

INSTRUCTIONAL BOARD REPORT

November 2016

Jason Aase, Interim Vice President

- The Ad Hoc report addressing recommendations five and nine from the Year Seven Evaluation Report was successfully submitted to The Northwest Commission on Colleges and Universities.
- Representatives from NC3 and TTEN visited campus to continue to develop a partnership with UCC's leadership and the automotive department.
- Roseburg Fire Department donated a truck for educational use.

Career & Technical Education, Morrow, Jesse

- The Annual Perkins Site Visit took place on November 3rd. Luis Juarez, Education Specialist with CCWD, met with CTE staff & Faculty and Educational Partnerships.
- Community & Workforce Training hosted the 34th Annual Conference on Extraordinary Living on September 9th with more than 200 people in attendance.
- A new online registration platform, "Enrole" will be in place for Winter term for the Community & Workforce Training Center and SBDC.
- The UCC Jobs program recently received funding to support up to 7 TANIF (Temporary Assistance to Needy Families) clients.

Arts and Sciences, Joyce, Martha

- Applications for 2017 Open World projects were submitted in September and are under review by FHI360/Open World. Decisions should be made by December. UCC's applications included focuses on (1) PTSD in the veteran population, and (2) domestic violence.
- On behalf of UCC, Arts and Sciences is heading up an effort to bring a Fulbright Foreign Language Teaching Assistant (FLTA) to campus for 2017/18. Arts and Sciences is also investigating bringing its second Fulbright Scholar-in-Residence (SIR) to UCC for 2018/19.

College Transitions and eLearning, Olson, Missy

- The UCC Online staff, as well as faculty, attended the NW eLearning conference in Eugene on Oct. 20-21, and have a number of new strategies for student engagement in online learning.
- Missy Olson attended the dual credit coordinator meeting on Oct. 25 in Redmond. Topics included instructor qualifications, classes with college instructors on high school campuses, Oregon Promise, and reviewing five-year data for dual credit for each community college. In 2010/11, 10% of students took a dual credit course, increasing to 19% in 2014/15, (the state average was 16%).
- The Adult Basic Skills staff attended the GED Summit in Portland Oct. 27-28. The ABS program has added Saturday classes, and they have been well attended.

Director of Library & Success Center, McGeehon, Carol

- New carpet and study rooms installed in the Success Center for student use.
- 24 new laptops for student use.
- New search software which searches most of the library resources and simplifies research for students, faculty, and staff.
- Sadie Arch is our new Success Center Initiatives Coordinator who started in October.
- TutorTrac software allows students to sign themselves in and out of the Success Center.

Assessment, Gresham, Deborah

- Attended the Assessment Institute in Indianapolis, Indiana October 15 through 18
- Positive meeting with Student Services and Instructional Leadership Team regarding Exit Interviews and Co-Curricular Assessment Tracking
- Starting a Brown Bag Training Series on Monday, October 31 covering assessment topics. First session on writing student learning outcomes.

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

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

- Martha Joyce and I drove to Olympia, Washington to attend a meeting at the Washington State Board for Community and Technical Colleges' regarding offering a bachelor's of applied science at Community Colleges. Our HECC representatives will be taking this to the legislature for discussion.
- Enrollment Services are currently updating the Academic Standards Committee (ASC) guidelines.
- Work on the 2017-2018 Catalog has begun.

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

- ASUCC exceeded their voter registration goal of 100 by registering 327 students. They are the only community college to have met and exceeded their goal.
- Members of Phi Theta Kappa participated in a regional conference hosted at Chemeketa Community College. The chapter has set a four star status goal and as part of this, are working on reinventing/reinvigorating the campus garden.
- Several student leaders will be attending the Southern Oregon College Student Leadership Summit (SOCCLS) in November. SOCCLS originated at UCC, as a collaborative effort between the UCC and SWOCC leadership advisors four years ago and expanded to include RCC and KCC. It is exciting to see that it continues to serve a purpose and that it has also been brought under the umbrella of the Oregon student leadership and activities advisors group (OSLAP) with the intent of replicating its format and offerings across the state.
- ASUCC and Student Life have launched the Thanksgiving Meal Basket drive. This year's goal is to provide 100 meal baskets to students with families.

