

Instructional Board Report
June 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:

- Our annual report to the Northwest Commission on Colleges and Universities was successfully completed. Our focus continues to be on our next ad hoc report, due on September 15. We anticipate the associated evaluation visit in early October.
- On May 13-22, UCC hosted our eleventh Ukrainian Open World Delegation, focusing on resources surrounding PTSD. Many connections were made, and we look forward to strengthening our Ukrainian ties, and even the possibility of sending a UCC delegation to Ukraine in the near future.
- Our ninth Leadership UCC class graduated on June 9. Congratulations to the graduates! We look forward to continuing and strengthening Leadership UCC in the future.

Viticulture & Enology; Andy Swan, Associate Director

- SOWI bottled the first commercial wine made from grapes grown in the SOWI vineyard on May 6, 2017. Release of this wine is expected in early July
- SOWI opened the tasting room for the season on May 13, 2017.
- The first seminar of the 2017 SOWI Seminar Series was held on May 19, 2017. Attendees came from as far away as Ashland and Salem to attend.
- SOWI is continuing to work with several other departments to sign up SNAP recipients.

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

- The library is hosting 15-minute workshops for students on relevant topics such as how to use our eBook collection to spotting fake news.
- We are also sponsoring a library book contest asking students to select a book they connect with, send us a photo and tell us why they connected with this title.
- Dental Assisting and the Library are the joint recipients of a \$9,000 grant from the Douglas Community Fund to update the Dental Assisting collection and house it within the library collection.
- We have ordered additional furniture for the Learning Common, including more charging stations. Students are and are working on another order and are adding seven additional charging stations to the building for student use.

Assessment; Debi Gresham, Coordinator

- An **Assessment Seminar** was held on Thursday, May 18 from 5:30 to 7:30 p.m. The event was attended by 18 adjunct faculty members. The meeting focused on discussing the assessment activities that have occurred this year, writing measurable outcomes, identifying key assessment measures, and looking forward to plans for next year.
- The eight-member **Assessment Review Team** reviewed the 56 Assessment Reports submitted by full- and part-time faculty members through the 2016-2017 academic year. Feedback from the review process will be shared with faculty in order to improve the overall process and implemented as part of the ongoing reporting and planning cycle.

Arts & Sciences; Martha Joyce, Interim Dean of Arts & Sciences

Fine & Performing Arts; Department Chair Susan Rochester

- 3 High Schools competed at the Oregon One-Acts, a high school drama competition held at Centerstage. Two Oregon One-Act merit awards/tuition waivers were given out to incoming UCC students. Participating schools: Sutherlin, Riddle, South Umpqua
- 28 current UCC students, high school volunteers and community members presented a Shakespearean tragedy, LEAR, in Centerstage.
- Several UCC students are cast and involved with Shrek, the summer musical in Jacoby.
- The annual student art showcase is on exhibit in the gallery. It is an exciting culmination of all that has been going on in our studio spaces this year.

Humans Services; Sandra Angeli-Gade, Department Chair

- 12 AAS in Human Service degrees, 4 Addiction Studies Certificates, 3 Addiction Treatment Certificates and 7 Case Aide Certificates will be awarded at the 2017 UCC Commencement ceremonies.

College Transitions and eLearning; Missy Olson, Director

- Concluded the Growth Mindset Institute with Marie Gambill, Alan Aylor, and Karen Carroll. The team will be working to share the idea with the campus community in the fall.

Adult Basic Skills

- Submitted the state grant to receive Title II dollars through the Workforce Innovation and Opportunity Act. This is the first year the grant was competitive, and if awarded, we will be working toward new standards of postsecondary and employment placement for GED students.
- Mid-term progress report accepted for GED Wraparound grant. Highlights include:
 - Increase in 12% of students in week one from winter to spring.
 - 41% of students took at least one test.
 - 17% of GED students completed the entire GED series.
 - Developed marketing campaign utilizing Facebook posts, a web video, movie theater marketing and radio ads.
- 28 students were honored at the National Adult Education Honor Society on May 17 for their outstanding work ethic, attendance, and participation.

UCC Online

- Began presenting at Department Chair meetings on new technology available through Canvas.
- Seven Brown Bag sessions by faculty members with a focus on teaching and learning have been offered during spring term. 50 people have attended which includes 24 unique attendees. Sessions have been recorded and shared for those that could not attend.

Community and Workforce Training; Robin VanWinkle, Director Community Education

- A&M Transport, located in Glendale, is donating two tractor trucks to UCC via the Foundation.
- The department offered a second course in Aluminum Welding with a full class of nine students. The training is funded by UT&E and North River Jet Boats.
- Registration for summer youth camps begins May 15. A lot of effort and staff time were devoted to designing user-friendly online registration for these sessions for parents and grandparents.

