



**Office of the Provost
Report to the Board of Education
September 2019**

ARTS & SCIENCES

(Karen Carroll, dean)

1. Nine full-time faculty and classified staff from A&S have participated in recruitment activities that include events and making phone calls to students to encourage registration for fall term.
2. Faculty Department Chairs have been involved in Strategic Planning throughout the summer.
3. Melinda Benton has been invited by Southern Oregon University media studies adviser Jennifer Moody to speak to SOU media staffs (student newspaper, magazines, TV, radio) on emergency and disaster reporting preparedness.

CAREER & TECHNICAL EDUCATION

(Jason Aase, dean)

4. WinCo Foods is participating in our Retail Management Certificate adding over 50 new students for fall 2019.
5. UCC and the Douglas County Library are collaborating to bring a College in the Community lecture series to the Douglas County Library. The lecture series will run every third Thursday evening starting in September at the Douglas County Library and feature a mix of community member and UCC staff and faculty.
6. The EMS program accepted the donation of a non-operable Ambulance from Umpqua Valley Ambulance, which will serve as valuable lab space for students. The ambulance is parked behind the Tech Center.
7. UCC Automotive was recognized by Toyota for excellence at a national level by the invitation for faculty member Dave Wolf to help write curriculum for the national T-TEN network
8. The Charlie's Place vineyard expansion is now planted, and we look forward to increased productivity.
9. Fire District #2 is working with the reinvigorated UCC Fire Science advisory committee in planning an updated Winchester Fire Station and training facility. I.E. Engineering is providing conceptual drawings in the near future.
10. Activities made possible by a generous grant from The Ford Family Foundation resulted in 255 torque certifications being awarded to 85 professionals in the wood products industry, as well as our UCC automotive students. These certifications were taught by UCC staff and certified through the National Coalition of Certification Centers (nc3).
11. Early indications (and pending official word from the OSBN) show 30/31 of our 2019 cohort of Registered Nursing graduates that have tested, have passed the NCLEX exam, making them eligible for RN licensure through the OSBN.

DISTANCE EDUCATION

(Crystal Sullivan, coordinator)

12. A pilot of our quality check process has been launched for 120 online courses which includes making sure courses are using similar framework. This process ensures quality courses and alignment of outcomes to assignments.

13. UCCOnline is working with faculty to link course outcomes within Canvas so that data reporting can be generated for course assessments.
14. During June, four faculty and staff attended the Canvas Conference in Long Beach: Crystal Sullivan, Dan Wright, Jeanine Lum and Danielle Haskett.
15. Two policies on the quality check process and new course development that will be forthcoming this fall after Academic Council has approved them.
16. Nine (9) faculty participated in Quality Matters training on alignment of outcomes to start helping with our Quality Check process at UCC. Faculty include Marie Gambill, Gary Gray, Sheryl Lehi, Amy Fair, Martha Joyce, Jennifer Lantrip, John Blackwood, Crystal Sullivan and Danielle Haskett. This engagement ensures quality classes and ultimately quality programs.

ENROLLMENT MANAGEMENT

(Missy Olson, dean)

17. The admissions numbers have been leveling off each week, which is likely due to being fully staffed this year. Last year, we were setting up the Enrollment Management office, short-staffed until August, and training new employees. This year, we have been steadily processing applications each week.

Fall Admissions through August 26, 2019:

- 18-19: 1,585
- 17-18: 1,591

Summer Outreach: 6/03/2019 - 8/26/2019

Student Appointments	499
Phone calls made/received	1263
Admission Applications Processed	944
E-mail outreach	998

18. To help with effectively converting new admits, the Enrollment Advisors and Recruitment Coordinator have been reaching out through email and phone calls to over 1,400 students, split by academic major.
19. Seventeen (17) faculty members have been assisting in making over 600 calls to potential and former students
20. Academic Advisors are emailing and calling 397 students who were registered spring term but are not yet registered for fall.

Recruitment Initiatives:

21. UCC returned to the Douglas County Fair with a booth. Over 240 community members stopped by to ask specific information about UCC; 65 detailed response cards were submitted indicating more information about enrolling for classes.
22. Enrollment Events
 - a. Fall Term Orientations Attendees, 439 through August 26
 - b. August 27 Become a RiverHawk event had six faculty members in attendance and 33 students

Institutional Effectiveness

(Emily Fiocco, director of assessment and accreditation)

23. UCC has moved forward in several key areas related to necessary accreditation progress. Accomplishments include:
- A. *Strategic Plan workshops advanced Mission Fulfillment Work*
 - Two (2) workshops held with the Strategic Plan Oversight Committee (SLT, PC, Academic Chairs, Community Workforce and Training) to refine strategic priorities and review Student Achievement and Mission Fulfillment Indicators for meaningfulness and Measurability
 - B. *Institutional Effectiveness planning systematized IE Practices*
 - One (1) Workshop and a series of follow up meetings held with the Institutional Effectiveness Committee to finalize systematic processes of Institutional Effectiveness areas including Planning, Assessment, and Resource Allocation
 - C. *Assessment Training increased campus knowledge of data and outcome-driven assessment*
 - Academic and Curriculum Standards Committee has continued to review and approve academic assessment systems and forms and prepare for 10 hours of In Service educational presentations
 - Administrators received training in planning and data-oriented assessment in order to submit an outcome-focused Tactical or Operational Plan with an informed plan of assessment this fall.

