



**Office of the Provost  
Report to the Board of Education  
26 September 2018**

**PRIORITIES FROM THE PROVOST**

1. The 2018-2018 academic year is off to a great start. Faculty, staff and students are excited and ready for a year of teaching and learning.
2. Key priorities follow:
  - A. Implement Phase II and Phase III of the Enrollment Management initiative
  - B. Implement the new academic structure with recruitment, retention, marketing, community relations, fundraising and student success in mind
  - C. Implement a new academic advising model
  - D. Teaching and learning initiatives
  - E. Review of academic policies
  - F. Complete renovations and infrastructure of Center Stage and Wayne Crooch 20
  - G. Implement annual program assessment
  - H. Implement annual assessment report of non-academic programs
  - I. Align academic programs with similar infrastructure with recruitment and retention as the focus

**ARTS & SCIENCES** (Karen Carroll, dean)

3. There is a renewed vision on campus to enhance and promote the arts in such a way that UCC becomes a destination of choice for consumers and supporters of the performing and visual arts. Renovations are in the process of being completed in WCH 20 and Centerstage Theatre. These initial renovations are covered by the Whipple endowment. We are in the process of building a list of needs inclusive of program support, equipment, curtains and seating. An integrated class, rehearsal and production schedule is being implemented to ensure that each fulltime faculty member has his/her own classroom and performance spaces when needed. Discussions are underway to determine ways to roll out new initiatives in Fall 2019.

**CAREER & TECHNICAL EDUCATION** (Jason Aase, dean)

***Automotive***

4. Recruitment - UCC's T-TEN dealer's numbers of requested interns for the 2019 school year are in. The dealers show a need of 26 new interns. Recruiting at High Schools is starting to meet these needs.
5. David Wolf - Dave has been asked by Toyota to be part of a team of approximately 6 individuals in the nation from T-TEN to work with the curriculum design Toyota team to produce the curriculum for the upcoming T-TEN hybrid certification.
6. Light duty diesel - UCC's automotive program is working on the creation of a light duty diesel course focused on emissions and fuel systems for light duty diesel. This will be an option for the Automotive Technology students as well as certified technicians in the field wanting to expand into light duty diesel.

7. Snap-on Torque Certification - Four of UCC's Instructors completed certification in Torque. Equipment has arrived. UCC's Automotive program and Community & Workforce Training are now offering certification for Torque.
8. Roseburg High School - Roseburg High's new automotive program started this school year. UCC's Automotive program is currently working to support this program through donations of equipment and materials needed for the program. UCC and RHS are also working to offer dual credit for articulated CAP-Local Certification.
9. Training/certification for Hybrid. Hybrid certification will be a required certification for T-TEN students starting in the 18-19 school year.
10. Nc3 Train the Trainer event is scheduled for July 23 – 27 in Kenosha, Wisconsin. UCC plans on two instructors attending training/certification at this event.
11. T-TEN Hybrid-- Toyota has added Hybrid certification to the requirements for T-TEN certification. Both of UCC's T-TEN instructors received training and certification in hybrids at the National training event this August.
12. Toyota has agreed to purchase a new Hybrid Prius for all T-TEN schools in addition to the current fleet all ready at the schools. Toyota is also purchasing the hybrid tool set valued at approximately \$15,000 for UCC in order to provide the necessary instruction and certification for UCC's T-TEN students.

### **Business**

13. As of the Banner Class List report from Tuesday, September 25, the Business Department Programs have a combined of 1097 students – up 141 students from this time last year!
14. The RMC now has 550 total students currently active in the program.

