

**Instructional Board Report**  
**April 2017**  
**Jason Aase, Vice President of Instruction**

**The UCC Board of Trustees Goals are being addressed in the following ways:**

Accreditation, strategic planning, governance changes, and policy development:

- We are preparing for the Northwest Commission on Colleges and Universities (NWCCU) evaluator visit associated with our Spring, 2017 ad hoc report. They are especially interested in seeing that all areas are assessing performance outcomes, and that we are utilizing the collected data for improvement. Accreditation is a continual process, not an event, and it impacts the entire campus.

Recovery efforts:

- Actively working on the Snyder planning and building process
- Working with HR and Counseling in arranging Safe School training

Student success efforts:

- Please see many notable examples below.

**Assessment; Debi Gresham**

- The Exit Interview Taskforce has completed the process of developing questions. These interviews will provide us with important assessment data to help us improve our offerings.
- Assessment training will be held for PT faculty on May 18, and has also been scheduled for Curriculum Committee. This addresses a notable concern from our Year-Seven Evaluation Report.

**Library and Success Center; Carol McGeehon**

- Reference librarian attended an OER workshop on March 17, 2017.
- Success Center Initiatives Coordinator attended a supplemental instruction conference in Kansas City March 20-22, 2017

**Viticulture and Enology; Andy Swan, Associate Director**

- SOWI is completing winter 2017 term with a head count of 61 students in all V&E courses. This is up from a winter 2016 term head count of 46 students in all V&E courses.

**Career & Technical Education; Jesse Morrow, Dean of CTE**

- The annual Explore Event occurred on March 15<sup>th</sup>. This event continues to grow, drawing in many employers, community partners, and college departments.

**Apprenticeship; Tracey Placido, Coordinator**

- **Outreach:** Traveled to Coos Bay to follow-up with Georgia Pacific and their request to indenture Manufacturing Plant Electricians; met with Southport Lumber (a potential site);
- **Notable events:** Platt Electrical Supply recently donated 45 electrical equipment bags with electrical tools, folding knife, hat, and a \$10 gift card for our electrical apprentices.

**Engineering; Clay Baumgartner, Department Chair**

- A recent decision was made to move forward with development of a formal state-wide organization of community colleges/universities for lower division, engineering programs (both transfer and technical courses). This will help us ensure student success
- UCC Engineering hosted the Oregon GNSS User Group Spring Workshop on campus on March 15th. Eighty-five professionals from around the state attended.
- UCC Engineering hosted computer training in ESB15 on March 27, 28, 29, and 30th. Twenty-five employees from BLM and Forest Service attended.

**Paralegal; Crystal Sullivan, Department Chair**

- 80% of our students who will be graduating this June are already employed. 3 have been offered jobs where I have referred them out to in the last month.

**College Transitions; Missy Olson, Director of College Transitions and eLearning**

- Met with high school seniors at Oakland, Glide, South Umpqua and Umpqua Valley Christian to guide them in transitioning to UCC.

- Held the annual Dual Credit Articulation Meeting to align dual credit classes with college classes, ensure outcomes were met, and review student work samples.
- UCC attended the first of three Growth Mindset Institute sessions at Lane Community College on March 10. We will be implementing the first of the activities in classes in April.

**Adult Basic Skills; Andre' Jacob, Department Chair**

- Held the Community Partners Meeting on March 3. Around 30 community members attended.
- GED Wraparound Grant Update: students have started using tuition scholarships and GED testing vouchers, and the program has purchased 25 bus passes. Adrienne Ochs, Oregon state oversight coordinator of the GED Wraparound grant, spoke highly of the program's incorporation of portfolios, transition plans, and accelerated programs for motivated students.

**UCC Online**

- Began presenting at Department Chair meetings on new tech available through Canvas.
- Held Brown Bag sessions that included the presentations on clickers, Turn-it-in, badges, Canvas tips, and Ally/Accessibility.

**Arts and Sciences**

**Humanities Department, Department Chair Amy Fair**

- UCC hosted the Oregon Writing and English Advisory Committee meeting. College writing faculty from community colleges and universities throughout the state attended the meeting.

**Fine and Performing Arts; Department Chair Susan Rochester**

- Susan Rochester is traveling to Northern Cyprus in July as part of a Fulbright-Hays program. While there, she will study Turkish language, art, and culture.
- Art Department faculty are working with the recently formed Oregon Community College Art Association to develop statewide standards and articulation recommendations

**Music:**

- Jason Heald and the Concert Chorale toured Scotland for ten days over spring break.
- The Music Department is working to put the RICH program into place. This program will showcase faculty and serve as an outreach tool within the community.