Financial Aid – Michelle Bergmann, Director:

- Financial Aid staff had a very busy start to the term, last reported there were 162 students waiting to be processed, to date there are only 16.
- 1,507 students have been awarded to date up from 1,321 last year at this time
- 201 of the 330 students -60.9% awarded the Oregon Promise have been paid to date with a few more pending
- With the October 1st FAFSA kick off we are busy with the 17/18 Financial Aid year Roll, several months earlier than last year
- We are gearing up the annual student job fair, hoping to get campus support for a large turn out
- Working on the annual Gainful Employment reporting

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

- Educational Talent Search recruitment continues for this program to replace exited HS Seniors. Our current count is at 508, with 92 needed to meet our goal. The team is also currently building up services in line with our new grant, developing the IMPACT Club at school sites to focus on mentorship and tutoring. The Director completed initial visits to school sites, getting educated on all of the great services and staff we have to offer students as they seek access to post-secondary education. The ETS team also busy working on collecting data for the Annual Progress Report (APR), to be submitted by 12/1/16.

- Upward Bound recruitment also continues here, currently at 44 UB participants, with only 21 left to meet our goal. The new UB grant proposal came out on 10/17/16 with some definite formatting challenges to face, but the UB grant team is working diligently to turn the grant application early (grant due by 11/28/16). Running in line with the grant timeline, the UB Team is also working on the APR, much like ETS, and due by 12/1/16. UB site visits by the ETS/UB Director went well, with the Director learning much and impressed with the team's efforts.
- Both programs are working on strengthening community partnerships as well, making connections with United Way/Get Connected, Douglas County Partners for Student Success (DCPSS) and AmeriCorps/Oregon Connections, along with the Cow Creek Band of Umpqua Tribe of Indians/Education and Workforce Development departments. Steps are in initial phases, but looking very positive.

Title III, Dr. Cynthia Horkey, Project Manager:

- The AdvisorTrac/SAGE Early Alert was implemented in October. Previously, Early Alerts were gathered at the five week mark. With the new electronic system, Early Alert is open at all times. In 20 days, 120 Academic Alerts were received for 94 students, 11 Student of Concern Alerts were received for 11 students, and 12 Counseling Alerts were received for eight students. This new electronic system is proving successful providing UCC staff the capability to offer assistance to students immediately.
- Title III completed Year 3 at the end of September 30, 2016 of the five year grant. New monies received for Year 4 total \$448,953.
- Staff are receiving training on the Educational Planner, the second phase of the Title III Degree Works project.

Ford Childhood Enrichment Center, Nora Bing, Director:

- 57 children enrolled
- FCEC teachers are attending UCC's Early Childhood Education Conference
- CCAMPIS grant recipient student parents are participating in a scholarship workshop with Student Parent Retention Specialist and Scholarship coordinator

Campus Mental Health, Recovery & Wellness, Mandie Pritchard, Director:

- UCC hosted the Blue Zone site visit on Monday, October 11th in the Lang Center. Mandie Pritchard attended to represent UCC workplace wellness. If Douglas County leaders have submitted a grant request to the Cambia Health Foundation to become a Blue Zone community. If funded, five of the nine principles may be adopted include: Move Naturally, Down Shift, Plant Slant, Family First, and Right to Tribe. These are being incorporated in our current wellness program for staff, faculty and students through Campus Mental Health, Recovery & Wellness.
- Kindall Baker attend the quarterly Sexual Assault Response Team meeting for UCC. The group is considering starting a Family Violence Response Team in Douglas County and developing a protocol for processing rape kits.
- October is Domestic Violence Awareness month. Domestic Violence is defined "as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone." --Department of Justice, 2016.

Domestic Violence Statistics

- 1 in 3 women and 1 in 4 men have been victims of physical violence by an intimate partner in their lifetime
- Everyday there is an estimated 20,000 phone calls made to domestic violence hotlines across the nation
- In the United States, every 20 minutes someone is the victim of domestic violence

Community Resources:

Call **911** if you are in immediate danger

Battered Persons Advocacy

541-673-7867

National Domestic Violence Hotline

1-800-99-7233

UCC Counseling Center

541-440-7900

Mercy Medical Center

541-673-0611

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

Purchasing; Jules DeGiulio, Purchasing Administrator

- HNSB Furnishings, Fixtures & Equipment, (FF&E): Move in raised a number of questions about amenities for a few areas in the building. FF&E budget review allowed for all requests through 10/21, which were authorized. Estimate is to finish at ~2,000 under FF&E budget.
- Snyder Remodel: Architect/Mahlum: Contract in late stage draft and expected to be completed by 10/30/16. Contractor/Andersen: HazMat Abatement & Deconstruction contract sent to Andersen 10/14/16 with work commencing 10/17/16. CM/GC contract with Andersen in draft form while details and negotiations are being conducted.

