of placement tools, including high school transcripts for those just out of high school. This was a great collaborative effort between the Faculty, Advising, Student Services, IT, and Title III.
- Human Services reports that students who completed CWE experiences at local agencies have been hired into paid positions at those agencies.
- Viticulture and Enology harvested their first crop from the campus vineyards and are currently in the process of winemaking.

### **College Transitions and eLearning, Olson, Missy**

- The Educational Partnerships office has been visiting a number of dual credit classrooms to talk about what it means to be a college student in high school and to help with admissions and registration for fall term. There are 31 classes being offered in the high schools for the fall term.
- UCC Online: During 2015-2016, 58.4% of students were enrolled in a fully online course, up from 53.87% in 2014-2015. Of the 15-16 numbers, 19.45% were fully online only students.
- The Adult Basic Skills theme this year is #StepBackIn, and we would encourage anyone with a social media to hashtag us. Adult Basic Skills did a Literacy and recruitment event at Roseburg Cinema, and fall enrollment is steady.

### **Assessment, Gresham, Deborah**

- Two training sessions were conducted with faculty on 9/15. The training focused on ways to record and report data, discussion of measurable outcomes, and linking outcomes across course, program, and institution.
- Conducted meetings with representatives from Advising, TOPS, counseling, UCCOnline, Library Services, JOBS Program, Community Education, Umpqua Business Center, and Accessibility Services to discuss departmental and institutional outcomes in relationship to the services offered.
- Scheduling meetings with program representatives to discuss specific plans for assessing relevant outcomes.

## STUDENT SERVICES BOARD REPORT

October 2016

David Farrington, Interim Vice President & Registrar

### **Student & Enrollment Services- David Farrington, Interim Vice President & Registrar of Student Services:**

- Enrollment Services received 2200 application for fall term. This is a 7% increase from last year.
- Accessibility Services is now located in the Educational Skills Building with the Campus Mental Health, Recover & Wellness
- A review of our 2015 Civil Rights Audit took place on Tuesday, September 20. There were a few unfinished items. We are working on completing the report in the near future.

### **Student Life Office - Marjan Coester, Director:**

- ASUCC student leadership offices are temporarily relocated to Bistro for two weeks due to water main break in their area. Commendations to students for their team work, flexibility and general good humor as this occurred a week prior to start of term. Thanks to Maintenance, who had to step out of the In-Service lunch line to undertake a massive water clean-up. Thanks to IT for helping troubleshoot internet connectivity in the Bistro.
- ASUCC is hosting Welcome Back events first week of term including Monday pizza, coffee and hot chocolate all week, giveaways, voter registration and much more.
- ASUCC will be collaborating with other programs on Student Appreciation Week (third week of term) and will hold Club Fair focused activities during this time.
- Peer Mentors are hired for the academic year: KC Perley returns (after a year away) as lead Mentor, Jantyne Bunce (former Student Ambassador) moves to a mentor role and new mentors Christian Sifford and Roy Fenn round out the team.
- Peer Mentors are tabling week one and part of week two, showing students how to access Banner, Canvas, email, update emergency alert information and introduce them to AdvisorTrac. The tabling also includes campus trivia with giveaways.
- Student Ambassadors organized the two days of Welcome Greeters and are working on the Dental Van visit in three weeks, the end of October Blood Drive, and Volunteer Opportunity Fair.
- Veterans Student Center is already busy and being utilized by veteran students.
- Umpqua Scholars year three cohort is underway. Three Bootcamps were completed. The cohort is comprised of 62 students; fun fact: participating is a set of triplets (fraternal) and a set of twins (also fraternal). For year two cohort, 45 students are returning. We have one student remaining from cohort one who will be completing this fall (student had a military commitment one term, which we honored).

### **SSS / Transfer Opportunity Program – Caroline Hopkins, Director:**

The Transfer Opportunity Program – Student Support Services/TRiO operates on an annual cycle that begins September 1 – August 31. SSS / TOP is funded to serve 160 participants with an annual budget of \$269,486. TOP objectives are related to student persistence, good academic standing, 2-year graduation rate, and 2 year transfer rates.

