



**Office of the Provost
Report to the Board of Education
December 2018**

PROVOST

Several foci have underpinned the work of the Provost during Fall Term.

1. Implementation of phase one of the Enrollment Management initiative – Establishing an Office of Admission with key staffing, functions and operations.
2. Implementation of phase two of the revised academic advising model.
3. Concentrated focus on teaching and learning.
4. Concentrated focus on program infrastructure.
5. Concentrated focus on academic leadership and the establishment of Academic Council.
6. Establish recruitment and retention plans for academic areas.
7. Complete the General Education revision initiative.
8. Complete any USTA initiatives where applicable – Biology, Education, English, and Science (transfer programs).
9. Revise or update academic policies
10. Assessment work
11. Upcoming accreditation report - mid-year cycle report and visit

ARTS & SCIENCES (Karen Carroll, dean)

Department of Performing and Visual Arts; Susan Rochester, department chair

12. Susan Rochester, FT Visual Art faculty and Renee Couture, PT Visual Art faculty, were selected by the Ford Family Foundation to participate in Connective Conversations, Inside Oregon Art. The series brings professional curators and critics from outside the Northwest to conduct one-on-one studio visits with established artists, deliver lectures and join in community conversations. Julia Bryan-Wilson, a curator and art historian on faculty at UC Berkeley, visited with Rochester and Couture in their individual studios in mid-November.
13. Susan Rochester has received a mid-career artist grant from the Ford Family Foundation in support of her current body of work, Remandando la Frontera.

Department of Social and Behavioral Sciences (Crystal Sullivan, chair)

14. The UCC/Pacific University partnership that supports students to complete a Bachelor's of Education degree here on the UCC campus has had a great start. We currently have 3 students enrolled in the first cohort from Douglas County. An informational meeting on November 13 for next year's cohort brought 15 interested students. We are planning a similar informational meeting for high school students after the first of the year.

ASSESSMENT (Debi Gresham, director)

15. Debi Gresham has resigned as Director of Teaching, Learning and Assessment effective November 30. Danielle Haskett, accessibility coordinator and faculty advisor coordinator, has graciously agreed to serve as our Academic Assessment Coordinator for the remainder of the academic year. Dr. Crabtree will assume the duties associated with Teaching and Learning, working closely with the Teaching and Learning committee under the leadership

of Jennifer Lantrip, reference librarian. Non-academic assessment responsibilities will be covered by Dr. Crabtree. The position will be conceptualized and posted as soon as possible.

CAREER & TECHNICAL EDUCATION (J.Aase, dean)

Dean of Career & Technical Education

16. Planning continues for upcoming recruitment events; Explore UCC February 6th, CTE Signing Day February 21
17. The South County CTE Project has accepted donated land from Douglas County at I-5 exit 103 (next to Winco) for their facility. Preliminary site and floor plans have been completed and plans for fundraising are underway
18. Interviews for the JOBS Program Director have been completed and the position has been offered to the top candidate

Apprenticeship; Tracy J. Placido, coordinator

19. Current apprenticeship census
 - 62 MA 4007 Industrial Apprentices
 - 49 MA 4011 Industrial Electrician Apprentices
 - 38 MA 4106 Inside Electrician Apprentices
 - 149 TAL APPRENTICES as of 11/18
20. Tracy plans to attend Oregon Community College Consortium in Wilsonville and the Pacific Northwest Apprenticeship Education Conference in Tacoma, WA
21. Accomplishments to date by fiscal year
 - A. 5 carded Journeyman Millwright completions;
 - B. 3 licensed Manufacturing Plant Electricians
 - C. 1 licensed Inside Electrician
22. Recruited to speak about apprenticeships offered at Oregon Community Colleges for the First Annual Native American Youth Conference hosted by the Cow Creek Tribe slated for March 2019