Special Events and Catering; Greg Smith, Food Services Director

- Working with work-study to provide web help to maintain launched Events and Catering Facebook page.
- Preparing for yearly hosted Thanksgiving lunch provided by Chef Steve and Catering on November 22nd in conjunction with donations from the community gathered by ASUCC.
- Ten Christmas parties booked for December from outside customers with 70% being repeat reservations.
- Key events on horizon- Travel Oregon Agri-Tour November 3 (which helps spawn new future events). Nutcracker November 20th. Katherine Howard Dance Recital December 3rd. Sense and Sensibility production November 4th.

Budget; Beth Jessel, Budget Manager

- First round of budget training complete in preparation for the FY2018 budget season. Budget 101 – Introduction to budgeting was completed on 10/18/2016
- First draft of the new “Grants Training” is complete. First training session will be on 12/1/2016 in the Health, Nursing and Science Building in Room 201 from 10:00 am to 12:00 pm.
- New members have been selected for the Internal Budget Committee. We would like to thank the following members for their time and efforts as well as their enthusiasm over the last three years:
 - Donna Goebel – Finance and accounting
 - Susan Taylor – Grants and Foundation
 - JoAnne Richards – Faculty/Science

We would also like to welcome our newest members:

- Carol McGeehon – Administration/Library and e-learning
- Vincent Yip – Faculty/CIS/Health Informatics
- Jennifer Smith – Classified.

Finance Office; Natalya Brown, Director of Accounting and Finance

- Student Accounts processed majority of Fall 2016 student financial aid refunds, including Oregon Promise financial aid.
- Accounts Payable is finalizing Unclaimed Property report for the state.

Bookstore; Micque Shoemaker, Bookstore Manager

- Faculty adoptions for Winter Term course materials have started. Once adoptions have been completed we will begin sourcing course materials per the Faculty submissions.
- A presentation regarding the course materials adoption process, adoption issues for Fall Term and related educational information is being wrapped up and will be submitted to the Deans, VP of Instruction and UCC President.

HUMAN RESOURCES / PAYROLL BOARD REPORT

November, 2016

Lynn M. Johnson, Director of Human Resources

Human Resources; Lynn M. Johnson, Director of 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; Yvonne Hernandez, Payroll Manager

- 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
November 2016
Anne Marie Levis

Overview: There has been quite a bit of progress going on in the Communications and Marketing Department. First, our name has been changed to better reflect our mission of communications internally and externally as well as recruitment and retention of students for UCC. It is important that our department reflect the important work that we have been doing to bring new and different awareness of UCC campus. We are pleased to see a decrease in attention from the media and a focus on the positive, instead of the replay of October 1st story.

Second, we have developed a recruitment campaign for the winter term to create awareness for our classes and attract new students to campus. While our fall term has the highest acquisition potential, there are many possible students in the community who may be interested in joining our college. We are using an integrated strategy to marketing and targeting Douglas County students in the 15-35 year old age range. We are marketing through paid digital ads (Google and Facebook), radio ads, U-Trans bus ads and billboards. The campaign is centered on “See Yourself Here” and uses engaging photos to recruit potential students. The campaign will launch in early November and run until mid-December. We will track results by measuring clicks on digital ads, increased traffic to the UCC website and new students registering for winter term.

Third, we have been working extensively on creating efficient processes to improve our output of creating marketing and communication efforts on campus. We have developed a template for press releases for events, which is proving to be a time saver. We are meeting with various departments to assess marketing needs and have created new internal communication tools. In October, we developed a new format for the Hawk Squawk internal newsletter through an email tool called *Constant Contact*. This tool allows a quicker turnaround on developing the newsletter and lower staff time to implement. We have also designed, through the same tool, a daily email, called “Umpqua Updates.” This allows a central place for campus announcements. While this is still in the introductory stages, we have had good results with people opening the emails and engaging with the content. Our goal is to create a more robust internal communication system that also decreases individual emails to everyone on campus.

November will bring more foundational work for the marketing efforts of the college. We are developing a general marketing plan and calendars of efforts for the rest of the school year. This will allow us to be more proactive with our limited staff time.

FACILITIES & SECURITY BOARD REPORT

November, 2016

Jess Miller – Director of Facilities and Security

Maintenance

- Continued preventative maintenance on all HVAC systems. (filters, oil, belts, grease, calibration, etc.)
- 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.
- Work requests include 134 requests with 132 complete and 24 pending.
- Removal of salvage as part of the deconstruction process, (pumps, motors, boiler, chiller, electrical panels, signage, etc.)
- Employee evaluations

Custodial

- Employee Evaluations

Grounds

- Working cohesively with Andersen Construction to prepare Snyder Hall for irrigation and landscape.
- Working with contracted arborist for removal.
- Planting trees and preparing the west side of Bonnie Ford Center for ground cover.
- Pruning some of the larger trees continued.

Security

- Coordination of added personnel to include off site visits to UCC out buildings.
- Continue work to identify further security measures to implement.

