



Office of the Provost
Academic, Enrollment and Student Services
Board of Education
30 August 2018

Accreditation (Jason Aase and Kacy Crabtree, liaison officers)

1. The accreditation committee continues their work on the three-year review process.
2. Dr. Crabtree is working closely with SLT members on the college's response to the recommendations put forth by NWCCU.

Arts and Sciences (Karen Carroll, interim dean)

3. Karen Carroll is the new Interim Dean of Arts and Sciences as of June 18th.
4. First Year Experience initiative is in the process of being developed. Our first major initiative is to offer First Year Seminar with consistency during the 2018-19 academic year. Dr. Mary Stinnett is our FYE Coordinator.
5. College Success classes (HD 100 course) are being offered both in person and online to new students, including Oregon Promise students and student-athletes. At least one section has completely filled as of August 27th.
6. Renovations to turn WCH 20 into a dance studio, performing art rehearsal space, and theater classroom will allow for growth of theater classes and productions. Students are currently enrolling in theater classes in WCH 20 (as of August 27th).
7. Centerstage Auditorium is currently being remodeled to accommodate more variety to the performances, classes and events that will take place in this space.
8. Our new full-time faculty will begin teaching this fall:
 - Alex Jardon, new to UCC, will be teaching primarily psychology in the Department of Social and Behavior Sciences.
 - Bryan Benz, formerly part-time faculty, will be teaching primarily biology in the Department of Sciences and Mathematics.

Assessment (Debi Gresham, assessment coordinator)

9. Non-academic program assessment is underway.
10. We are instituting an annual program assessment process that will support the program reviews that take place on an assigned, rotating schedule.
11. Debi Gresham will be working in a telecommuting format during the 2018-19 academic year. She will be onsite in September, November, March and June.

Athletics (Craig Jackson, director)

12. Director of Athletics is now reporting to the President. This is a strategic decision due to the fact that the President is the person that makes final community relations and advancement decisions for the college; the Provost does not. Craig will be joining SLT starting on September 5. The Provost appreciates the dedication and contributions made to the Provost Council.

Career and Technical Education (Jason Aase, dean)

FT = full time; PT = part time

13. Hires have been completed for the following areas
 - FT Forestry instructor
 - FT CIS/Engineering instructor
 - FT Nursing administrative assistant
 - PT Criminal Justice coordinator
 - Multiple PT instructors
14. Open hires include:
 - FT business faculty
 - FT Nursing faculty
 - FT V&E/SOWI administrative assistant
 - JOBS program director
15. Our 2018-19 Perkins grant update received state approval. Activities and purchases are in process.
16. Open World Ukrainian delegates will be on campus October 12-21. We have a list of the delegates, and are eagerly awaiting their arrival! Their focus will be nontraditional STEM education in the primary and secondary school systems.
17. Torque grant from The Family Ford Foundation is underway. Equipment has been ordered and staff have been sent to training. We are looking forward to engaging area employers in the torque certification.
18. Community Education hosted the Oregon Operators Conference, a water quality conference, and was a great success. We are also looking into the feasibility of a regional water quality technology program.
19. TTEC national accreditation has been submitted to NATEF, and we are awaiting site visit information.
20. General Automotive national accreditation is pending submission.
21. EMS national accreditation site visit is in October 15-16.

Enrollment and College Transition (Missy Olson, dean)

22. The new Office of Admissions is up and running in full swing. New furniture will arrive by late September.
23. FAFSA applications imported comparison:
 - 18/19: 3,105 – Will continue to receive until June 2019
 - 17/18: 3,994 – Full academic year received
 - 16/17: 3,740 – Full academic year received
24. Financial Aid awards processed comparison:
 - 18/19: 1,286 - Will continue through June 2019
 - 17/18: 1,896 – Full academic year
 - 16/17: 1,805 – Full academic year
25. Fall Admissions Applications through the Date of August 23:
 - 18-19: 1614
 - 17-18: 1509
26. 770 postcards were mailed to students admitted to fall but not registered. An additional 200 postcards are ready to go out after next batch of admissions are processed.
27. 945 emails sent out to students admitted for summer or fall and not registered
28. 131 calls made to fall list. These are ongoing.
29. 350 students have attended fall term orientation.
30. August 16 Become a River Hawk Event: 21 attendees
31. The lead generator from the recruitment webpage had 112 online response cards completed from 6/11/18 – 08/17/18.
32. All the Enrollment Advisors are hired and have been connected to the Admissions phone line and email. They are Dustin Cosby, Chelsea Hansen and Jantyne Bunce and are located in the new Office of Admissions

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in the Laverne Murphy Student Center. Jessica Richardson is our recruitment coordinator/enrollment advisor.

