

INSTRUCTIONAL BOARD REPORT
December 2016
Jason Aase, Interim Vice President

- Mr. Aase was a distinguished guest at the 47th annual Oregon Peace Officers Association Awards Banquet a number of awards were presented to our local law enforcement professionals for going above and beyond the call of duty, including the events of October 1st, 2015.
- Work continues on the accreditation process with a focus on the next Ad Hoc Report (recommendations 1, 2, 4, & 8) and the One Year Report, which are both due on March 1st. The committee is meeting weekly to stay on the timeline.
- Mr. Aase attended the Sutherlin High School CTE Partners dinner. It was exciting to see what the students and faculty are doing to provide the students with the career and life skills necessary to close the skills gap. It was a well-attended event.

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

Career Pathways:

- The Career Pathways quarterly grant report was submitted, indicating approval of several new Career Pathways. Progress is also being made on a promotional video for the Water Quality certificate, as well as designing two new videos promoting Computer Science and Early Childhood Education.

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

- The UCC Engineering Program has teamed with TRIO/TOPs to provide campus visits this fall to both Oregon Institute of Technology and Oregon State University.
- UCC has been invited to have a representative serve on the Undergraduate Recruitment Council for the OSU College of Forestry. Clay Baumgartner, UCC Department Chair, will be representing UCC.
- Toni Clough, Business Department Chair & Instructor, attended Elkton, North Douglas, Roseburg, and South Umpqua High Schools to provide information and recruitment efforts.

Small Business Development Center/UBC; Caterson, Debbie, Director of SBDC/UBC

- RAIN-Roseburg Angel Investor Network Event occurred on December 1st at SOWI Center.
- We have arranged with Douglas High School to meet with High School students on December 14th.

Library and Success Center; McGeehon, Carol, Director of Library & Success Center

- Further outfitting of the success center has included:
 - 2 ADA compliant PCs on adjustable tables
 - A TV monitor to use as electronic signboard
 - 2 charging stations for mobile devices
- To support our Assessment Coordinator, an Outcomes and Assessment Research Guide has been developed for faculty.

Student Services
December 2016
David Farrington, Interim Vice President & Registrar

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

- Several UCC employees traveled to Chemeketa Community College (CCC) on November 18th to attend the multiple measure meeting regarding placement in courses using other measures other than placement testing.
- Several student service and finance staff attended FERPA training at CCC on November 18th, which was conducted by LeRoy Rooker, the nation's leading authority on the Family Educational Right and Privacy Act (FERPA).
- A Flat Rate Tuition Taskforce started meeting in October to review flat rate tuition options.
- Enrollment Services received 2350 undergraduate applications for fall 2016, which is up approximately 1% from fall 2015 which received 2315 applications. Currently for winter 2017 we are at 468 applications compared to winter 2016 at this time received 356 applications. Winter term registration opened November 7th.

Student Life and Campus Engagement, Marjan Coester, Director of Student Life and Campus Engagement:

- ASUCC received a \$2,000 donation from Big Lots which will fund ASUCC Student Services (gas cards, backpack program, bus pass program and food pantry). Patrick Schneider, ASUCC Public Relations Officer and Alicia Jones, ASUCC Business Manager accepted the check at the Big Lots grand opening; Jones participated in the ribbon cutting ceremony.
- ASUCC and Student Life provided 72 Thanksgiving Meal Baskets to students. Much thanks to UCC staff who donated to the project. We also extend thanks to Walmart, who donated \$1,000 towards the project. UCC Scholars volunteered both days to help with assembling of the baskets as well as distribution.
- The annual Thanksgiving Meal Lunch was a great success with over 250 participants; just over \$250 in donations were collected which went to support the Thanksgiving Meal Basket project.
- ASUCC Vice President Kristopher Yates was selected to serve as the OCCSA (Oregon Community College Student Association) Vice-Chair. This is the first time in at least ten years that a UCC student leader has served in a leadership role for this organization.
- QSA (Queer Student Advocacy) Club held a Transgender Awareness Week event; in conjunction they raised \$402 through an all-week bake sale.
- Phi Theta Kappa members and a number of other volunteers participated in UCC Garden clean up.
- Over fifty students, staff and families participated in the Veterans Day Parade with the UCC float.