### **Community Workforce Training (CWT)**

15. CWT held 5 weeks of youth camps on campus with 407 total registrations.
16. Four Driver Education classes in Roseburg and one in South County this summer reaching 63 students.
17. Community and Workforce Training partnered with UCC Engineering and the Umpqua Basin Operator Section (UBOS) to host a 3-day continuing education event in August. The Oregon Operator Conference had 168 attendees.
18. The department also hosted the 36<sup>th</sup> annual Conference on Extraordinary Living event on September 7<sup>th</sup> for those 50+ that included a keynote, exhibitors and workshops. Attendance was 140 attendees and 50 exhibitors and instructors from around the community.
19. Certified Production Technician (industry credential) training begins Monday, Oct. 8<sup>th</sup>. This 8-week course prepares people for entry to mid-level manufacturing jobs. This program is supported by local employers and the Southwestern Oregon Workforce Investment Board.
20. A non-credit training certificate course called "Leadership Bootcamp" starts October 2<sup>nd</sup>. Local employers are sending emerging managers and supervisors to gain practical skills in coaching, supervision, time management, conflict management, communication and goal setting. The 7-week course includes guest presentations from UCC staff and the community. There is also "next steps" progression with information on credit programs through the UCC Business Department.
21. Torque Certification Course – Community & Workforce Training is offering a 24-hour class that covers theory, application of torque, corresponding safety, and proper hydraulic torque. The equipment and training were provided by a generous grant from the Ford Family Foundation to

implement Torque training in credit automotive and welding programs and offer it to employers of Douglas County.

### ***Dental Assisting***

22. Tamara Loosli, Cheryl Oilar and Deidra Daigle attended a 3 day workshop at Austen Dental Equipment Company (A-DEC) headquarters. Jim Epley and Rachelle Bender attended a similar seminar at ADEC that was more in depth and focused on maintenance. This will enable us to work together to keep our equipment in great working order. It was also a great opportunity to network with dental faculty from all over the country.
23. Healthy Kids Outreach Program (HKOP) is scheduled to do a presentation to the dental assisting students the second week of class. We have a long standing relationship with them. HKOP school programs are a great way for our students to explore options in dental public health and to serve in the community.
24. Program director and faculty are in the planning process of partnering with Patterson Dental to host a continuing education event for the local dental community.
25. 22 students enrolled (capacity is 24). All students are enthusiastic and ready to learn. It should be a great year! Historical enrollment has been 2017 Fall 20 students, 2016 Fall 18 students, 2015 Fall 11 students.
26. October 26 the annual CODA survey is due. This is a robust and lengthy document that must be submitted each year to maintain accreditation status.

### ***Engineering/CIS***

27. Fall enrollments are promising.
  - 40 new students enrolled in introductory engineering (Engr111)
  - 23 students enrolled in the introductory forestry (FOR111)
  - 37 new students enrolled in introductory CIS/CS classes (21 in CIS122 and 16 in CS160).
28. Ben Collar, UCC Engineering Transfer, was one of 10 students statewide selected to participate in the OSU College of Forestry “Training the next generation in Digital Manufacturing and Mass Timber Buildings”, a 12-week summer research and extension experience. Ben worked on the OSU campus and received a \$6,000 stipend and assistance with housing.
29. Daniel Isenberger, UCC Engineering Technology student, placed second in the “Fresh Ideas Poster” competition in a regional event to present a technical, solution-orientated poster relating to a topic within the Water Industry. The competition was held by Pacific Northwest Section of the American Water Works (PNWS- AWWA). Daniel attended the PNWS-Tacoma Regional Conference in Tacoma, WA to receive his award for the poster and in addition was awarded a \$3,800 scholarship through “AWWA-One Operator Scholarship program” towards his schooling at UCC.
30. The UCC Forestry Program was selected to make a panel presentation titled “Developing a Program with Industry Support to Create a Forestry Workforce” at the National SAF Conference in Portland on October 5<sup>th</sup>. The panel includes Clay Baumgartner (UCC), Nicole Kent (OSU), Mark Buckbee (Public Agency), Brennan Garrelts (Private Industry), Wade Christensen (OSU student & UCC Alumnus). Ashley Backen (UCC student). The students will talk about their experience at UCC and what it has meant to them to have a Forestry program available at UCC.