Construction

- A couple more items working though for Bonnie Ford Center, (cameras and solar)
- Landscape near completion awaiting contractor's return.
- Snyder Hall deconstruction and debris removal near completion.
- Efforts to identify plan to build building within budget.

Information Technology BOARD REPORT

November 2016

Dan Yoder, Director of Information Technology Department

In addition to our normal support service work –

Network Support Team

- Welcome Seri Hall our new Network Technician
- Completed fiber patches in support of Snyder deconstruction
- Added phones to all HNS Classrooms

Desktop Support and Media Services Team

- Removed UCC Nursing program equipment from Mercy Medical facilities
- Media Services worked with Title III to secure three 65inch TV's with rolling carts, including document cameras, and chrome cast devices – creating 3 mobile teaching stations. One is located in Wayne Crouch 18, the others are in progress
- Added Chrome Cast capability to HNS rooms 201 and 202

Instructional Lab Support and Team

- Welcome Christine Case our new Title III Instructional Computer Lab Specialist
- Completed software and license updates for instructional computer labs in TC 104, and South Umpqua High School

Information Systems Support Team

- Completed initial consulting related to resolving identity management issues
- Successfully shut down and restarted 9 data bases and 17 servers to complete significant systems maintenance and update tasks in cooperation with the Network Support Team
- Provided support for retroactive-pay solution in support of full time faculty contract implementation

Applications Support (Facilities Scheduling, TutorTrac, AdvisorTrac, Manage Engine – Help Desk Software, etc...)

- Implemented “Early Alert” system in AdvisorTrac software

Institutional Research, Xiana Smithheart

- Submitted Fall 4th week enrollment information to the CCWD – input to the funding distribution formula
- Prepared the Noel Levitz Student Satisfaction Inventory Report

College Web Support

- Art Lucero, Web Developer, moved to the IT Department as a more central location for his organization wide support role

UCC FOUNDATION BOARD REPORT

November 2016

Susan Taylor, Executive Director

UCC Foundation

- The Legacy Ball is coming up on November 11th, and is on track to be a sold out event!
- We have created new planned giving materials in print, thanks to Title III funds. These materials will promote legacy giving to encourage long term funding support for UCC.
- Susan Taylor accompanied Dr. Thatcher, Jason Aase, and Rebecca Redell on a trip to LBCC's grand opening of the phase two Advanced Transportation Technology Center. We toured the facilities, met with legislators and corporate partners, and held a separate meeting with LBCC President Hamman and Development Director John McArdle. They were very helpful in explaining how their capital funding was structured to build their facilities.
- Ellen Brown and Susan Taylor attend a national conference in San Diego called the CASE Conference for Community College Advancement (also thanks to Title III funds!) and the Oregon Community College Foundation quarterly meeting. We learned new tools and ideas to implement with our organization, and made new connections with others from around the US and the state of Oregon.

Grant Development

- UCC Foundation received a \$4,000 grant from the Ben Serafin Fund of the Oregon Community Foundation to support childcare subsidies for students with children in the Ford Childhood Enrichment Center!
- The U.S. Department of Education Upward Bound grant RFA has been released and is due November 28th.
- UCC has been invited to apply for a \$100,000 grant to support activities for the Retail Management Certificate program. Gary Gray has tackled the grant application, despite a very quick turn-around time. This grant will also come with additional funding to provide a minimum of 75 students with scholarships for the first three classes in the RMC.
- Mandie Pritchard and April Hamlin are preparing to reapply for Project SERV 2 and have also been working with the President's Staff to discuss the Oregon Legislative request for 2017-2019.
- Umpqua Community College has applied to participate in an Oregon Community College Growth Mindset Community of Practice. An instructional team is representing UCC and has developed a great plan in their application packet!

Scholarships

- Both rounds of scholarship awards for the 2016-2017 academic year are now complete. The UCC Foundation awarded a total of \$412,663 to 182 students, not including agency scholarships. The Scholarship Office currently has one CNA scholarship, two fire science, and three automotive scholarships that have an open application period now. Instructors are encouraging students to apply.

UCCPTFA Board Report

November 2016

Jeri Frank, President, UCCPTFA

We were pleased that our bargaining procedure went smoothly, cordially, and efficiently. Later on during this meeting we will be presenting our contract for ratification.

We are looking forward to the opportunity to participate in a safety training session when it is scheduled. The decision to offer this was discussed during our recent negotiations.

The Part-Time Faculty Association Executive Committee is holding monthly meetings that are open to our members, and we are committed to working with all part-time faculty. The Association intends to continue our efforts to increase awareness of the contribution of part-time faculty and to do our best to support part-time faculty.