33. The list of Oregon Promise students were all contacted via phone and email.
 - 88 have registered
 - 36 were accepted to UCC for fall term and have been contacted again about enrolling.
 - 28 are attending other institutions or working.
34. Financial Aid mailed out approximately 1,600 “You’re Almost Done” postcards to students with outstanding financial aid requirements.
35. The first cohort of the Soar to Success grant initiative participated in a Gateway to College experience. Nine students participated. We are revising the agenda and looking at new dates to promote to students for September.
36. The staff involved in the Career Pathways grant met to plan how to inventory students interested in earning a Career Pathway Certificate. This tracking system will be active by September 10. CTE faculty were also asked to inventory their pathways certificates to determine if changes should be made and if they meet industry demand.
37. Ann Able – UCC’s Veteran’s Coordinator attended the Western Association of Veteran Education Specialist (WAVES) annual Conference the week of July 23-26.

Library Services (Carol McGeehon, director)

38. Umpqua Community College had the third highest estimated savings in textbook cost amongst the seventeen community colleges in Oregon according to the latest open educational resources report from Amy Hofer, the Open Educational Resources Librarian for the State of Oregon. This initiative generates a cost-savings of \$17,221 for UCC.
39. Library and Success Center are collecting data on space usage in the library building. We have two terms of data to analyze.
40. Oregon Community College Distance Learning Association is funding the subscriptions to Ally and Zoom. Ally is an accessibility software tool which students and faculty can use to provide digital course content in more accessible formats. Zoom is a web conferencing software which is being used to provide bring guest speakers into our classrooms from remote locations to interviewing out-of-state candidates to conducting virtual meetings.
41. Umpqua Community College hosted the Oregon Community College Distance Learning Association and the Oregon Community College Library Association quarterly meetings in May 2018.
42. Success Center usage comparisons for spring and summer terms:
 - Spring term 2017 & Summer term 2017 total usage hours are 2177 and total individual students are 197.
 - Spring term 2018 & Summer term 2018 total usage hours are 4222 and total individual students are 418.

Institutional Research

43. Steve Rogers is our new Director of Institutional Research.
44. Steve is working hard to put structures into place that will allow us to report data with accuracy and consistency.
45. Example of ongoing data reports include:

Accreditation	College Information System (recruitment)
Cleary Act, D4A	Financial Aid Audit Data Request
FTE Desk Audit	Placement vs. Grades Report
House Bill 4053 (accelerated college credit programs)	Title III Progress Report Data Request (Retention)
IPEDS (Federally Mandated)	Voluntary Framework of Accountability (data request from HECC)
SENSE (Retention)	Academic Program data
Weekly FTE and enrollment reports	

Student Services (April Hamlin, dean of student services)

General updates:

46. As a retention initiative, the LaVerne Murphy Student Center will be staffed from 8 am – 7 pm Monday – Thursday starting Fall term – including staff in Advising, Registration and Records, Financial Aid, Information Desk, and Admissions
47. Non-Academic program assessment reports were completed and submitted to the Assessment Coordinator for Student Engagement, Financial Aid, Advising, TOP, and Accessibility Services over Summer term.

Advising and Career Services

48. Currently preparing for new Academic Advising initiatives for the Fall term, inclusive of a new advising model, enhanced relationship enrollment management and faculty orientation.
49. New Academic Advisor Emily Fiocco is starting in her position on September 5, 2018.
50. From June 20 – August 31, there have been 996 recorded student appointments with Advisors and Career Services staff. There were 802 recorded student appointments in the same time period in 2017.
51. Positions: Degree Audit Advisor Manual is complete for Advisor Training in Fall term. The Registration Specialist – Degree Audit position is posted; Selection to begin in the last week of August. The Registration & Records Associate position will be posted early September. Once the above noted positions have been filled, the Office of Registration & Records will be fully staffed and can begin process of getting caught up on workloads.