**Fire Science**

31. New this year! We are teaching the Elementary Fire Science class with co-instructors: a firefighter from Douglas County Fire District #2 and a firefighter from Roseburg City Fire Dept. This has never been done in the history of UCC's Fire Science program, and the newly invigorated relationship with Fire District 2, Roseburg Fire Department, and UCC has made this possible. This started with the training that was done at the old Windmill Inn this summer.
32. Fire Science coordinator and faculty are in the process of exploring a partnership with Douglas County Fire District #2 to determine the possibilities of using their Melrose training grounds on a regular basis and determine the feasibility of establishing a student field station.

**Nursing**

33. Patrick Harris, FT Nursing Instructor, has helped to create a new partnership and affiliation agreement with Roseburg's Community Cancer Center (CCC). Patrick's 2<sup>nd</sup>-year Chronic II students will begin clinical rotation with the CCC this term.
34. UCC ADN graduated for 2018 have nearly completed their State Board testing (NCLEX-RN). If calculated correctly, and dependent on outcomes of remaining testers, the RN program should maintain or exceed the current 90% benchmark.
35. UCC Nursing Staff completed the first OSBN Site-visit preparation meeting for the 2018-2019 academic year (09/20/2018). Staff are working as a team to complete the necessary requirements for a successful site-visit which will take place April 8-10, 2019.
36. UCC Nursing applied for and will receive a new Manikin (Nurse Anne Simulator) via a Perkin's grant.

**Welding**

37. First year classes are above capacity with 25 students enrolled.
  - a. 3 of the first year students are of the non-traditional category (women in welding)
  - b. Many are continued Dual Credit students from our participating local high school programs.
38. The advanced welding classes (2nd year welding students) will be working on many customer and community projects this year.
  - a. Students and faculty are committed to working with the Oregon Department of Fish and Wildlife (ODFW) on several Elk traps and a few small clean-up type projects, one of which you will soon be seeing at the fish viewing area at Amacher park.
  - b. Students and faculty will also continue to build parts for local industrial partners Fabform, North River Boats, Performance Fab, Great Northern and others.

**ENROLLMENT MANAGEMENT** (Missy Olson, dean)

39. Achievements and Progress
  - A. FAFSA applications imported comparison:
    - 18/19 - 3,381 – Will continue to receive until June 2019
      - Up 279 from last month's report
    - 17/18 – 3,994 – Full academic year received
    - 16/17 – 3,740 – Full academic year received
  - B. Financial Aid awards processed comparison:
    - 18/19 – 1,488 - Will continue through June 2019

- Up 219 from last month's report
    - 17/18 – 1,896 – Full academic year
    - 16/17 - 1,805 – Full academic year
  - C. Fiscal Year 2015 Official Cohort Default rate came in at 19.9 (below 20%!)
  - D. Fall Admissions Applications through the Date of September 25:
    - a. **18-19: 2,270**
    - b. 17-18: 1,821
  - E. Summer Testing Numbers: Total of **1322** testers
  - F. Fall term Orientations: **545 participants**
  - G. September Become a Riverhawk event: **50 participants**

**Recruitment initiatives:**

40. Enrollment Advisors have been attending financial aid nights with Brian Proctor and Honey McNamara at the following high schools: Sutherlin, Oakland, Douglas, Roseburg, Geneva, South Umpqua and Woolley.
41. Missy Olson spoke to 200 students at Sutherlin High School about Dual Credit and Credits with a Purpose.
42. Jessica Richardson was the class speaker at the JOBS Connections Class.

**Retention initiatives:**

43. Three new Soar to Success groups attended the initial Gateway to Success course, bringing the fall term cohorts up to 41 participants. The grant goal was 40 students for fall term.