Department of Applied Science and Technology; Clay Baumgartner, department chair

23. Welding; Ian Fisher, program coordinator
 - A. Industry Partners: Pacific Northwest Miller Electric Mfg. regional representative Ron Gross did a personal visit Tuesday 11/6/18. The visit helped to strengthen the relationship between Miller and UCC's welding program, as well as keeping our program instruction at the forefront of new welding technology. The importance of this industrial partnership to the UCC welding program cannot be overstated and we hope that this relationship will help in building a new welding facility.
 - B. Recruitment: Multiple one-on-one appointments and program tours have taken place this month. The outlook for new welding students entering our program in winter 2018 is looking good. Additionally, work is being conducted on a Dual Credit Seminar to host at UCC with our local High Schools. Schools that will be invited are as follows; Roseburg HS, Glide HS, Sutherlin HS, South Umpqua HS, Riddle HS, Oakland HS, Elkton HS, Yoncalla HS, Days Creek HS, and Camas Valley HS. Yoncalla Middle school is scheduled to visit UCC and the welding program on Monday, November 19th.
 - C. Student Success: More student success stories; one of our second year students working on his AAS Welding Degree has been working at Edge Marine building recreational aluminum boats and trailers. He has shown strong leadership characteristics and welding skills, so much so that he recently received a

promotion and a raise in his hourly rate. He is all set to graduate in the Winter Term this year.

24. Automotive: John Blakely, Program Director

- A. UCC's T-TEN instructors will be attending the T-TEN NW Regional Training Event at Spokane Community College December 11– 13. They will receive training and certification on the latest hybrid platform (Prius Prime) and Camry platform including "Safety Sense". This certification will allow UCC to train on the latest technology available and certify students in the upcoming hybrid training requirement for T-TEN students.
- B. On November 1 and 2, UCC's T-TEN Director participated in a career day and college day at Spanish Springs High School. Dolan Toyota and Lexus are part of UCC's T-TEN dealer base and request an average of 5 students per year. Spanish Springs has been a big supplier of students to UCC's T-TEN program and invited UCC to attend these events. The school has a total of approximately 2000 students that participate in these events. Several students completed interest cards for contact about the program.
- C. Scott Sandford, Toyota Area Manager and John Blakely, UCC T-TEN Director will be visiting and presenting at Southern Oregon High School automotive programs the week of December 3. Several students interested in UCC's T-TEN program will be interviewed as well.

Department of Business; Toni Clough, department chair

- 25. Toni Clough attended the Business Major Transfer Map USTA Workgroup Meeting on November 2. The universities are coming closer to agreeing on what courses will be in a transfer degree, but it is not complete. There are some pedagogical differences still being debated. The HECC representatives that attended approved a delay in reporting to the Legislature from December 2018 to April 2019.
- 26. All full-time faculty in the Business Department (Martha Joyce, Toni Clough, Gary Gray and Alan Aylor) have completed the Faculty Advising Training presented by Danielle Haskett and are prepared for the next step in the training.
- 27. Gary Gray and Toni Clough both attended Faculty Professional Development events. Gary attended the NETA Conference (National Economic Teaching Conference). Toni attended a live "Online Course Development" to keep students engaged in online courses. Both have reported out the other faculty in the Department Meeting sharing the concepts they have learned.
- 28. Toni Clough met with Joan McBee of Southern Oregon University to review and revise the existing Business Administration AS degree articulation agreement.

Community & Workforce Training; Robin VanWinkle, Director

- 29. Twenty-three (23) people completed our new "Leadership Bootcamp" class. Representing 10 local employers, attendees gained management and supervisory skills. Each student completed and presented a Workplace Improvement Plan that they worked on with their supervisor or mentor.
- 30. Four (4) staff members attended the LERN Conference in Savannah Georgia in early November. LERN is the largest supporter of lifelong learning programs and keeps us up to date on trends and delivery in the field.
- 31. The department will host an advisory committee meeting for the Truck Driving program on Nov. 28.

Department of Health Sciences; April M. Myler, Department Chair**Registered Nursing; April Myler, Director**

- 32. The 2018 Nursing Graduates have achieved a first-time NCLEX-RN pass rate of 90%!
- 33. Students continue to work with the public to provide support of various community partners and events. Highlights include:
 - a. 1st year nursing students working with Phoenix High-School students visited and completed a hands-on nursing simulation activity.
 - b. Continued: Wishes come True holiday events to provide gift for elderly patients in need of necessities and a kind reminder that they are remembered.
- 34. Select nursing staff have completed training for the use of the new Nurse Anne Simulation Manikin. Nurse Anne is now in use!