Registration and Records

52. Kendy Jones has been assigned the maintenance of Registration & Records web pages/online Academic Calendar effective August. This will assure accurate and update information is available to potential and active students alike. These screens were maintained by the Admissions Specialist prior to the reorganization.
53. Academic Paper Schedule has been revamped and will now always show two consecutive terms. The “active” upcoming term and a preview of the following term.
54. To date, 69 students have applied for 2018 Summer Graduation.
55. Spring term Degree Award comparison:
2017 – 274 awarded
2018 – 270 awarded

Student Engagement

56. The Office of Student Life & Campus Engagement has changed its name to The Office of Student Engagement, and Marjan Coester remains at the helm, as Director of Student Engagement.
57. Currently, ASUCC’s Executive Leadership Team is completing Leadership Training, in preparation for their work in the 2018-2019 academic year. This year’s team includes: ASUCC President Byronna Thomas, ASUCC Vice President Nick Thomas, ASUCC Activities Officer Katherine Hicks, ASUCC Public Relations Officer Kristie Knight, and ASUCC Business Manager Jamie Williams.
58. ASUCC President Byronna Thomas has been invited to join an Advisory Council for the National Mass Violence Victimization Resource Center. She plans to travel to Washington D.C. for the first meeting of that Council on September 18, 2018.
59. ASUCC Leadership is holding a Fill The Bus event on August 22 at Fred Meyer; the goal is to fill the RiverHawk bus with items for their food pantry, backpack program, and hygiene program.
60. In 2017-18, ASUCC Student Services assisted 181 students; this is more students than they served in the first four years of the program (179).

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61. Three UCC Scholars Bootcamps are scheduled for September 11, 12, and 13; the Boot Camps are intended to provide the new cohort with information to help them be successful in their first term. There are 71 new students in the 2018 cohort.
62. Inez Orozco, Student Ambassador, was promoted to Lead Peer Mentor
63. Heidi Shirley, Katelyn Barry, and Monica Botwinick were hired as Peer Mentors
64. Jessica Bartlett was brought on as a Student Ambassador

SSS-Transfer Opportunity Program

65. For the 2018-2019 fiscal year TOP will be funded at \$296,602, which is a substantial increase from our initial award for this grant cycle of \$269,486. We are excited to see that the Grant Award Notification (GAN) has included an additional funding increase that will allow us to continue to restore some of the portions of our program that had been lost since the cuts and stagnation of the 2008 financial crisis.
66. We continue to onboard incoming students into TOP. We have completed our Summer Bridge program, and provided workshops on: financial aid, Apps and tools for highly effective college students, scholarships, Canvas, and Goal Setting.
67. TOP students went to Silver Falls State Park and the Evergreen Aviation and Space Museum on August 25 to complete our Summer Bridge to Opportunity Program.
68. Our summer retention program includes calling all students and working through their financial aid verification for those that continue to have outstanding verification requirements.
69. TOP students and staff volunteered for a clean-up event of the Tye landing section of the Umpqua River on 8-3-2018; sponsored by SOLVE Oregon to encourage volunteerism during the scholarship application window.
70. The TOP program is providing a "Jump Start Day" the second week of September to do a final primer to start fall term. We will be double checking financial aid, term by term plans, a deep dive into the workings of Canvas, and the Zotero research application (at the request of the students from Bridge).

Upward Bound / Educational Talent Search

71. As part of our Upward Bound 6-week summer academy, we offered students the opportunity to build STEM guitars. 15 students were able to build their own electric guitars. The course offered students the opportunity to learn about the science involved with building these guitars. Students created guitars from blank templates using their own unique designs (on the handles) and then painted them as well. The kit came with an amp and case that the students were able to take home with them.
72. We held our end of the year banquet on August 1st, 2018 with 120 people in attendance. We had 20 alumni attend who are either currently attending Umpqua Community College or have attended.

Title III

73. Title III funding has been extended until June 2019, allowing us to continue with student success initiatives.

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OFFICE OF BUSINESS SERVICES BOARD REPORT

September 2018

Natalya Brown, Chief Financial Officer

Office of Business Services; Natalya Brown, Chief Financial Officer

- External Auditors with Moss Adams conducted initial visit testing internal controls and financial aid. Final visit is scheduled during the weeks of September 17 and September 24.
- The first attempt to fill the position of Director of Accounting and Finance failed. Recruitment is ongoing.
- Budget and some of Accounting and Finance staff participated in the summer training organized by Business officers taking place at Linn-Benton Community College. Topics covered included Social Engineering Fraud Awareness, grant compliance, de-escalations techniques when dealing with collections, financial aid repayment, GASB Lease Accounting changes.