**STUDENT SERVICES** (April Hamlin, dean)**Accessibility Services**

44. Danielle Haskett, accessibility services coordinator, is currently working with 120 students for fall term with documented disabilities. Last year 170 unduplicated students were served.
45. April Hamlin and Ms. Haskett completed Behavioral Threat Assessment (8 continuing education hours) in Bend, OR, August 27-28, 2018.
46. Sophia Garcia and Ms. Haskett attended the Motivational Interviewing for Leadership conference on 9/13/2018.

**Advising & Career Services**

47. Emily Fiocco has joined the Advising & Career Services team as an Advisor. The search is underway for a Director of Advising.
48. Ms. Fiocco is joining the Executive Leadership Series for Equity and Empowerment program for 2018-19.
49. In the previous month (August 27 – September 24), advisors had 365 appointments with students; in the previous year, advisors had 288 appointments.
50. Danna-May Blommer has scheduled 10 career focused workshops for Fall term.
51. Jasen Lynch and Ronda Stearns attended the Motivational Interviewing for Leadership conference on 9/13/2018.

**Student Engagement**

52. First day of classes (September 24) the Information Desk received just over 100 starting at 7:00 am.
53. Student Leadership in practice – Student Ambassadors/Peer Mentors

- a. Five Student Ambassadors (2 new, 3 returning; 3 at Information Desk, 1 in Accessibility, 1 in Testing, 1 in Veteran Student Center)
- b. Four Peer Mentors (3 new, 1 returning)
- c. From July 1-September 15, provided 948 hours of support to Information Desk, Peer Mentoring, and Testing (FYI: did not have anyone working in the Veteran Student Center this summer)

#### ***Educational Talent Search / Upward Bound***

54. Educational Talent Search (ETS) and Upward Bound (UB) each received a 4.25% increase in funding from federal government grants.
55. Upward Bound has a new employee, Kim Meinhardt, bringing the program to full staff.
56. There have been 145 new applicants for ETS; UB has taken in 13 new applicants. Both programs are close to their required numbers.
57. On Sept. 8, 15 students and 3 UB staff members volunteered at the Color Blast in Roseburg. The Color Blast raises money for prevention programs and helps raise awareness about suicide, drug abuse, and other problems.

#### ***Transfer Opportunity Program***

58. We visited Silver Falls State Park and the Evergreen Aviation and Space Museum on August 25 to complete the Summer Bridge to Opportunity Programs. Students also visited Southern Oregon University and attended the Oregon Shakespeare Festival.

#### ***Registration & Records***

59. 2018 Summer Graduation - 80 students applied: 62 degrees and certificates were awarded.
60. 100 Career Pathways certificates were awarded to students who completed pathway courses.
61. 58 Oregon Transfer Modules were awarded.
62. Kendy Jones was hired as the full-time Registration Specialist – Degree Audit, as of October 1. She has worked as the interim Degree Audit Specialist since January 2018, and will continue her great work with DegreeWorks software and programming. She also works closely with Advisors and students to ensure successful academic planning.
63. The Registration & Records Associate is open for applicants and having the position filled by November is the goal.

#### ***Student Engagement – UCC Scholars***

64. 59 UCC Scholars for 2018-19
65. 57 attended a Bootcamp before Fall term started
66. Scholars will be deployed to complete service hours in the following areas of campus: Student Engagement, Enrollment Management (specifically Admissions), Athletics, Student Services, Testing, and Communications & Marketing.
  - a. As each Scholar is required to commit to 2 hours/week from weeks 2-10, this means they will cumulatively be providing 1,044 hours of services this academic term to UCC.

#### **OTHER**

67. No reports for Assessment, Institutional Research. Library Services and Title III.

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Crabtree – 27 Sept 2019

**OFFICE OF BUSINESS SERVICES BOARD REPORT**  
**October 2018**  
**Natalya Brown, Chief Financial Officer**

**Office of Business Services; Natalya Brown, Chief Financial Officer**

- External audit visit has been taking place in the last couple of weeks of September. Comprehensive annual financial report will be issued shortly after completion and results will be presented to the Board of Education for review and acceptance.