Financial Aid – Michelle Bergmann, Director:

- Our packaging for 2016/2017 is up to date with 1,597 students awards processed, 164 more than last year.
- Michelle and Kelli will be headed to Atlanta, GA for the annual Federal Student Aid Conference the week of Nov. 28th
- We are currently preparing to import 17/18 FAFSA's and plan to begin accepting documents beginning in December.
- Financial Aid staff recently attended a FERPA training at Chemeketa Community College

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

Both Educational Talent Search and Upward Bound programs work with a focus on assisting students that are underrepresented, and with fewer opportunities to gain access to postsecondary education. The above programs work to equalize this by providing resources, college and cultural opportunities, and assistance in multiple forms to support them achieve their goal of getting into the college or university of their choice. Our biggest success is seeing a student move on to postsecondary education based on their efforts.

Upward Bound (current number of students in program- 47)

November has been a very busy month for UB, working on the annual performance review, along with crafting a new grant application to enable ongoing services and supports for the next 5 year cycle. The application is being submitted with agreements of support from multiple departmental and community partners. The process has a big team effort, and we couldn't have pulled it off without the strong support of April Hamlin, Grant Development Director, Missy Olson, Cathy Adkins, and Destiny Hunt. I would also like to thank the many UCC departments, target school sites, and community partners with their letters of support. You all make this program possible in providing the opportunities of our students in achieving their goals and dreams.

Educational Talent Search (current number of students in program- 550)

November has a busy month for ETS as well, saying thanks to the extensive work being done in developing the program's Annual Performance Review. ETS has had a good year, but we are striving to make it an even better year as we have partnered with Douglas County Partners for Student Success and AmeriCorps to assist in mentorship with a new club styled activity called IMPACT. This activity is to have strong student input, discussing topics tied to mentorship, which is half of each session. The other half focuses on aspects of academics and academic support. Activities should be starting by December 2016.

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.

- 13 students attended the Oregon Tech campus visit
- 6 students attended the 16th annual Oregon Students of Color Conference
- We are working on the annual progress report to submit to the Dept. of Education by Dec. 2, 2016
- 15 students will attend the Oregon State Campus Visit Dec. 2

Athletics- Craig Jackson, Athletic Director

- Volleyball reached the NWAC Championship Tournament for the first time since 2012, where they went 2-2, including a first round upset of the #1 team in their section. In addition to their two victories, 3 sophomores were selected and played for the Southern Region All-Star Team.
- Women's Basketball put on a basketball clinic for 36 boys and girls from Oakland High and Middle Schools.
- Women's Basketball begins their season this Friday at the Clackamas Thanksgiving tournament.
- Men's Basketball is currently 2-0 on the season.

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

- Managing increased student flow due to this being the last week to withdraw from Fall 16 courses and the first week for all students to register for Winter 17 courses.
- Attended Nov 18 gathering of Oregon community colleges (with 2 faculty members) to hear from John Hetts (Senior Director of Data Science at Educational Results Partnership in Sacramento, California) re: multiple measures for placement.
- Implementing revised multiple measures placement procedures for Math and Reading/Writing.
- Reviewing budget and testing procedures for students with accommodations.
- Preparing Oregon Promise Support Report #2 per HB 4076 Intergovernmental Grant Agreement.
- Finalizing plans for a new on-campus student orientation to be piloted with Winter 2017 students in December.

Title III, Dr. Cynthia Horkey, Project Manager

- The external evaluator for the TITLE III grant, Pacific Research and Evaluation, visited campus, met with staff, and held student focus groups. This input will be used for the Year 3 evaluation.
- New classroom materials, including large monitors, document cameras, and Chromecasts, were purchased to enhance the developmental math classrooms.
- With AdvisorTrac, students now have the ability to make appointments through the Internet with their academic advisor.
- A new user group has been formed to work with IT on supporting AdvisorTrac/TutorTrac.
- The Project Manager attended the local Poverty Simulation sponsored by Goodwill.