**Theater:**

- A \$10,000 grant from ASUCC and \$10,100 raised from the Angel Donor Match went towards Curtains equipment, labor, and materials & supplies.
- A fourth annual One-Act is right around the corner. Two high schools have committed so far and a few others have expressed interest. The One-Acts will be April 29<sup>th</sup>.
- LEAR, the spring play, has been cast. This adaptation of Shakespeare will examine gender roles and sexual orientations.

**Human Services; Sandra Angeli-Gade**

- The Peer Support Specialist application is up for approval by the Oregon Health Authority. The approval will allow the new class HS 110 Peer Recovery Mentor to be a state approved class for students and community members interested in becoming Peer Recovery Mentors. This application process was instigated and supported by our community partners Adapt and Serenity Lane.

**Education; Gwen Soderberg-Chase**

- Work is underway to create articulation agreements with Pacific University for a local effort to educate and train K-12 teachers in Douglas County. UCC will partner with Pacific University and Douglas ESD to create the articulations. On March 23, UCC and Pacific University staff presented to ~90 prospective students at Douglas ESD.

**Student Services**  
**April 2017**  
**David Farrington, Interim Vice President & Registrar**

**The UCC Board of Trustees Goals are being addressed in the following ways:**

- 1. Data Dashboard: Data on Student Success, Fiscal Trends, and other Relevant High Level Data Points that will be at least Quarterly:**
  - Received UCC's Fiscal Year 2014 Draft 3 Year Cohort Default Rate – 24.9%. We continue to move in the right direction.
  - 1,784 students have received Financial Aid award offers for the 16/17 academic year. An increase to date of 127 from the 15/16 academic year.
- 2. Accreditation, Strategic Planning, Governance Changes, and Policy Development:**
- 3. Recovery Efforts:**
  - Campus Mental Health, Recovery and Wellness has developed and implemented an intensive support plan called ON TRAC for students who continue to struggle with the impact of 10/1. Wrap around support services included: recovery advising, counseling, student self-assessment, identification of campus and community resources and services.
- 4. Student Success Efforts:**
  - First Year Experience (FYE): The new programs appear to be going well (small, in-person Student Orientations; Seminars; and Newsletters). We are in the process of assessing and revising each piece going into spring 2017.
  - NACADA Conference (Advising): The full time advisors attended a regional advising conference last week, the theme of which was “Raising Expectations, Nurturing Opportunities” with a focus on pushing programs towards excellence and engaging diversity. The team will be taking some time over the next couple of weeks to debrief, process takeaways, and identify opportunities for internal improvement initiatives.
  - Currently Enrollment Services have 1,287 people signed up for text reminders through the program, Remind. These included campus closures and dates a deadlines from the academic calendar.
  - Our new online LIVE chat program (Tawk.to) is set up on 4 admission web pages. It brings us about an average of 1-3 live chats a day. Not too many, but often times the people we do chat with come into the office or call us directly.

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

- Three TOP students completed interviews for the competitive Family and Human Services Program at University of Oregon. They will hear back by Monday, March 23 regarding acceptance.
- Three TOP students completed applications to the competitive Medical Imaging Technology program at Oregon Tech. They will be invited to interview in June.

**Campus Mental Health, Recovery and Wellness, Mandie Pritchard, Director:**

- The team attended the Disaster Behavioral Health 1<sup>st</sup> Annual Conference and had the opportunity to meet with Kaitlin Roig-DeBellis, Sandy Hook Teacher and Kristina Anderson, Virginia Tech Survivor. Kristina is the founder and executive director of Koshka Foundation for Safe School.
- Mandie Pritchard and Danielle Haskett have been invited by the Koshka Foundation to attend Virginia Tech's 10<sup>th</sup> Memorial Anniversary in April, 2017. The Koshka Foundation has graciously offered to cover air fare. A tentative plan has been developed to meet with several offices at Virginia Tech that include: Emergency Management, Threat Assessment Team, Office of Recovery & Support, Student Affairs and Virginia Tech Parents & Survivors. I am extremely grateful for the invitation from the Koshka Foundation and support from Kristina Anderson in her offer to provided assistance in our continued recovery from 10/1.