**Budget Office; Katie Workman, Budget Manager**

- Held budget training during in-service week. Focused on appropriations, self-sustaining, and purchase order and credit card usage impacts on budgets.

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

- External Events, not classrooms, booked

	FY 2016-2017	FY 2017-18
Total Events:	1843	1901
Catering:	321	324
- Events Campus, not classrooms, booked

	FY 2016-2017	FY 2017-18
Total Events:	1372	1481
Catering:	170	185

**OFFICE OF INFORMATION TECHNOLOGY  
PRESIDENT'S REPORT  
October 2018  
Vincent Rose, Director of Information Technology**

Over the past month the Office of Information Technology has completed the following tasks for the Month of September,

- IT completed 250 tickets (see chart)

**End User Support**

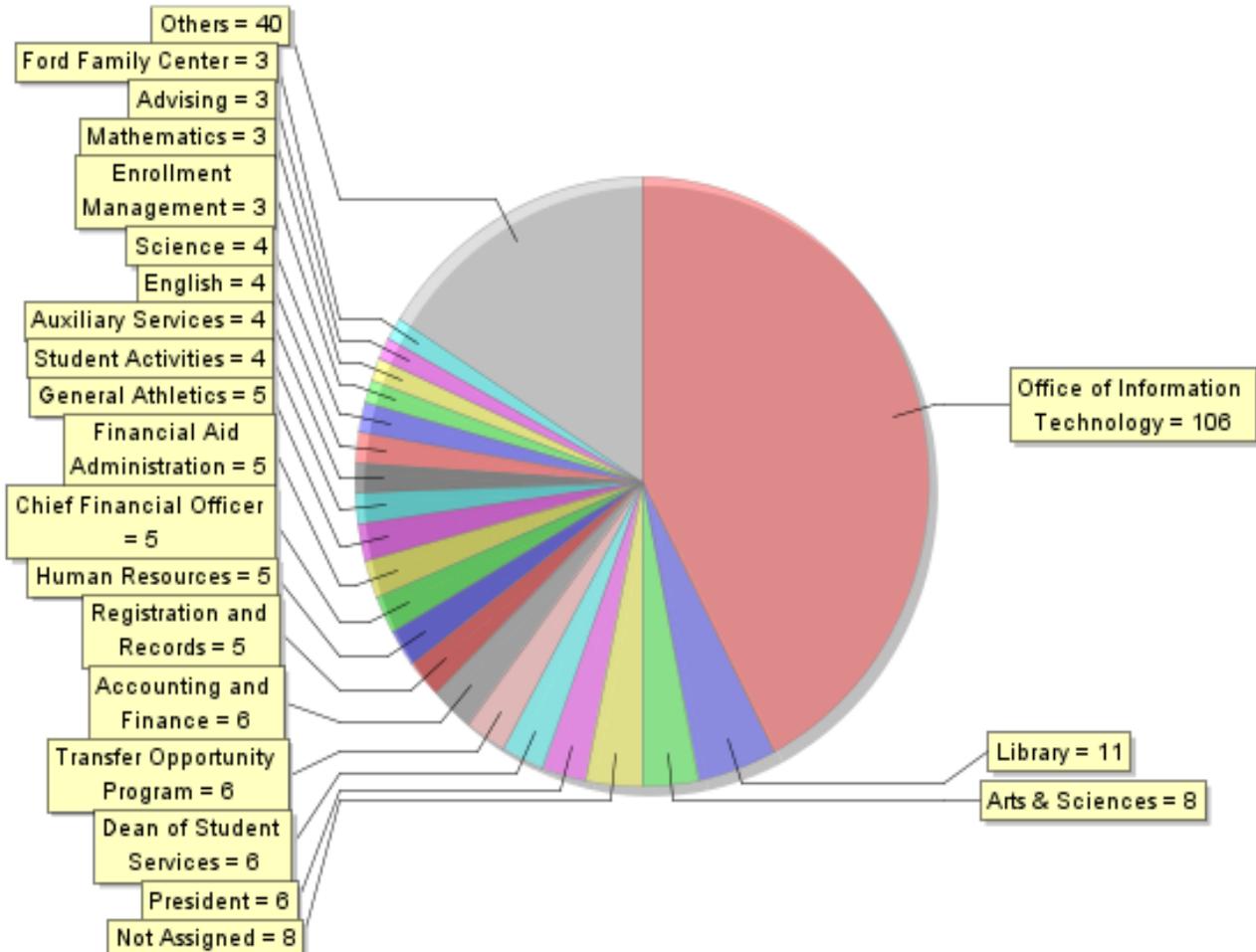
- Updated Engineering computers in the Library and TC104
- Updated Wayne Crooch Hall computer lab 12
- Crossed trained two employees in computer imaging and lab deployment

