



**Provost Report**

Board of Education

05 January 2018

**Academic Services**

1. UCC has 144 total apprentices as of December 22, 2017.
2. To date, for this academic year, 352 Academic Early Alerts have been received and every one was addressed by an Advisor.
3. The UCC Forestry & Natural Resources programs were invited to become a member of the Forestry & Natural Resources Partners of the Statewide Career Technical Education Program of Study. The effort is being coordinated by Oregon Department of Education and Oregon Forest Resources Institute to create a coordinated program of study for high schools and community colleges.
4. UCC’s industrial education and certification partner Snap-on signed a MOU with UCC committing to \$100,000 donation of tool storage and other items with the addition of the completion of the new Industrial Technology Building. The MOU is good for five years.
5. Five faculty participated in conferences as a presenter and/or participant.
6. The Angel Donor Match for the theatre program is now at \$5,245. A \$10,000 match has been offered.
7. All Practical Nursing first and second year students have completed the Community Learning Activity (CLA) hours for fall term. This equates to nearly 1000 hours of community giving and support for Fall 2017.
8. The new Training Services Coordinator has drafted and sent two proposals for employers. One is for chainsaw training of the 20 local municipal employees in January and the other is for a series of MS Office trainings for a local timber company to take place winter term.
9. Rabekah Jacobson, a student in Professor Mick Davis’ calculus-based physics class, was accepted to attend the Northwest Regional Conference for Undergraduate Women in Physics, sponsored by the American Physical Society and hosted by the University of Oregon January 12-14, 2018.
10. At the conclusion of Fall Term, the following statistics reflect student academic performance:
  - 176 Students on Probation
  - 61 Students on Suspension
  - 119 Students on Dean’s List
  - 281 Students on President’s List
11. Adult Basic Skills: During the December data call, Lindy Messer, the state data professional said, “Umpqua Community College has the highest Educational Functioning Level gains in the state with 65%.” This is a focus of the state, as Oregon has not met federal targets in the last two years for Title II requirements. Fall Term GED Completers:

	Fall Term 16-17	Fall Term 17-18
Total GED Completers	31	44
Wolf Creek Job Corp	20	26
UCC:ABS	10	18

## Athletics

12. Seven members of the Women's Basketball team have 4.0 GPA's; the team has a 3.48 GPA average. As of this writing, the team is ranked #1 in the Northwest Athletic Conference.

## Enrollment Services

13. During late November-Early December, UCC processed 408 new student applications. 203 new applications are for the Winter term.
14. Six enrollment management visits and events took place between 12/2 and 12/19/2017.
15. Missy Olson, director of enrollment management and retention, attended a Strategic Enrollment Management Planning forum in Boston the week of December 4. She will be working on implementing the strategies in a Strategic Enrollment Plan by the end of January and making a presentation to the Board of Education in February.
16. Financial Aid:
- Kelli Macha and Michelle Bergmann attended the 2017 Federal Student Aid Conference in Orlando, FL the 28<sup>th</sup> of November through December 1<sup>st</sup>. The most recent Federal updates were received along with a multitude of training sessions.
  - As of mid-December, financial aid personnel has pulled in 3,708 FAFSA applications compared to 3,740 in 2016.
  - As of mid-December, we have awarded 1,681, compared to 1,614 last year.
17. Enrollment Update as of Jan. 2, 2018:

		1/2/2017	1/2/2018	1/2/2018		1/2/2017	1/2/2018
<b>Undergraduate</b>		<b>FTE</b>		<b>Non-reimbursable FTE</b>		<b>Unduplicated Headcount</b>	
100	LDC	373.77	380.02	17.84		1370	1425
210	Career/Tech Prep	164.58	166.63	6.15		760	877
230	Career/Tech Appr	10.09	9.43	0.11		86	100
350	PSR-Read, Write	7.51	2.24	0		8	1
351	PSR-Math	34.51	31.64	1.06		0	0
352	PSR-All other	0	1.77	0		0	0
	<i>Dual Credit (FTE numbers built into categories above)</i>					377	268
		<b>590.46</b>	<b>591.73</b>	<b>25.16</b>		<b>2601</b>	<b>2671</b>
<b>Workforce Development (primarily)</b>							
220	Career/Tech supp	67.31	48.71	0.01		2319	1759
360	ACE Other	3.51	0	0.01		230	67
361	ACE Health & Fitness	11.61	11.83	0		127	246
362	ACE Safety	0.49	0.85	0.13		17	36
363	ACE Workforce	1.01	0.77	0.03		44	41
510	Non-Reimb Other	7.6	12.4	12.4		120	188
511	Non-Reimb Hobby/Rec	2.11	1.96	1.96		130	93
512	Non-Reimb Oth/Admin	12	11.67	11.67		8	13
		<b>105.64</b>	<b>88.19</b>	<b>26.21</b>		<b>2995</b>	<b>2443</b>
<b>Adult Basic Skills</b>							
310	ESL	3.61	2.78	0		24	15
320	ABE	86.14	89.52	13.4		284	336
330	GED	57.18	60.45	0.55		44	27
340	AHSD	3.32	2.99	0.39		4	1
		<b>150.25</b>	<b>155.74</b>	<b>14.34</b>		<b>356</b>	<b>379</b>
		<b>846.35</b>	<b>835.66</b>	<b>65.71</b>		<b>5952</b>	<b>5493</b>