- Federal SSS programs have received a 3% increase in funding for the 2016/17 academic year. UCC's TRiO SSS program will increase direct services to students as a result of this increase.
- TOP is funded to serve 160 students a year. We had a large graduating class last year, with over 70 students graduating and transferring. So far this year we have been steadily taking in new students and we are up to 100 new students fully enrolled with 30 more in the process of enrollment.
- 9 TOP members volunteered to facilitate a rest stop for Cycle Oregon, earning the program \$1,000 to put toward campus visits and textbooks for the lending library.

- So far fall term TOP has lent out 71 textbooks, smart pens and graphing calculators with an estimated value of \$8,000 we are saving students this term. It is expected that more will be lent out as the term continues.

**Financial Aid – Michelle Bergmann, Director:**

- 2013 Final Cohort Default Rate reported by the Department of Ed came in at 25.4%, down from 38.5% in 2010!!
- Lots of action in the Financial Aid Office many student turning in late documents, we currently have 162 students waiting to be processed. My staff is working diligently to keep up.
- To date we have 3,209 FAFSA applications with 1,318 students packaged to date. (187 ahead of last year at this time)
- We are strongly promoting the October 1<sup>st</sup> FAFSA application date for 2017/18. Many appointments have already been made to assist students with this process.
- In addition to preparing for Fall term we have done 6 high school financial aid presentations this month

**Educational Talent Search / Upward Bound – Matthew Droscher, Director:**

**Educational Talent Search**

- We have successfully obtained the grant for another 5 year cycle, ETS is currently in Year 1 of the grant.
- With the hiring of a new Director, Matt Droscher, the program is currently recruiting for spaces left by graduating seniors, 226 at the start of the recruiting phase.
- Active recruiting is in progress and spaces are filling up quickly, with a tentative remainder of approximately 125 to fill.
- ETS is also initiating the implementation of school clubs to develop skills building and mentorship.
- Visits are taking place to the ETS school sites to observe and learn more about the services being provided by staff, to better support and advocate for activities being offered.

**Upward Bound**

- Wrapping up its final year in its grant cycle, and busily writing up for the next application, anticipating a due date of early December 2016.
- Informal feedback is being received by UB team members and write up being coordinated by Matt Droscher, Director and April Hamlin, Grant Writer.
- Scheduling for the busy year ahead has already begun, along with planning for trainings and conferences.
- The Annual Progress Report, due by late October, is being initiated and data collection in progress.
- Visits are taking place at school sites to observe and learn more about the services being provided, to later advocate through the UB grant application.

**Manager of Advising, Testing & Accessibility Services, Brian Tiemeier:**

- Advising: Currently reviewing: process flow, training protocols, & workload distribution – looking specifically for opportunities to improve consistency of advisor accuracy and student experience.
- Testing: Implementing a change to Testing Center walk-in hours to allow for expanded services, and improve tester experience.
- Accessibility Services: Renewing push towards 100% completion of Accessibility Training for all UCC personnel.
- FYE: Currently reviewing best practices and building a project plan towards developing an on-campus orientation, and communication/assessments plans for Oregon Promise students.

**Campus Mental Health Recovery & Wellness Board Report, Mandie Pritchard:**

- Faculty Retreat: Kindall Baker, Tony Diczno, Lindsay Murphy and Mandie Pritchard present to faculty on September 16<sup>th</sup>. Information shared included Campus Mental Health, Recover and Wellness services, location, and staff introductions.
- In-Service Presentation: Information was provide on the Campus Threat Assessment Team, Behavioral Intervention Team, Campus Security – Incident Reports, Accident Reports, Title IX Reporting and Student Conduct Violation Reporting.
- Resiliency Room: An open house was held during in-service in the NEW Resiliency Room located in ESB9. The room is intended to provide a quiet and comfortable environment for students, staff and faculty to get away from the daily grind. If individuals are needing additional support, drop-in counseling is available in ESB10 or by calling 541-440-7900 for an appointment.

## **FISCAL SERVICES BOARD REPORT**

**October 2016**

**Rebecca Redell, V.P./CFO**

### **Finance, Natalya Brown**

- Pauly, Rogers and Co PC completed an external audit for fiscal year 2015-16. The fiscal year has been closed and Comprehensive Annual Financial report is being finalized.
- Finance office is working with Community Ed to assist in the implementation of the registration/payment system.
- Student Accounts are processing third party contracts, payments, selling student bus passes and preparing for the financial aid refunds processing that starts during the second week of the term.