STUDENT SERVICES

(April Hamlin, dean)

24. *Mental Health & Wellness:* Hanna Culbertson was hired as UCC's Life Coach and started her position on June 17, 2019.
25. *Student Engagement:* Marjan Coester has fully transitioned all Student Leadership training for the ASUCC team to CANVAS. Student Leaders also participated in 40 hours of face-to-face training that prepares them for their leadership responsibilities this academic year.
26. *Registration & Records:* In June 2019, 276 students applied and were awarded degrees and certificates. An additional 160 Career Pathways certificates were automatically awarded; and 70 Oregon Transfer Modules were awarded. 217 students were recognized on the President's List; and 99 students were recognized on the Dean's List.
27. *UCC's TRIO Programs:* The Student Support Services - Transfer Opportunity Program doubled the number of Summer Bridge participants this year, an event that prepares students for a successful college career through a Bachelor's degree. The Upward Bound Summer Academy successfully increased student participation numbers this year by nearly 300% – This is a program that helps to foster a college-going attitude with a college-like experience for students from three local high schools. ETS Advisors have recruited 98% of the students required for the program during this summer's registration period.
28. *Advising and Career Services:* Led by Dr. Mitch Mitchell, the Advising & Career Services, Records & Registration, and Information Technology Departments coordinated in a year-long project, which concluded in August, to create new Banner categories to place students into specific majors and programs of study. This major project now allows students to be more effectively assigned to professional and faculty advisors, and allows academic leaders to better track program participation, evaluation, and cost, all of which impacts retention.

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

September 2019

Tiffany Coleman, Director

- Strategic Plan Progress
 - Created the first phase of a major website overhaul.
 - A new software as a service called Siteimprove is running on the site that will help us improve accessibility, search engine optimization, fix broken links and spelling errors, and help create policies to ensure uniformity within the site.
 - Created contact forms for all academic programs.
 - This means all 66 CTE and all 17 transfer programs have lead forms.
 - These leads are all sent to the program chairs, coordinators, and recruitment coordinator for follow up.

- Headline News
 - Represented UCC at the National Conference for Marketing and Public Relations (NCMPR) Leadership Institute in June.
 - Hosted Fan Appreciation Night at the Douglas County Speedway in July.
 - Revamped UCC's former class schedule to become UCC's Community Connections; focused on Wolf Creek Job Corps for the inaugural edition. This publication now primarily contains non-credit class information, but is highlighted with academically-driven program stories. 49,902 households in Douglas County received this new publication at the end of July.
 - Represented UCC at a two-day retreat in Bend for Campus Advocacy Coordinators and members of the Oregon community college communicators group. We were able to set an agenda for the legislative short session in February. Details will come soon.
 - Currently collaborating with the "new" College Store and Rogue Credit Union to create a dual grand opening event on Friday, Sept. 20, from 11 a.m. to 1 p.m.

FACILITIES & SECURITY PRESIDENT'S REPORT

September 2019

Jess Miller, Director

Seismic Update

Progress Report

- West Coast Construction Solutions will perform Project management consulting services
 - WCCS has performed 45 seismic projects specializing in local projects from Roseburg High School, Sutherlin, Grants Pass, and many others in our area.
 - WCCS from Sutherlin Oregon is familiar with local contractor, engineer and architect firms and understands how important this project is to our community.
- WCCS will work with our Facilities Council to develop a reasonable timeline for summer of 2020.
 - It is anticipated we will take WFA offline for 10 weeks for construction and have the building ready for Fall term.

Theater Update

Centrestage Theater has reached completion. Some sound and lighting details will need to be worked out with internal stakeholders.

Roof Update

The Laverne Murphy Student Center Roof has reached completion.

Damage mitigation, finished product.



Bookstore Update

The Bookstore project have been completed.

With a concerted effort between Micque and the Bookstore staff, Rosario and Custodial Services, Jim Epley and the Grounds and Maintenance teams, Kathy Thomason and the IT staff, and external contractors we were able to renovate the bookstore expediently with beautiful results.

Upgrades include:

- removal of dated tile ceiling
- upgraded flooring
- new refrigeration systems,
- Upgraded counters and displays
- Fresh paint
- Upgraded office space and breakroom spaces
- Concealment of years of added surface mounted wiring throughout.



New Rogue Credit Union Partners

Facilitation of construction project with Rogue Credit Union has been completed.



Facilities Condition Assessment and Capital Outlay project

Agreement has been made with Dude Solutions to perform our Facilities Conditions Assessment

The purpose of the facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's DudeSolutions capital forecasting & maintenance solutions.