**Ford Childhood Enrichment Center, Nora Bing, Director:**

- Spring registration 90% full. 54 children enrolled, few spaces still available.
- Received clothing credit at “Kids Cents” store from ASUCC to use for children and families in need. The center is grateful for the support from our students.

**FINANCIAL SERVICES BOARD REPORT**  
**April 2017**  
**Rebecca Redell, Vice President of Financial Services/CFO**

**The UCC Board of Trustees Goals are being addressed in the following ways:**

1. Recovery efforts:
  - Recovery grants are reviewed bi-weekly for expenditure status. Finance office in coordination with Grants are preparing for status reporting to HECC.
2. Student success efforts:
  - The bookstore will be open extended hours the first two days of Spring Term.
  - The student watch survey has wrapped up and we should be receiving our report next month.

**Purchasing; Jules DeGiulio, Purchasing Administrator:**

- Financial Audit Services RFB- Bids received, evaluated and awarded to the financial firm of Moss Adams on 3/1.
- Quarterly Schedules RFB- Bids received, evaluated and awarded to Oregon Lithoprint on 3/27.
- Board Policy and Procedure- Procurement documents: BP601 and AP601 and AP601.1, have moved through the Policy Committee and are scheduled for first reading in College Council 4/11.
- Snyder Reconstruction- Design Documents are in final phase with the Architect. Construction Documents are in process. Expected to publish the construction Solicitation no later than early April.

**Finance Office; Natalya Brown, Director of Accounting and Finance:**

- Request for Proposal for Financial services was awarded to Moss Adams LLP. Preliminary work will begin in early April.
- Work with DocuWare, electronic document management system, continues.
- Review of petty cash, personal services contract procedures are in process.

**Bookstore; Micque Shoemaker, Bookstore Manager:**

- Pack the Gym night was a big success for the store. We had sales of over \$800 and enjoyed visiting with everyone who attended the games.
- The SNAP application has been submitted for the bookstore and we expect to be notified within 30 days regarding an on-site visit.

**Special Events, Greg Smith, Food Services Director:**

- River Rush College Catering served lunch to the judges and participated in “Greatest of the Grape” paired with Season Cellars and Freed Estate wineries. We received very positive feedback from patrons of the event.
- March update- we have had an excellent March with sales in excess of \$25,000. We served the First Citizens Banquet, Umpqua Watershed Fundraiser,
- We have served over 1,000 guests in the span of 8 days, which included the Explore Engineering event and the Pain Summit.

**INFORMATION TECHNOLOGY BOARD REPORT**  
**April 2017**  
**Dan Yoder, Director of Information Technology**

**The UCC Board of Trustees Goals are being addressed in the following ways:**

1. Data dashboard: data on student success, fiscal trends, and other relevant high level data points that will be at least quarterly:
  - In the process of licensing dash-board web viewer licenses to support dashboard deployment.
2. Accreditation, strategic planning, governance changes, and policy development:
  - Institutional Research is currently providing support for strategic plan, accreditation indicator revisions and development projects.
  - Program reviews scheduled for 2016-17 are in progress.
3. Recovery efforts:
  - Network switches to light up the new fiber providing a 10G network distribution layer are on site and scheduled for deployment over the next several weeks.
  - The Public Address system configuration is in progress.
  - Cell phone booster system is installed and operational in the HNS building.
4. Student success efforts:
  - Planning network identity management system implementation required to support a “Single Sign On” portal so students will log in one time and select from a menu of services and options reducing student frustration with college systems.

## **COMMUNICATIONS AND MARKETING BOARD REPORT**

**April, 2017**

**Tiffany Coleman, Director of Communications and Marketing**

Change and process refinement continue to take place in Communications and Marketing. Our primary, ongoing goal is to make sure we are working closely and directly with departments and programs to best market the College. Here are some of the projects we are working on with our internal partners:

### **Website Calendar**

Working with the Special Events team to reinstate a functional, useable calendar onto the website's main page. When complete, the calendar will feature events related to the academic calendar (for students), upcoming community-interest events (performances, athletics, etc.), and campus-wide events and announcements. The consensus is there's a lot happening at UCC. We need to create a better way to let people know what's going on.

### **Startup Weekend**

Working with the SBDC to promote Startup Weekend. Marketing includes a Facebook advertising campaign that features past, successful participants; a UCC instructor who successfully launched an invention, and a UCC alumnae who was able to grow her leadership skills by participating in the event.