Nursing Assistant 1; April M. Myler, Director

- 35. Nursing Assistant 1 will be hosting an information session on November 29th, 2018 in HNSC 101 (4:30-5:30pm) to inform students who are interested in the healthcare field of the opportunity to enroll for winter, 2019 (space is available).

Dental Assisting; Tamara Loosli, Coordinator

- 36. Overcame a challenge of not having enough lockers for enrolled students. Due to increased enrollment we needed 2 more lockers, maximum enrollment is 24 so we have decided to add 4 more. A big thanks to Jules DeGiulio for setting everything up and Jason Aase, and Woodgrains of Sutherlin helping to select new lockers that will fit into the existing space and match the others.
- 37. Upcoming newsworthy events: 13 current dental assisting students will be helping at the Mercy Foundation Festival of Trees Family Day on December 2nd at Seven Feathers Convention Center. Our students have been helping with this event for several years. It is a great opportunity for them to give back to the community and to practice their oral health education skills.

Viticulture & Enology/Southern Oregon Wine Institute; Andy Swan, Director

- 38. Harvest is complete; crush and winemaking underway
- 39. Andy Swan gave a presentation and extensive tour of the winery to Board Members of the Douglas County Farm Bureau This tour took place on November 5th, in conjunction with their annual meeting, which was held in the Lang Center.

Small Business Development Center

- 40. SBM Program: This year we offer Level 1 and Level 2, receiving a grant to run both programs from Evergreen Capital
- 41. RAIN: 6th Annual Angel Conference, sponsored by UBC and UCC along with local sponsorships. The event will be held on November 30, 2018 from 10am-5pm at the Lang Center. There will be awards up to \$15,000 for nine local contestants. Students and UCC faculty and staff can purchase tickets at ½ price at www.rain.yaposody.com. Great food, great place and great fun!

ENROLLMENT MANAGEMENT (Missy Olson, dean)

- 42. Michelle Bergmann and Kelli Macha will be attending the annual Federal Student Aid Conference in Atlanta, GA from 11/26/18 through 11/30/18.
- 43. FAFSA applications imported comparison:
 - A. 18/19 - 3,531 – Will continue to receive until June 2019
 - i. Up 72 from last month's report
 - B. 17/18 – 3,994 – Full academic year received
 - C. 16/17 – 3,740 – Full academic year received

44. Financial Aid awards processed comparison:
- a. 18/19 – 1,797 - Will continue through June 2019
 - i. Up 112 from last month's report
 - b. 17/18 – 1,896 – Full academic year
 - c. 16/17 - 1,805 – Full academic year
45. Winter Admissions through November 19:
- a. 18-19: 369
 - b. 17-18: 257
46. Recruitment and Retention initiatives:
- Five Student Orientations
 - November 1: Phoenix Charter School campus visit with focus on nursing program, 30 prospective students participated.
 - November 7: North Medford HS College Day
 - November 11: UCC staff and students walked in the Veterans Day Parade
 - November 13: Met with Phoenix Charter School staff
 - November 15: Boys and Girls Club career and college presentation
 - November 15: South Umpqua HS outreach
 - November 19: Camas Valley HS outreach
 - November 19: Yoncalla 7th grade campus visit
 - November 20: Become a Riverhawk event
 - November 26: Elkton HS outreach
 - November 27: Douglas HS outreach
 - November 28: Phoenix Charter School presentation on admissions, OSAC and FAFSA
 - November Program Events: Pacific University Education night, UCC and University of Oregon Human Services Information Session, Nursing assistant information night
 - Personalized meetings were held throughout October and November with department chairs, program coordinators and directors to better recruit for each program.
 - SOAR TO SUCCESS retention workshop
 - Participated in webinars on Engaging Students in Your Financial Aid Communications and Raising Retention and Graduation Rates by Prioritizing Student Interventions.

INSTITUTIONAL RESEARCH (Steve Rogers, director)

47. SENSE survey administration complete:
- a. 321 UCC students, in 20 different courses, surveyed on their experiences during their first five weeks of college.
 - b. Results expected from the Center for Community College Student Engagement in March of 2019.
 - c. All 17 Oregon community colleges participated.
48. Fourth week enrollment data has been sent to Oregon Higher Education Coordinating Commission. This is a required state report.
49. Clarification on campus crime survey provided to U.S. Dept. of Education. U.S. DOE contacted us for clarification to incidents reported on our latest submission. DOE determined that 2 of the 3 campus incidents we reported shall be removed from our report.