### **Bookstore, Micque Shoemaker**

- Book sales began on 9/5/16 and we have been very busy with both online and in store sales. Counter service is going well and students are commenting that they like the one on one help to assist with their purchases and to answer their questions.
- We had an auditor on site to observe our physical count of inventory and provided the information he requested after the observation.
- The Bookstore's new online store went live on August 1 and we have already processed more orders in 2 months than all of last year.

### **Food Services and Events, Greg Smith**

- Completion of HNS 25 live scheduling assignments for new conference rooms.
- Completing set-up of new ESB conference room which will allow space for up to 68 people with media and food service tables.
- Casa De Belen Palette Challenge was a huge success pairing local wineries and breweries with our Umpqua catering employee's (ex-student's) appetizers.
- United Way Breakfast in the campus center was also a great success with the United Way raising over \$10,000 from auctions.

### **Budget, Beth Jessel**

- Budget 101 training was completed for Instruction during their In-Service
- Draft Budget Timeline has been completed and is ready for internal budget committee review for FY2017-18
- Budget 101 Training has been scheduled for all new staff or those new to their position and needing an introduction to budget. Basic budgeting information and instructions will be provided. This will give individuals a background for those new to the budgeting process and will allow a greater understanding when attending the detailed budget training in January 2017 in preparation for creating new budgets for FY2018. Place of Event: Room 201 in HSNB on 10/18/16 at 8:30 a.m. and 3:30 p.m.

### **Purchasing, Jules DeGiulio**

- HNSB Furnishings, Fixtures & Equipment, (FF&E): Original Furniture allotment @ 100% delivered, accounted for, and installed. Hallway Benches on order. Wire Shelving and a few Odds & Ends under review. Final estimate will show ~\$10K under full FF&E budget.
- Snyder Remodel: a). Attorney approved contract for architectural work submitted to Mahlum. Engineering Scope approved by UCC. Further discussions illustrate a couple of areas of concern holding draft contract at late WIP stage. Target to complete is 9/30/16. b). Preliminary Budget Proposal submitted to Snyder Team for review. c). Construction Contract in early Draft Stage.

## **FACILITIES AND SECURITY BOARD REPORT**

**September, 2016**

**Jess Miller, Director**

### **Maintenance**

- Beginning preventative maintenance on all HVAC systems. (filters, oil, belts, grease, calibration, etc.)
- Preparation of all instructional spaces.
- Working cohesively with CMGC for Bonnie Ford Center startup.
- Working with vendor for new electronic programmable door lock system.
- Completing installation of Soffit LED retrofit and Security Pole lights.
- Work requests include 151 requests with 131 complete and 20 pending.

### **Custodial**

- Finalizing floor finishes for the beginning of classes.
- Rotation of job duties and areas of responsibility.

### **Grounds**

- Working cohesively with CMGC and Sub contractor on irrigation and landscape at Bonnie Ford Center.
- Final grooming of the grounds for beginning of classes.
- Installing new directional signage throughout campus.
- Pruning some of the larger trees have begun.

### **Security**

- Training of all staff and faculty in ALICE emergency response training.
- Training of all staff in individual buildings of procedures for emergency, evacuation, safe rooms and general information.
- Preparing for September 30<sup>th</sup> event and October 1<sup>st</sup>.
- Coordination of added personnel to include off site visits to UCC out buildings.

### **Construction**

- Final punch list items by Sept. 30.
- Landscape near completion awaiting contractor's return.
- Plans for Snyder Hall deconstruction underway, estimated start date October 17.
- Site survey completed

## **INFORMATION TECHNOLOGY BOARD REPORT**

**September 2016**

**Dan Yoder, Director of Information Technology Department**

### **Network Support Team**

- Completed network installations in the HNS building
- Moved all college phone services to Douglas Fast Net
- Completed network infrastructure modifications for staff moves, Book Store changes, and Woolley Center thin client computer lab

### **Desktop Support and Media Services Team**

- Completed IT related staff moves to the HNS building
- Completed IT related staff moves in WCH and Science buildings
- Media Services conducted AV staff training for Nursing and Science instructors for the HNS building