FINANCIAL SERVICES BOARD REPORT
December, 2016
Rebecca Redell, Vice President of Financial Services/CFO

Purchasing; Jules DeGiulio, Purchasing Administrator

- HNSB Furnishings, Fixtures & Equipment, (FF&E): Final purchases of all authorized amenities have been made and deliveries are imminent. Estimated to finish ~2,500 under FF&E budget.
- Snyder Remodel: Architect/Mahlum: Contract signed by both parties and Executed 11/21/2016. Contractor/Andersen: Several build estimates compared and detailed contract negotiations are continuing with Andersen Construction. CM/GC details being worked out.
- Loggers Café: Entering 2nd year of contracted services. 3rd Business Review completed. No contract changes. Agreements include: improved presentation with staff to wear official Loggers “uniform” shirts, posted hours of operation, improved communication for campus events that include food, and improved attention to cleanliness of the kitchen and dining area, among others.

Special Events and Catering; Greg Smith, Food Services Director

- Currently we have booked 1,541 events in 2016 including 263 external ones.
- We have conducted 37 tours of Lang and additional UCC Facilities for potential customers this year.
- Catering: Final preparations made for Turkey Luncheon in the cafeteria with service to 200+ people and time/donations from Student Life/ASUCC, and Chef Steve/catering.
- Last wedding of the year completed with glowing reviews of food and venue. We are planning on participating in the Fairgrounds Bridal Bliss Wedding Showcase to enhance our wedding events presence.

Budget; Beth Jessel, Budget Manager

- No Report

Finance Office; Natalya Brown, Director of Accounting and Finance

- Finance office is preparing for 1099 MISC and 1098T reporting due to IRS by January 31, 2017. We started testing our system and reviewing records for accuracy.
- Grants reporting and billing have been completed for the period ending October 31st.
- Student accounts sent out student billings for Fall term and final notices for Summer term in the beginning of November. They are preparing for the start of Winter term: processing third party contracts on student accounts, processing payments, etc..
- Finance office is monitoring Enrole (new software implemented by Community Ed for registering non-credit students) activity to make sure that we are not experiencing issues with banking.

Bookstore; Micque Shoemaker, Bookstore Manager

- Cynthia McKeon was hired to fill the Bookstore Program Specialist position. She brings a wealth of retail knowledge and experience to the store and we’re very excited to have her on board.
- Book Buy Back is scheduled for December 7th-9th.
- Financial Aid will be available in the Bookstore on December 12th, when book sales will officially begin in the store.
- Two employees attended the Mega Educational Sessions and Tradeshow November 7th – 10th.

FACILITIES AND SECURITY BOARD REPORT

December, 2016

Jess Miller – Director OF Facilities and Security

Maintenance

- Continue preventative maintenance on all HVAC systems. (Filters, oil, belts, grease, calibration, etc.)
- Preparation of all instructional spaces specifically SCI 11 and 16 and WCH 19 for winter term.
- Preparation for modular removal Dec. 9th – 16th.
- Preparation for SEM Presentations to Board and SEM Regional Cohort
- Completing installation of Soffit LED retrofit.
- Work requests include 93 requests with 94 complete and 25 pending.

Custodial

- Preparation for holiday deep cleaning.
- Many special event set ups.

Grounds

- Grooming of the grounds
- Landscape on the back side of Bonnie Ford Center – Gabion Rock bank with trees for stabilizing bank and aesthetics.
- Pruning some of the larger trees continued.

Security

- Preparing training of all part time staff and faculty in ALICE emergency response training.
- Preparing for training of all part time staff in individual buildings of procedures for emergency, evacuation, safe rooms and general information.
- Continue to work on identifying further security measures. Assist with taskforce to identify needs on campus for second legislative ask.

Construction

- Final punch list items by Sept. 30.
- Landscape near completion awaiting contractor's return, weather permitting.
- Working with Architect and Anderson Construction to align cost for Snyder Hall replacement.