### **Police Reserve Academy**

Working with the criminal justice program to promote the upcoming PRA registration. This promotion will include features on local law enforcement departments that hire UCC graduates, as well as a UCC alumnae who was hired at the Sutherlin Police Department.

### **UCC Foundation**

Working with the UCC Foundation on an overall marketing effort/plan. Our goals are to improve the Foundation website's functionality, highlight student and donor/community impact stories, create a YouTube playlist that houses scholarship recipient videos, develop targeted ads for the quarterly class schedule based on what coincides with the mailing dates (i.e., end-of-year tax break for donor consideration, scholarship application deadline for student appeal, etc.), and help with annual Employee Giving Campaign promotion.

### **Explore Event**

Worked with Clay Baumgartner and his team to heavily promote the 10<sup>th</sup> Annual Explore Event. We produced several hard copy and online elements in a very short time span to ensure this event's success. More than 350 people participated and we were able to further promote the Engineering, Surveying, Forestry, Computing, and Computer Science programs.

### **Theatre Arts**

Assisted with heavily marketing "Curtains the Musical." The show brought in more than \$10,000 in gross ticket sales.

### **Recruitment and Enrollment**

Worked with campus recruiter to develop a recruitment brochure and corresponding web page. Hard copy samples of the brochure will be distributed at the Board meeting.

**UCC FOUNDATION BOARD REPORT**  
**April 2017**  
**Susan Taylor, Executive Director**

**The UCC Board of Trustees Goals are being addressed in the following ways:**

1. Data dashboard: data on student success, fiscal trends, and other relevant high level data points that will be at least quarterly:
  - Honey McNamara is working on processing 330 UCC Foundation scholarship applications. 25 volunteers are currently reviewing and scoring the applications. The UCC Foundation Scholarship Committee has been meeting, and will hold Decision Day on April 13<sup>th</sup>.
2. Accreditation, strategic planning, governance changes, and policy development:
  - Susan Taylor gave a presentation to staff with Rebecca Redell and Dan Yoder regarding the UCC Foundation's annual financial report.
3. Recovery efforts:
  - April Hamlin continues to work with Mandie Pritchard on completing the second round of funding from the U.S. Department of Education Project SERV grant.
  - Susan Taylor traveled to the state capitol with Dr. Thatcher and Doris Lathrop to attend the OCCA Legislative Summit and visit two state congressmen and two state senators. We continue to thank our legislators for their support for recovery funds, while also requesting additional funds for community colleges and the industrial technology matching funds.
4. Student success efforts:
  - We are working with various campus groups on funding projects for athletics, student housing, welding, and bringing in new scholarships for students.
  - We have been working with Big Wrench Media to produce several scholarship success story videos that will be posted on the UCC website soon. The Communications and Marketing Department has also been helping us frame a marketing strategy.

**UCC Foundation, Susan Taylor, Executive Director**

- Ellen Brown organized the first UCC Retiree Luncheon hosted by the UCC Foundation. Dr. Thatcher gave a group of about 40 UCC retirees a presentation about the status of UCC in several areas. Feedback from participants was excellent.
- The UCC Foundation Board will hold a task force meeting to review the mission, vision, and goals for the UCC Foundation on April 4<sup>th</sup>.
- Susan Taylor hosted two statewide meetings at UCC – the American Leadership Forum of Oregon Classes 31 and 32 met in the Lang Center to learn about issues facing UCC and Douglas County.

**Grant Development, April Hamlin, Director**

- April Hamlin has been working with Kem Todd in the Small Business Development Center on grant development for Startup Weekend, with Craig Jackson on grant funding for athletics, and strategic funding planning for industrial technology.

## **UCCPTFA Board Report**

**April 2017**

**Jeri Frank, President, UCCPTFA**

We had our Winter Term General Meeting on March 8. I gave a “state of the union” update, and we discussed several business items. We are pleased that we have seen increased participation and interest from part-time faculty members during fall and winter terms. Our General Meeting for spring term is scheduled for May 31 as well as our regular Executive Committee meetings scheduled for the beginning of April and May.

We have initiated our intention to reopen our bargaining contract on the issue of compensation. Our contract is in effect through August of 2019 with the option of renegotiating compensation. We look forward to these discussions during spring term.

The part-time faculty continues to provide quality instruction for a significant portion of the course load offered at UCC. We hope to be of service during financial challenges to assist the college in providing the course offerings that benefit our student success.