Deliverables-

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client's capital forecasting solution.
- Import major equipment level detail into client's DudeSolutions maintenance solution.

Evaluation–

At the conclusion of the assessment(s), Certified DSI partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for “immediate” and “capital repair” costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. Certified DSI partner shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, “user-friendly” summary of the property's observed condition and estimated costs assigned by category.

C. Cost Estimating–

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the

anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI partners use the Unifomat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

Rock Wall Caps

Quotes have been reviewed, awaiting a drawing detail from to approve design. Estimate has come in under budget and we'll begin project in the month of September.

Building Automation System (BAS) Upgrade Continues

The PE Project was completed in June. We continue phasing the BAS project but adding Jacoby Auditorium to be completed in the 19/20 FY.

Emergency Management Drill

Brian Sanders has worked with Douglas County Board of Commissioners and Authorities with Jurisdiction to provide the annual (proposed) scenario training at UCC. (Note: No active shooter scenario training will take place at this event.)

1. UCC will set up our incident command center and with the assistance of Douglas County Sheriff's Department for a real life scenario training.
2. Douglas County Fire District #2 will set up scenario based training with smoke machines to train their staff as well as our Security team for evacuation and containment. The fire department will conduct drills with their fire fighters.
3. Douglas County Maintenance are providing a roadside portable reader board for notification to our students, staff and neighbors.

OFFICE OF BUSINESS SERVICES PRESIDENT'S REPORT

September, 2019

Natalya Brown, Chief Financial Officer

Tactical Goals:

1. Assure financial integrity of the college
 - Through this goal, the Office of Business Services acts as a fiduciary and a steward to ensure that the College is fiscally sound and complies with federal, state, and college operating guidelines in support of the College mission and vision.
2. Provide quality services and delivery
 - Through this goal, the Office of Business Services acts to continuously review and improve work methods, policies, practices, and procedures to optimize value to our customers.
3. Promote a positive institutional climate and culture
 - Through this goal, the Office of Business Services acts to develop and promote a positive campus culture that welcomes and respects all students, employees, and visitors.
4. Integrate college offerings with the community
 - Through this goal, the Office of Business Services helps establish UCC as the top Douglas County venue for cultural events.

Accounting and Finance; Ina Jackson, Director of Accounting and Finance

- Department received Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association for fiscal year ended June 30, 2018 and it is a second award.

Budget; Katie Workman, Budget Manager

- Budget overview and training provided to ASUCC officers on July 30, 2019

Campus Store; Micque Shoemaker, Campus Store Manager

- Rogue Credit Union has finished the branch construction and a soft opening is scheduled for September 9th.
- The renovations to the campus store have been completed and we are open for business again. Feedback has been very positive and we are beginning to sample out new food options. The survey results overwhelmingly came back with a vote for a new name for the store, with The Hawk Shop being the overall winner. We will be moving forward with marketing and branding to reflect this change. The store renovations were featured in The News Review and KPIC news did a feature as well.
- Food services in the store is being expanded for Fall Term. Samples of potential items are being tested in the store so that we are confident in what our customers will like.

Purchasing; Jules DeGiulio, Purchasing Manager

- Managed Transition Project: RFP through Executed Contract with Maple Corner Montessori School to Lease the Ford Family Center in order to operate a K-4 elementary school and provide infant and toddler care for our Student's and Staff's young children. MCM School open 9/3/19.
- Following closure of Campus Catering Services, worked with Special Events to develop an Approved Food Provider List for Campus Events, complete with executed agreements from six local Food Providers.

Special Events; Bonnie Ankle, Director of Special Events

- Following closure of catering services, revised operational procedures and contracts to incorporate the change.
- Review and recommend fee structure for facility rentals.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
September 2019
Kathy Thomason, Interim Director of Information Technology

- Moved Bookstore Point-of-Sale (POS) system into Cafeteria space (Booketeria) and then back to remodeled College Store
- Started and almost completed eTranscripts project (might be completed by end of next week)
- Migrated SOWI's POS system to VinNOW including providing upgraded POS stations and rewiring tasting bar
- Worked with Rogue Credit Union and Spectrum Business and provided fiber infrastructure for their new branch
- Transitioned from CollegeNet's legacy interface to their modern LYNX platform for instructional facility scheduling
- We are excited to welcome our new IT Director Tim Hill!
- Jesse Bjornsen is successfully transitioning to his new role as VoIP (phones) technician.

UCCPTFA Board Report

September 2019

Jeri Frank, President, UCCPTFA

- We completed negotiations for our new bargaining agreement on July 15. The new three-year agreement will be in effect from September 2019 through August 2022. We are pleased to have reached an agreement that is beneficial to the part-time instructors and the college.
- The Board of Education vote for ratification is on the September 11 meeting agenda.
- UCCPTFA held membership meetings on August 13 and 14 and received the members' vote of approval for our new agreement.
- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.
- We hold monthly union meetings during each term to continue our important work on behalf of part-time instructors.