**Network & Systems Administration**

- Upgraded all virtual labs to Windows 10 Enterprise
- Cabled and deployed a new switch for CWT 17 lab
- Wired and configured Title IX "Blue Phone" at Tap<sup>h</sup>dyt<sup>h</sup>a' Hall
- Deployed new wireless access points for Athletic Center and

**Enterprise Information Systems**

- Resolved the Degree Works certificate issue
- Configured Docuware to force HTTPS



**OFFICE OF ADVANCEMENT BOARD REPORT**  
**October 2018**

**GRANT DEVELOPMENT**

- UCC has partnered with Battered Persons' Advocacy (BPA) on a grant opportunity through the Oregon DOJ. The proposed project would provide a fulltime co-located Confidential CARE (Campus Advocacy, Resources and Education) Advocate to the UCC main campus through Sept 2020. This position will be hired by BPA and will work with existing UCC Student Services and Title IX Staff to provide outreach and direct client services to students and survivors of gender-based violence. In addition the Advocate will coordinate monthly awareness activities and offer trainings to faculty and staff on campus. This collaboration came about thanks to years of strong community partnership between UCC and BPA. Award notifications are expected in October 2018.

**SCHOLARSHIPS**

- The Foundation has awarded \$485,000 to 360 students for the 2018/19 academic year.

**FOUNDATION**

- The UCC Foundation has raised \$104,815 since June in new funding for scholarships, student and program support.
- The 3<sup>rd</sup> Annual Legacy Ball will be held on November 2<sup>nd</sup> at Seven Feathers Casino Resort. This year's theme will be the Great Gatsby. Only 40 tickets remain so get yours soon!

**UCC Faculty Association**  
**October, 2018**  
**Crystal Sullivan, Interim UCCFA President**

**UCCFA; Crystal Sullivan, Interim UCCFA President**

- The faculty association has concerns about the proposed 2019-20 and 2020-21 academic calendars.
- The faculty association would like to respectfully request that safety, specifically classroom safety, be made a priority and that training be provided to faculty on how to handle classroom safety issues as soon as possible.
- The full time faculty association held a lunch meeting during in-service with 47 faculty in attendance to go over the new Supreme Court ruling on Janus v. AFSCME.

**ACEUCC Board Report  
October 2018  
Susan Neeman, ACEUCC President**

The Classified Association held its Fall meeting on September 18, 2018. The members were notified that the new contract has been uploaded to the intranet and were given the opportunity to ask questions regarding the US Supreme Court Janus ruling and other topics. Lunch was provided.

## **UCCPTFA Board Report**

**October 2018**

**Jeri Frank, President, UCCPTFA**

- After having several bargaining sessions during spring term on Article 7 – Compensation in our bargaining agreement, 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.
- Our new pay scale resulting from our bargaining sessions will be retroactive to the beginning of fall term.
- 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.