### **Instructional Lab Support and Team**

- Completed software installation for the Nursing and Dental Assisting labs
- Received technical training related to the use of all AV and IT related class room and lab equipment
- Installed a 24 station thin client lab in the Woolley Center
- Completed software set up for 48 lap top computers for the HNS science labs
- Completed software set up for 24 lap top computers for student use in the Library

### **Information Systems Support Team**

- Handed off the AlertSense Emergency Messaging System control to the Security Department
- Updated the Academic Works upload process in support of Foundation Scholarships to a higher level of transport layer security
- Implemented required Banner system point releases, updates, and software patches

### **Institutional Research, Xiana Smithheart**

- Submitted the annual Federal Campus Safety and Security Report
- IPEDS Completions and 12 month enrollment report for 2015-16 completed
- Accelerated Learning Scores and TSAS data submitted to the HEC
- Completed Annual State FTE Audit

## **HUMAN RESOURCES BOARD REPORT**

**October 2016**

**Lynn M. Johnson, Director of Human Resources**

### **Human Resources, Lynn M. Johnson, Director of Human Resources**

- Sue Cooper and Kelley Plueard are finalizing last phase of New Hire Orientation to be launched this month. Purpose of new hire orientation is to ensure employees are on boarded to the College properly, have taken the required trainings such as FERPA, Title IX, Sexual Harassment, and Internet Usage, to name a few. It is also an opportunity to meet key members of the campus community.
- Evaluation Tools – First review of the proposed employee evaluation tools will begin this month. This retooling was necessary as the old forms were outdated and not as comprehensive as they needed to be. The proposed tools are designed to make the evaluation process comprehensive and easier for managers/supervisors to complete.
- Requisition for New Employees was re-designed over the summer and has officially launched. Training was provided during In Service in September.
- As part of the Accreditation work, all job descriptions are now found on the Human Resources page of the UCC website. Thank you Kelley Plueard for your hard work.

### **Payroll, Lynn M. Johnson, Director of Human Resources; Yvonne Hernandez-Buchko, Payroll Manager**

- Web Time Entry has been launched completely. Faculty was trained during In Service. Reporting of exception time only for employee group. This concludes a successful rollout of the Banner web time entry process to all employee groups.
- Succession planning for the Payroll Manager position is underway and going extremely well. Payroll process is a critical role at the college. We want to ensure we are prepared in the event of an emergency, vacation or absence of the payroll manager. The individual currently in this role, Lisa Cram, is doing an outstanding job and has caught on quickly with Yvonne's excellent coaching.



## **UCC FOUNDATION BOARD REPORT**

**October 2016**

**Susan Taylor, Executive Director**

### **Foundation**

- The Umpqua Strong 5K/9K raised **\$60,000** on Saturday, October 1<sup>st</sup> for the scholarships in the names of each of the Umpqua Nine and one on behalf of the survivors.
- Communications and marketing – We have launched two new monthly eNewsletters: one for Foundation board members and one for donors/supporters. Also, Kent Rochester of Big Wrench Media has created a series of videos of UCC student scholarship recipients. These will be used during the Legacy Ball and over the school year to promote UCC and the Foundation.
- Events and presentations – Susan Taylor presented at Roseburg Morning Rotary in September about the Foundation, Legacy Ball, and giving. She also worked with Robynne and Anne Marie to plan and implement the Grand Opening of the Bonnie J. Ford Health, Nursing, and Science Center.

### **Grants**

- The UCC Foundation was awarded a \$10,000 grant from the Erath Family Foundation to fund scholarships for viticulture and enology students.
- The grants office is preparing for the Upward Bound grant with the ETS/UB Director, Matt Droscher.
- April Hamlin presented at the administrative retreat with Jason Aase on the Ladder of Inference; and at the classified retreat on the Six Thinking Hats.

### **Scholarships**

- The Foundation Scholarship Committee awarded 64 students a total of \$124,407 in scholarships on September 29<sup>th</sup>.
- Honey McNamara presented on scholarships at several high schools in September, in cooperation with the financial aid department. These were earlier than normal this year in preparation for the new FAFSA deadline of October 1<sup>st</sup>.