50. Oregon Senate Bill 1520 (relating to education; and declaring and emergency): There is a new, required state report describing faculty, administrator, and staff to student ratios, aggregated salary information, and part-time/full-time ratios.
51. S. Rogers attended (via Zoom) the fall meeting of the OCC CIR.
52. Provide updated weekly FTE and Enrollment report. Multiple data graphics to improve readability and increase information content.

STUDENT SERVICES (April Hamlin, dean)

Accessibility Services

53. The Accessibility Services and Veteran Advising Center has been visited 235 times by 141 students from the beginning of Fall 2018 term (September 24, 2018) through week eight of the term (November 15, 2018).
54. Disability Awareness Day was held on campus October 25, 2018. Fifty students engaged in the event. This was measured by Riverhawk Bucks that were handed out. Umpqua Valley Disability Network, supported the event by having a table in the LaVerne Murphy Campus Center.

Advising & Career Services

55. Dr. Jason "Mitch" Mitchell starts as the Director of Advising & Career Services on December 3rd. Dr. Mitchell has moved to Roseburg, OR from Washington D.C. and previously worked at Goshen College as an Academic Success Counselor & Core Faculty, Associate Director of Community Life, and Assistant Director of Residence Life & Student Activities. He has taught at Edward Waters College and Elizabeth City State University.
56. Advisors have had 340 appointments with students in the previous month (October 22 – November 16) and responded to 205 Early Alerts on 158 students; last year same timeframe—160 appointments
57. 13 students received Career Services appointments; and 4 Career Workshops have been facilitated, including topics on Job Search, Soft Skills, Interview Skills, and Major to Career
58. Over 250 students (out of 918) have responded to the Major/Concentration Declaration Month activities in the past two weeks of the Major Declaration month. Continued progress is also being made on the efforts to make modifications in Banner to revise admissions and student records to reflect these choices by students.
59. Dr. Jason "Mitch" Mitchell will be starting as the Director of Advising & Career Services on December 3, 2018.

Dean of Student Services

60. Student Services employees attended the Question-Persuade-Refer (QPR) Training facilitated by COMPASS's Adam Jones on October 19, 2018, including Sophia Garcia, Destiny Hunt, Freddy Gompf, Jeremy Cornish, Steven Moldenhauer, Michael Olson, Anita Louise, Marjan Coester, Inez Orozco, Anisha Wikstrom, David Vincent.
61. Members of the Behavioral Intervention and Threat Assessment Teams attended the Cultural Sensitivity in Crisis Situations facilitated by Rebecca Bolante and team on November 13, 2018. This included April Hamlin, Ronda Stearns, Danielle Haskett, Anita Louise, Les Rogers, Kira Oerman, Veronica Joyce, and Janelle Joyner.

Life Coaching

62. Since September 17, 2018, provided Life Coaching Services to 22 students with 65 sessions, two of these were initiated from faculty with students in crisis.

63. Received 23 Student of Concern referrals (eight of academic nature)
64. The Life Coach attended the following training:
 - Trauma Informed Training (October 2nd)
 - School Safety – Standard Response Protocol & Standard Reunification Method Training (October 11)

Registration & Records

65. Brenna Hobbs was awarded the Community College Excellence Award at AAWCC on Thursday, Nov. 8. The American Association of Women in Community Colleges is a prestigious organization recognizing women for outstanding service and leadership. UCC Faculty Emeritus Jan Woodcock made the presentation.
66. Walk in Registrations for winter term to date: Total 325
 - 201830 Total unduplicated Registrations Nov. 13, 2017 = 1540 (in person & online registrations)
 - 201930 Total unduplicated Registrations Nov. 12, 2018 = 1379 (in person & online registrations)
 - 35 transcripts have been received as of 11/14/18, for the 2019 Registered Nursing Program.