Automotive; John E Blakely, Department Chair

- A UCC automotive student was invited and accepted to compete at the SKILLS USA National competition in Kentucky June 19th thru the 23rd.
- T-TEN student recruitment and enrollment for the 17 -18 school year is almost complete with 18 screened, accepted students.
- CAP-Local dealers partnering with UCC for training technicians have an increasing need for certified technicians. Recruiting efforts are underway to help with the shortage of certified technicians.

Engineering and Computer Science; Clay Baumgartner, Department Chair

- Engineering Club members is very active, with recent events including:
 - The STEAM Extravaganza event on Saturday, May 6th.
 - Visits to four local elementary schools (on May 16th, 19th, 23rd, and 26th) in which the club members provided a wind turbine model event for students to design/build turbine propellers and measure power output.
 - Both a rocket and drone competition will be held during the Spring Fling for UCC students.
- All engineering technology graduates this year already have job offers and all engineering program students that wanted summer work have paid internships for the summer. I have had a dozen contacts in the last two weeks by employers looking for graduates.

Student Services
June 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:**
- 2. Accreditation, Strategic Planning, Governance Changes, and Policy Development:**
- 3. Recovery Efforts:**
- 4. Student Success Efforts:**

Financial Aid – Michelle Bergmann, Director:

On May 16th UCC was contacted by the Department of Education informing us that there would be an on-sit program review beginning June 12, 2017. This review will assess UCC's administration of the programs authorized under Title IV of the Higher Education Act of 1965, in which it participates.

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

Umpqua Community College received notification that the U.S. Department of Education has approved UCC's TRIO Upward Bound Proposal, which was submitted in November 2016. UCC's Upward Bound program serves 65 high school students from Roseburg High School, Douglas High School, and South Umpqua High School who are first generation, low income, and/or at high risk of academic failure by providing services and activities intended to increase high school completion with successful transition to and completion of a post-secondary education. Congratulations to all of the Upward Bound staff and their community partners who have contributed to the success of UCC's Upward Bound program and this latest grant proposal!

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

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

1. Policy development:
 - Fiscal documents: BP600.05 and AP 600.05, Procurement documents: BP601, and AP601, AP601.1, Bookstore documents: BP 615; and AP 615.01, AP 615.02, AP 615.03, AP 615.04, are scheduled for Board of Trustees 2nd reading. In addition, BP 400 and associated procedures have gone to the policy committee for review.
2. Recovery efforts:
 - The Snyder Committee met and recommended that DSL Builders be awarded the contract for Snyder Hall. The board approved the recommendation on 6/1/17.

Financial Services; Rebecca Redell, CFO:

- The Docuware project is continuing to move forward. This will streamline processes for HR, Finance, and Financial Aid. Implementation should be completed by the end of June.
- I attended the Exploring Diversity event that was hosted by HR. The speaker gave some great information and helped raise awareness of diversity issues on campus.
- Our third and final budget forum of the year was held on 6/1/17 in conjunction with updates from the President. We had a packed room and good participation.

Purchasing; Jules DeGiulio, Purchasing Manager:

- Request for Proposals (RFP) was issued on 5/15/17 to upgrade the Center Stage Theater lighting. Proposals are due 6/6/17 and the project is scheduled for completion during Summer Term.

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

- Finance office is in the process of collecting and providing information to external auditors due by June 5th, 2017. Auditors will be concentrating their efforts in testing internal controls in multiple areas of the College including Finance, Financial aid, Information Technology, Bookstore, etc.
- Finance is preparing for financial aid program review visit scheduled during the week of June 12, 2017.

Bookstore; Micque Shoemaker, Bookstore Manager:

- The USDA, Food & Nutrition Service has approved the UCC Bookstore as an approved retailer and has been granted approval to accept and redeem SNAP benefits on behalf of the USDA Food and Nutrition Service.
- Information for the upcoming Program Review has been completed and forwarded to Michelle Bergmann in Financial Aid.

Special Events, Greg Smith, Food Services Director:

- The cafeteria is up and running under College supervision again. Daily specials have been routinely selling out. Soon the cafeteria will be closed and will reopen after the summer break for fall term.

Budget Office, Katie Workman, Budget Assistant:

- The budget for 2017-18 was approved by the External Budget Committee on April 26th. It is now pending adoption at the June board meeting.

COMMUNICATIONS AND MARKETING BOARD REPORT

June, 2017

Tiffany Coleman, Director of Communications and Marketing

We and our internal partners continue to see incredible results from our digital marketing efforts.

Projects and Promotions:

We recently started our Summer Registration push. We chose to profile students who have taken summer courses before. We took their pictures and posted their quotes on the UCC Facebook page to explain the advantages of choosing the five-week summer term options to get ahead.

We have been working to promote the upcoming Police Reserve Academy start. We created a three-part social media marketing campaign. Right now, we are wrapping up the second part. Our primary marketing avenue for the first two parts was Facebook. Both were very successful in garnering organic and paid reach. For the third part, we will add LinkedIn marketing to our campaign.