**Library Services**

18. We have two faculty members holding office hours in the Success Center this term. We had no faculty members holding office hours in the Success Center fall term 2016.
19. Library Services has a \$9,000 grant from the Douglas Community Fund to update the dental library for our dental assisting program and the library is a requirement of their dental accreditation.

**Student Life and Campus Engagement**

20. As a retention initiative, Student Life and ASUCC are working to create a web of wrap-around services for students, including the provision of basic student needs, such as food, transportation, supplies, clothing, hygiene products, and other support.
21. Two students, Neila Kerkebane and Lyandra Maina, have been selected to represent UCC at the All-Oregon Academic Team, and their applications will be forwarded on for consideration for the All-USA Academic Team.
22. Nine students volunteered at the Mercy Foundation Festival of Trees family day. They had a great time representing the college and sharing crafts and dental education tips with the children that visited the festival.

## **FINANCIAL SERVICES BOARD REPORT**

**January 2018**

**Natalya Brown, Interim CFO**

### **Finance Office; Natalya Brown, Interim CFO**

- Budget planning and financial discussions are taking place on campus in preparation for next budget year planning.
- External audit is complete and is filed with the Secretary of State Municipal Filing.
- Comprehensive Annual Financial Report was submitted to Government Finance Officers Association (GFOA) for participation in the Certificate of Achievement Program. Review process may take up to 6 months.
- Campus credit card switch to a rebate program is 100% complete.
- Indirect cost agreement extension request has been submitted to U.S. Department of Health and Human Services to stay in compliance with federal grants.

### **Budget Office; Katie Workman, Budget Assistant**

- Fiscal year 2018-19 budget projections, parameters and trainings will be provided to the campus during the second week of January.
- Preparation of budget worksheets is in process and will be sent out to division and department directors by the third week of January.

### **Purchasing; Jules DeGiulio, Purchasing Manager**

- Furniture and equipment purchases for the reconstruction of the Snyder Hall building are complete. Awaiting building readiness for delivery and installation is scheduled for the week of February 19<sup>th</sup>. Purchases are projected to close at ~\$20,000 under budget.

### **Special Events; Greg Smith, Food Services Director:**

- Catering revenue for the first 6 months of the fiscal year is \$118,200, a 45% increase compared to last year. 57% of the customers have been internal and 43% external.

## **COMMUNICATIONS & MARKETING PRESIDENT'S REPORT**

**January 2018**

**Tiffany Coleman, Director**

The Communications & Marketing Department spent the better part of December preparing to launch the campus intranet site called myUCC. The remaining piece to completing the site was to work with CollegeNet, the company that provides the campus' calendaring system (25Live). The department held a training for 25 key employees in just about every area of the College in order to accomplish this goal. The site, which can be accessed at <http://www.umpqua.edu/myUCC>, is user name and password protected. It contains information pertinent to UCC employees and Board of Education directors. Effective Monday, January 8, 2018, all employee-specific information will be removed from the public-facing website and made available through the intranet.

In addition to the intranet, we have been working to create a number of self-service marketing items for staff use. The goal is to encourage creativity and ownership while staying within our College branding guidelines. We are creating templates for the following: PowerPoint presentations, posters, flyers, brochures, and a standard email signature block. Once completed, these will be available on myUCC.

Our next big project is to complete the college-wide publication (working title: UCC Fast Facts) that encompasses data from the economic impact report that was released this past Fall.

**FACILITIES PRESIDENT'S REPORT**  
**January 2018**  
**Jess Miller, Director of Facilities and Security**

**Maintenance; Jess Miller, Director of Facilities and Security**

- Science, remodel and move in completed
- New Building construction continued
- Remodel of Welcome Center Lunch/Conference Room
- Just Enrolled in Energy Trust of Oregon Strategic Energy Management Program for 2018.