Upward Bound / Educational Talent Search

67. Upward Bound is currently sitting at 53 students. Our advisor has been recruiting in classrooms as well as speaking with teachers and counselors at each school we serve (Roseburg High School, South Umpqua High School and Douglas High School.)
68. November 2-3, 13: Upward Bound students and 2 staff travelled to Chemeketa Community College where they received a campus tour and spoke with the colleges TRIO program. The group was given a tour of the brand new athletic facilities on campus. Students and staff then travelled to Camp to spend the night and returned to George Fox University the next day to watch a women's soccer game.
69. Kim Meinhardt and Mary Morris attended a free training with Oregon Connections and Nepris. This training will help our students look at different career clusters, attend virtual job shadows, participate in virtual classrooms with experts in their fields.

Student Engagement

70. Marjan Coester presented two workshops at the Southern Oregon College Student Leadership Summit held at Rogue Community College-Riverside – Leader vs. Leader and The Communication Puzzle on November 3, 2018.
71. Byronna Thomas, ASUCC President, was invited to and attended the first in-person meeting of the Advisory Council for the National Mass Violence and Victimization Resource Center, held in Washington D.C. on November 13 – 15.

ASUCC Student Services:

	Requests	Unduplicated	Backpack	Bus Pass	Food Box w/Meat Voucher	Food Box	Gas Card	Hygiene
Fall 9/25/18 to 10/23/18	102	90	32	26	15	17	48	19
10/24/18 to 11/15/18	51	37	8	5	15	6	27	21

ASUCC Board Meeting Participation:

October 30	25
November 6	20
November 13	15

Student Engagement Opportunities hosted by Student Engagement and ASUCC

Midterm Boost	96 students, 21 massages
Candidate Fair	8 candidates, 21 "passports" handed out, 13 returned
Harvest Hunt	21 sign ups, 11 returned
Costume Contest	45 entries, 83 voters
National Substance Abuse Information Table	12 contacts
Thanksgiving Basket Food Drive	1,000 + items collected and \$245 cash
Veterans Day Parade	20 students/staff participated
Thanksgiving Basket Application	90 students applied as of 11/15

SafeColleges:

Students were sent information on five SafeColleges courses to complete; participation was suggested (not mandatory). In addition, Craig Jackson requested one additional course for the athletes.

Alcohol Awareness for Students	74
Bystander Intervention for Students	83
Campus SaVE Act for Students	32
Drug Awareness and Abuse	102
Intimate Partner Violence for Students	32
Health and Safety Awareness for Students	32

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Crabtree – 28 November 2018

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

Office of Business Services; Natalya Brown, Chief Financial Officer

- Key priorities:
 - Review of business services policies and procedures
 - In the process of converting Whistleblower policy 302.14 and corresponding procedure 302.14AP
 - In the process of reviewing Compensation and Benefit – Cell Phone Policy 311.03 and corresponding procedure 311.03AP
 - Set up a committee to review Business policies and procedures
 - Implement annual assessment of division non-academic services
 - Review Strategic plan and set operational goals for the Office of Business Services
 - Finalized Comprehensive Annual Financial Report for FY2018
 - Lead campus in long-term financial planning
 - Prepare campus for budget planning
 - Budget forum held on November 6, 2018
 - Prepared preliminary budget estimates
 - Met with Institutional Effectiveness Council to discuss their role in the budget development process
- Ina Jackson joined the Office of Business Services team in the position of the Director of Accounting and Finance.
- Staff is transitioning to Banner 9 operations.

Budget Office; Katie Workman, Budget Manager

- Key Priorities:
 - Improve existing and develop new processes
 - Manage current and develop future budgets without use of reserves
 - Over 300 budget development worksheets are being generated and will be sent to budget managers once the timeline is finalized.
 - First quarter year to date expenditure and budget comparison complete. Any concerns were addressed with budget managers.
 - Provide budget and process training opportunities and communication to campus
 - Trainings on proper budget management, budget law, purchase order and credit card purchase impacts were held. Employees with budget responsibility were required to attend; all others were invited.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Key Priorities:
 - Update purchasing policies and procedures
 - In the process of revising Community College Rules of Procurement (CCRP), Personal Services Contract Process and Procedure; Surplus Merchandise Disposition Process
 - Build and refine Office of Business Services Web Site
 - Learn and implement all Banner 9 processes for procurement of goods and services.

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

- Special events held Gothard Sister's "Live on Stage Roseburg" presentation and is preparing for the Emerald City Jazz King's "Ring Those Bells" December 10th concert.