Budget; Katie Workman, Budget Manager

- Worked in collaboration with other interested parties to create a formal grant process and a Field/Student Trip procedure
- Assisted in the set-up of ForeCast5 forecasting software
- Preparing for budget trainings during and post in-service and the 2019-20 budget cycle to begin

Purchasing; Jules DeGiulio, Purchasing Manager

- Gym Lighting Upgrade completed as per proposal and final payment processed.
- UCC's lease agreement with South Umpqua School District (South County) was re-negotiated, eliminating some spaces and reducing cost to the college by ~\$20,000. Final draft with attorney. Execution expected by early September.
- Revising the Community College Rules of Procurement (CCRP) by a team of Purchasing Managers was completed and was presented at the August Business Manager's meeting. It is expected to review with UCC's board this Fall.
- Study of Campus Copier Fleet with a mind to reduce costs was completed, including comparable input from competitive vendors. Current contract runs through Sept of 2020. It was determined UCC's lowest cost option was to continue with the current lease for another year and then open the process up to a formal solicitation.

Cafeteria, Catering & Special Events; Greg Smith, Events & Food Services Director

- Completed successful hosting of UACT Little Mermaid production.
- Lighting in Jacoby Auditorium being repaired and reset for season.
- Working on EMV Chip Card capability for Cafeteria opening.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

July/August 2018

Tiffany Coleman, Director

- Participated in OCCA campus advocacy coordinator training.
 - More information about forming our campus team will be coming soon.
- Partnered with the Pacific Racing Association to sponsor Fan Appreciation Night at the Douglas County Speedway on July 6.
 - More than 25 volunteers from UCC attended the event, including: Fire Science program, Community and Workforce Training (CWT), the UCC truck driving team, Toyota T-Ten program, EMS program, Enrollment Management team, the Communications and Marketing team, Board of Education Chair Steve Loosley, and Dr. Thatcher.
 - CWT fielded many inquiries about the truck driving program.
 - UCC's Career & Technical Education (CTE) Programs will be promoted at the speedway throughout the season that ends in October.
- Covered ASUCC's community involvement effort in the Special Olympics Torch Run.
- Created a digital, interactive campus map: <https://www.umpqua.edu/map/>.
- The 2018 Fall Quarter Class Schedule was mailed to 50,529 homes in Douglas County at the end of July.
 - The edition's spotlight was on Truck Driving.
 - The success story highlighted Jessica Luttrell, who went from barely being able to make ends meet—to bringing in half of a six-figure income.
 - She became the first female truck driver at Umpqua Dairy in Roseburg, when she started working for the company last September.
- Filled the part-time Digital Marketing Specialist position.
- Filled the full-time Graphic Designer position.

**HUMAN RESOURCES PRESIDENT'S REPORT
SEPTEMBER, 2018**

Lynn M. Johnson, Director of Human Resources

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

- Formalized processes for recruitment, onboarding and separation. This will be valuable tools for supervisors as they manage their staff through the various stages of transition with the college.
- Established a telecommuting process in an effort to reduce attrition with faculty and staff. The agreement is to review what is working and adjust what is not on a monthly basis as we firmly establish the process. Current trial is with one employee and will go for the period of one academic year.

Payroll; Lynn M. Johnson, Director of Human Resources

- Pay Cycle Change set for September 15. Employees paid semi-monthly; administrators, fulltime classified and full time faculty, will not receive a paycheck that day, unless a transition payment was requested in May.

UCCPTFA Board Report

September 2018

Jeri Frank, President, UCCPTFA

We had several bargaining sessions during spring term on Article 7 – Compensation in our bargaining agreement. The results of these sessions will be in place starting in fall term, 2018. We will resume bargaining this month. We are aiming for results that will reflect part-time instructors' important role in providing quality instruction for our students.

We are planning to have monthly union meetings during fall term to continue our important work on behalf of part-time instructors. In teaching about half of the classes at UCC, we are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in teaching across many curriculum areas.

ACEUCC Board Report
September 2018
Susan Neeman, ACEUCC President

- Susan Neeman, Community and Workforce Training Department has now official begun her role as ACEUCC President.
- The Association will not be having its annual classified retreat. We will be holding a fall meeting on Tuesday, September 18, 2018 with lunch provided.