**Grounds; Jess Miller, Director of Facilities and Security**

- Completed revamping of grease interceptor system at the Student Center/Cafeteria completed successfully

**Custodial Services; Custodial Manager**

- Completed hire of new Custodial Manager

**Security; Kelly Rigsby, Chief of Security**

- Working on supporting policy and procedure
- Training of Campus Security Authorities completed
- Training of Building Marshals completed
- Testing of PA System

**INFORMATION TECHNOLOGY PRESIDENT'S REPORT**  
**January 2018**  
**Kathy Thomason, Interim Director of Information Technology**

**Information Technology:**

- Identity Management Go-Live happened on December 11-12. (First baby step towards single sign-on.)
- SEAR (Student Email Account Reduction). This UCC authored software is now a scheduled job that runs early each morning. While conforming to Board Policy 705 and Administrative Procedure 705 AP, the program has reduced the number of student email accounts from 86,000 to just over 41,000 and continues to reduce that number by about 1,500 per day.
- Supporting Michelle & Kelli with Financial Aid Year Roll for aid year 2018-19.
- ShoreTel (phone system) upgrade planned for Thursday, December 28<sup>th</sup>.
- Moved Workforce Training Center's network, phones and computers from their location on Diamond Lake Blvd. to their new temporary location in the Old Science Building on campus.
  - WTC's lab computers will be set up as additional computers for the Library open lab, which will require infrastructure work. Planned for first week in January.

**UCC FACULTY ASSOCIATION  
PRESIDENT'S REPORT  
January 2018  
John Blackwood, President**

Good afternoon Chair Loosley, Vice Chair Kennerly, members of the Board, and President Thatcher.

My name is Crystal Sullivan and I am the Vice President of UCC's full-time Faculty Association. I am a full-time instructor in the Paralegal Department and Business Department Chair.

This month's faculty update includes the following items:

1. Professor Stephanie Newman produced the musical play, *Grease*, this past November 17 through December 3. Some of the attendees mentioned that this was one of the best musicals that they had ever experienced!
2. Dr. Jason Heald directed the Umpqua Singers for a performance with Grammy-nominated violinist Alex DePue. The musical focused on Handel's *Messiah*, which was composed in 1741.
3. Professor Paula Marie Usrey again reprised *Susan B. Anthony* to the North Roseburg Rotary Club in November. Paula has presented *Ms. Anthony* many times throughout Roseburg, including last summer's TEDx event, which was held on the UCC campus.
4. Librarian Jennifer Lantrip presented the results of the research project that she completed as part of the OER Research Group, and funded by Open Oregon, at the Open Ed 2017 Conference in Anaheim in October. OER is an acronym for Open Education Resources, and its goal is to reduce the cost of text books for students.
5. Jen was also awarded a research fellowship with the Open Education Group for the 2017-2018 year.
6. I (Crystal Sullivan) completed my MBA this past fall term!
7. Professor Melinda Benton completed refresher training on media law, media effects and Associated Press standards. Melinda also assisted with a food and water drive for hurricane-devastated Puerto Rico.
8. Faculty looks forward to resuming contract negotiations in January with our Administrative team.

Respectfully submitted,

John Blackwood, UCCFA President  
Crystal Sullivan, UCCFA Vice President



## **UCCPTFA Board Report**

**January 2018**

**Jeri Frank, President, UCCPTFA**

We again thank the Board for your support in ratifying the replacement of Article 7 – Compensation in our UCCPTFA 2016-2019 bargaining agreement. This will be in place for the 2017-2018 academic year. Retroactive salary adjustments were made on our December 2017 paycheck of fall term. The new salary schedule and statement about holiday pay now appears with our bargaining agreement on the UCC website on the Human Resources page.

We have the option of re-opening the topic of compensation and one other topic with the results being in place for the 2018-2019 academic year. This would take place starting in spring term. Our entire contract will be subject to the bargaining process after the 2018-2019 year. We are confident of continued respectful and productive interaction with the administration and the Board of Education as this process unfolds.

During winter term we will be holding monthly Executive Committee meetings and a larger General Meeting. We also have active email communication with part-time instructors to keep everybody informed and involved. During the term we are focused on teaching our classes and supporting student success.

Part-time instructors teach about half of the classes at UCC, so we play a crucial role in the college's ability to provide quality instruction of many classes in the wide variety of programs available. Our union is pleased that part-time instructors have become more of a presence with our faculty colleagues and administration during the past few years, and we look forward to continuing in the years ahead.

**ASUCC REPORT**  
**January 17, 2018**  
**Byronna Thomas, ASUCC President**

- Reorganizing team
- Vice President Lenora Al Ratta returned after a leave of absence
- Robert Mountainspring-Wood Public Relations officer is taking a leave of absence for Winter 2018
- Kelsey Stone Business Manager has stepped down from her position
- Vacant officer positions will be filled by current ASUCC senators
- ASUCC Holiday visit to the Veterans Hospital
- ASUCC donated cold weather items to feed the burg holiday dinner
- End of term party and evaluations. Anonymous letters received by team were uplifting and encouraging
- Team met on Friday before winter term to restock pantry and set up several activities for upcoming term
- Goal for first few weeks of term is to ensure student involvement in committees