HUMAN RESOURCES BOARD REPORT
December, 2016
Lynn M. Johnson, Director of Human Resources

Human Resources

- Attended NeoGov Conference in October. Brought back information on automating requisitions, applicant scoring, establishing approval ques for hiring, and automating evaluation tools.
- OEGB/MODA and FSA enrollments completed for the 2016-17 plan year
- UCCFA salaries updated to the new salary schedule and steps awarded to eligible members

Payroll

- Cross training of Payroll Assistant
- Quarterly reports submitted to Federal and State
- Working on Affordable Care Act reporting
- Started Phase 1 of PERS reconciliation

Communications and Marketing BOARD REPORT
December 2016
Anne Marie Levis

Overview: Compared to October, November was a quiet month for media attention, which is a big relief. The focus has moved to internal marketing and communication efforts. We set up a new protocol for distributing information to the campus about activities and marketing efforts. This has been a success and we are tracking **the impact** of our internal newsletters and daily updates. **We have also been looking for ways to make our marketing efforts more efficient and to better assist our internal teams with their marketing needs.** We are **currently** developing some tools for internal audiences to **help them** make more efficient use of Communications and Marketing time and services. These tools will be implemented in January. We are also making changes to our website to make acquisition of information easier and more direct. We also began our Winter Term marketing campaign in November, which will end in mid-December. Current numbers for “clicks” on our ads are high. We will finish the online campaign mid-December and present final results in the December report. A progress report is below:

Winter Campaign: Our winter recruitment campaign has **been successful.** We targeted potential students 18-34 years old in Douglas County. We placed ads in the following places:

- Billboards
- Busboards
- Google **Adwords**
- Facebook Ads

Currently, the results of our online ads are:

Google **Adwords:**

- Total Impressions: 424,452
- Total Clicks: 2,051

Facebook Ads:

- Total Impressions: 77,990
- Total Clicks: 861

Here are examples of the ads that are **currently** running:



Apply now for Winter Term!



See Yourself at UCC!

Register Now!



Small class sizes.

Personalized attention.

Affordable education.

Register now for Winter Term!



Winter Term starts soon.



Apply Now!



See Yourself
at UCC!



Apply now for
Winter Term!



UCC FOUNDATION BOARD REPORT

December 2016

Susan Taylor, Executive Director

Foundation

- The 1st Annual Legacy Ball was a huge success! The UCC Foundation exceeded our goal and raised \$192,500 to endow the scholarships in the names of the Umpqua Nine and to support recovery and rebuilding of Umpqua Community College. The event sold out two weeks prior to the event with 400 guests. Please mark your calendars now for next year's Legacy Ball on Friday, November 10th, 2017 at Seven Feathers Casino Resort Convention Center.

- Events and presentations –
 - KQEN: Interviewed on the radio to talk about the UCC Foundation and the Legacy Ball
 - Phoenix School: Joined Dr. Thatcher for a dedication of the salmon, painted beautifully Phoenix students who are in the Early College Program
 - Budget Presentation: Gave a presentation to UCC staff and faculty about the UCC Foundation's budget and endowments

Grants

- In November, The Business Department was awarded a \$100,000 grant from the League for Innovation and funded by the WalMart Foundation. This is the second grant received by the department for the Retail Management Certificate Program.

The grant will provide funds to continue the development and expansion of the program. Currently UCC has over 400 students from 28 states participating in this fully online program that is sponsored by the Western Association of Food Companies.

A national announcement of this grant will be made by the Walmart Foundation at the National Retail Federation meeting in New York early next year.

- The Upward Bound grant was submitted in November, with a tremendous amount of thanks to Missy Olson, Cathy Adkins, Matt Droscher, Destiny Hunt, Susan Taylor, and David Farrington.

- The legislative request for ongoing recovery efforts for the 2017-2019 biennium was completed.

- The final Redesigning America's Community Colleges for Fall term has wrapped up! Conversations will begin anew in January!

UCCPTFA Board Report

December 2016

Jeri Frank, President, UCCPTFA

The Umpqua Community College Part-time Faculty Association wishes to thank the UCC administration and the Board for approving our new three-year bargaining contract. We appreciate your support. All the necessary adjustments will be made by the end of the calendar year, and the new contract is on the UCC website under the Human Resources section.

The Safety training that was planned during our bargaining sessions is being scheduled for the early part of winter term.

Our union will continue to strive for increased recognition and involvement within the college. We have a major role in teaching the classes offered at UCC. We are an extremely dedicated group of instructors who care deeply about our students' success.