**OFFICE OF INFORMATION TECHNOLOGY
PRESIDENT'S REPORT
~~November-December~~ 2018
Vincent Rose, Director of Information Technology**

For the month of ~~October-November~~ 2018 the Office of Information Technology has completed the following tasks;

- IT completed 302 tickets (see chart)

Network & Systems Administration

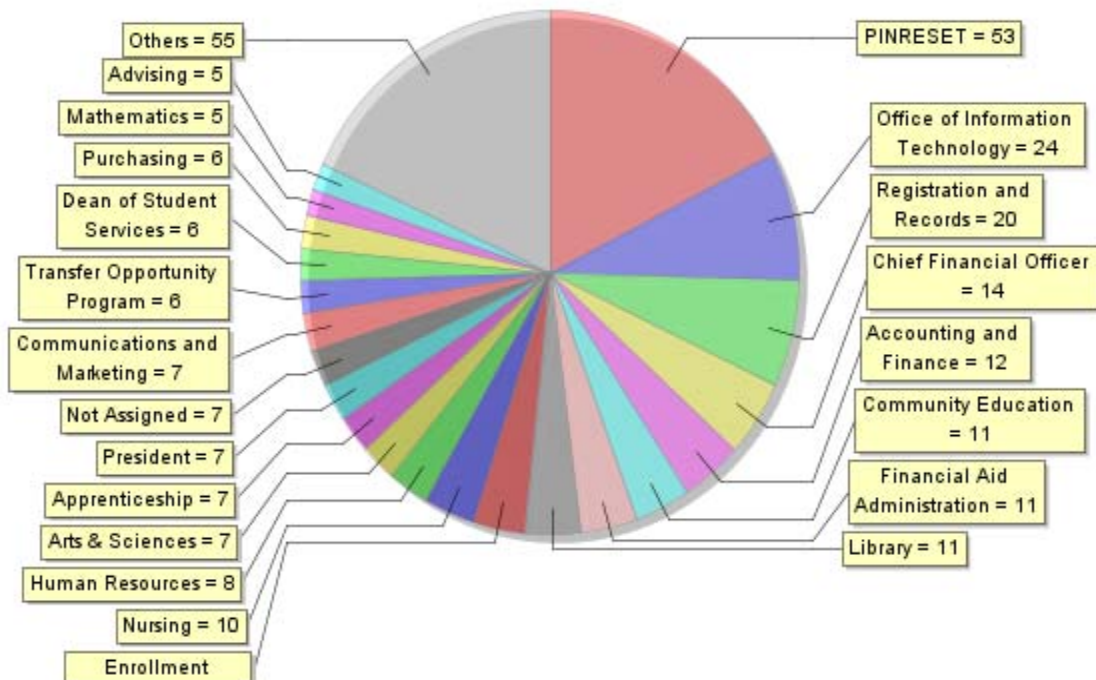
- Set up Wireless router at the apprenticeship offices
- Applied Updated security patches to the Webserver

Enterprise Information Systems

- Created a script to automatically import new students into the Library's SersiDyNex system.

Desktop Support

- Remodeled Desktop Support Area



ATHLETIC DEPARTMENT PRESIDENT'S REPORT

December, 2018

Craig Jackson, Athletic Director

- Craig Jackson was selected for a grant to attend the National Association of Collegiate Athletic Directors Fall Leadership Symposium at the Ohio State University at the end of October.
- To date, the RiverHawk student athletes have completed 160 hours of community service to groups such as Green Elementary School, Winchester Elementary School, Boy's and Girl's Club of Roseburg, and the Salvation Army
- The annual fall fundraiser for the Athletic Department is just about to conclude and over the past two falls, the teams have raised over \$50,000 in just this single event.
- The RiverHawks had 5 NWAC Academic Excellence award winners for the fall sports, given to returning sophomores with a g.p.a. of over a 3.25.

UCCPTFA Board Report

December 2018

Jeri Frank, President, UCCPTFA

- We have completed our bargaining on Article 7: Compensation in our bargaining agreement.
- UCCPTFA has ratified the amended Article 7 at a November 28 General Meeting.
- We are pleased that the results of the bargaining reflect part-time instructors' important role in teaching about half of the classes at UCC.
- Our new pay scale resulting from our bargaining sessions will be retroactive to the beginning of fall term 2018.
- During fall term 128 part-time instructors were teaching classes.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- 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.