We have been investing the time to promote a number of our new athletics programs. In addition to creating a feature story on our Obstacle Course Racing coach and team, we have been sharing a number of signings that have been coming out of the Athletics Department news vault. The goal is to make sure our staff, students, and community supporters see the attention these new campus endeavors are receiving, and help build excitement for our athletics programs in the upcoming year.

Commencement and multiple campus graduation and year-end events have consumed a great deal of our department's time. We have been busy creating programs and materials for several events.

The Summer Quarterly Class Schedule was sent to 53,017 homes in Douglas County. It started arriving in mailboxes on May 12. Our program spotlight for this edition was our new Cybersecurity program. In addition to creating a story, we included Oregon wage and employment information along with it.

We are moving forward with our intranet site creation. Members of the initial Intranet Task Force have been identified. The next step is to meet to determine the site's content.

Upcoming projects and promotions:

- UCC Intranet
- Paralegal program videos/success stories
- Race Night sponsorship at the Douglas County Speedway on July 1

FACILITIES AND SECURITY BOARD REPORT
June, 2017
Jess Miller – Director of Facilities and Security

Maintenance

- Remodel of boardroom to accommodate office space for Provost
- Successful installation of Chiller and Cooling Tower complete
- Coordination of Summer moving plan/schedule with team from campus community

Security

- Implementation of training for Emergency Responders and campus community.
- Installation and development of emergency response posters for all classrooms on campus.

Construction

- Completion of Science roof on South side.
- Worked closely with Jules DeJulio to make recommendation to the Board of Trustees and award General Contractor DSL for Snyder Hall Project.

HUMAN RESOURCES/PAYROLL BOARD REPORT
June, 2017
Lynn M. Johnson, Director of Human Resources

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

1. The Team has been working diligently on the payroll lag project. We are hopeful Dr. Thatcher will accept the proposal, and we will be able to move it forward by the end of Spring Term, June 16, 2017, for roll out, July 2018. Preliminary plans are being made to have Reliant Behavioral Health on campus to provide training on what happens when your payday changes. Additionally, community bank and credit union partners have expressed interest of coming to campus to open accounts so employees may begin their savings plans via payroll deduction.
2. Bargaining with the Classified, and Full Time Faculty Associations is underway. Both sessions are progressing with constructive conversation, and collaboration.
3. New Hire Orientation has been progressing, but the last couple sessions we notice we are struggling with attendance. The Team is working on creative strategies to engage new hires, and alleviate the problem.

UCC FOUNDATION BOARD REPORT
June 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: N/A
2. Accreditation, strategic planning, governance changes, and policy development:
 - **Departmental change** – In an effort to be more accurate with language, the Foundation office name will change to the **Advancement Office** beginning in July. The Advancement Office encompasses the UCC Foundation, grants, scholarships, and government relations.
3. Recovery efforts:
 - The Grant Development Office is working with the recovery spending committee to ensure all funds from the legislature (awarded in 2016) are spent before the end of the fiscal year of June 30th.
4. Student success efforts:
 - **Events** –
 - o The UCC Foundation held its first **Scholarship & Donor Reception** on May 24th to bring scholarship recipients and donors together for a fun social gathering. More than 150 donors and students participated in the event. Feedback was very positive; this event will continue in the future.
 - o Save the date for the next **Legacy Ball**: Friday, November 10th, 2017 at Seven Feathers Casino Resort.
 - **Student Housing** – The Foundation board will begin pursuit of housing for Toyota T-Ten students for fall 2017.
 - **Grants** –
 - o UCC received a grant from the US Department of Education to fund UCC's **TRIO Upward Bound** program for **\$270,375 per year for five years**. The UB program currently serves 65 students at Roseburg, Douglas, and South Umpqua High Schools who are first generation, low income, and/or at high risk of academic failure. UB students participate in activities and other services aimed at increasing high school completion with successful transition to and completion of a post-secondary education. Congratulations to ETS/UB Director Matt Droscher and the Upward Bound staff who contributed to this successful grant proposal.
 - o UCC received a grant from The **Douglas Community Fund** of the Oregon Community Foundation for **\$9,000** to establish a collection of dental assisting reference materials. This collection will be available for UCC's dental assisting and students from other healthcare related programs to access easily. Congratulations to Carol McGeehon and Tamara Loosli for their work on this grant.

UCCPTFA Board Report

June 2017

Jeri Frank, President, UCCPTFA

An Assessment Seminar took place on May 18 for part-time faculty. Debi Gresham organized an informative session, and we were very appreciative to have this opportunity.

Our bargaining re-opener on the subject of compensation will take place this summer, the results of which will be in place at the start of fall term.

Our spring term General Meeting took place on May 31, and we have initiated planning for fall in-service and first Executive Committee meeting in fall term. We are pleased to have successfully become more of a presence on campus with our faculty colleagues and administration throughout this school year.