

**President's Report to the Board of Education**  
**Submitted by Debra H. Thatcher**  
**February 13, 2019**

**1. Industrial Technology Center**

- a. **Programs.** A primary goal for the planned Industrial Technology Center is to be future-oriented. As such, faculty, in consultation with advisory committees and industry partners, will design curriculum and experiences that integrate content and skills in transportation, fabrication, engineering, forestry and wood technologies, computer information systems, and robotics.
- b. **Initial drawings.** We have begun the initial phase of the project, offering the preliminary design work to Mahlum Architects. (FYI, this offer does not in any way suggest that Mahlum will be awarded the eventual architectural or engineering contract.) The scope of phase 1 is for consulting services; general architectural and design guidance; and deliverables that include building and site descriptions and design, floor plan schematics, renderings that can be used in fundraising efforts, and budgetary cost estimates. We have requested the creation of flexible spaces, attention to cost effectiveness, design that fits the campus, and remodeling Lockwood as essential elements of the project. An initial meeting with Mahlum will occur this month.

**2. Legislative Matters**

- a. **Major bills that directly affect community colleges.** These bills are reviewed and followed by OCCA staff, who update campus leadership during weekly teleconferences and, when appropriate, request action by campuses.
  - HB 2028 – Transfer of academic credit:** Integrates foundational curricula and unified statewide transfer agreements into Transfer Student Bill of Rights and Responsibilities.
  - HB 2029 – Accelerated college credit programs:** Revises types of programs considered accelerated college credit programs for purpose of requirement that school districts provide accelerated college credit programs.
  - HB 2213 – Academic textbook affordability:** Requires each community college and public university ensure that course description for every academic course offered in succeeding academic term lists all textbooks enrolled students are required to purchase.
  - HB 2263 – Accelerated college credit programs:** Directs Department of Education, in collaboration with Higher Education Coordinating Commission, to administer Accelerated College Credit Planning Partnership Grant Program to encourage partnerships between school districts and post-secondary institutions of education to offer accelerated college credit programs.
  - HB 2640 – Cost for Native Americans of attending public institutions of higher education:** Provides that public universities and community colleges must waive all tuition and fees for enrolled students who are members of Native American tribe historically based in Oregon.
  - HB 2648 – Public safety at community colleges:** Permits board of community college to determine whether to establish campus police department and commission police officers.
  - SB 3 – Community colleges offering baccalaureate degrees:** Permits community colleges to offer applied baccalaureate degree programs under specified conditions and upon receiving approval from Higher Education Coordinating Commission.

**SB 4 – Higher Education:** Permits merger of community college and public university.

**SB 497 – Oregon Promise eligibility.** Lowers high school grade point average required to participate in Oregon Promise program from 2.5 to 2.0.

**SB 540 – Sexual assault policies at institutions of higher education.** Requires that institutions of higher education report allegations of sexual assault to law enforcement agency.

**SB 754 – Tax credit for rural nurse faculty members:** Creates income tax credit for rural nurse faculty members.

**SB 576 – Campus security officers:** Imposes certain requirements related to private security providers who contract with institutions of higher education to provide private security services on campus and special campus security officers commissioned by governing boards of public universities.

b. **Advocacy for funding community colleges.**

OCCA has organized multiple advocacy efforts for the community colleges, including legislative visits, phone calls, and letter writing. February 1 was CTE Day at the Capitol, and the 17 community colleges provided displays and presentations on nursing, emergency services, engineering, transportation, fabrication, and more, to demonstrate the essential role of community colleges in career/technical education and workforce development as well as to advocate for the \$70M community college ask for CTE. UCC was well-represented and actively participated. March 6 and 7 are Legislative Summit days, during which the 17 community colleges will participate in a coordinated effort to send a caravan of buses of students and staff to the capitol to advocate for the \$787M funding request of the community colleges.

**3. Transfer from Community Colleges to Universities**

a. **HB 2998.** In 2017, Oregon House Bill 2998 was passed with the intent of improving transfer between community colleges and universities by eliminating excess credits, identifying a common foundational curriculum, and creating unified statewide agreements for major disciplines.

b. **Challenges** (Summary of Higher Education Coordinating Commission February 2019 report)

i. **Authority.**

Authority to determine curricular content resides with faculty, allowing for curricular variance that reflects institutional mission differentiation; higher education is decentralized in Oregon, with governance by independent boards; and HB 2998 does not provide a clear path to resolving institutional agreements about curriculum. As a result, when little agreement exists among the 17 community colleges and 7 universities regarding course content, major transfer maps may end up being too general and be unhelpful for students.

ii. **Workgroup design.**

1. Workgroups have, by design, been made up of representative faculty and advisors with disciplinary expertise, none of whom are empowered to negotiate changes to major requirements. (UCC has faculty representatives on the workgroups.)

2. General education has been somewhat streamlined through a tentative agreement of 30-35 credits, a small subset of all general education requirements.

The workgroups do not have expertise in general education not do they have authority over each institution's general education requirements.

iii. **Curricular variance.**

1. Courses with the same course numbers and title do not contain the same content across all community colleges or universities. This variance creates major challenges to transfer agreements that prevent the loss of credit.
2. Sometimes there is agreement about skills and content that students must master within a major, but there are differences in which courses contain those skills and content and the sequence in which the courses are taught.
3. Departments in the same discipline at different universities do not have a shared vision on what skills students must master by the junior year (e.g., some business programs require calculus and others do not).
4. Some university faculty have expressed concern over the rigor of community college courses. This issue has been addressed.

iv. **Capacity and sustainability.**

1. Rural and/or small community colleges do not have the capacity to offer all the courses identified in the major transfer maps, either due to lack of faculty or low enrollment.
2. Universities fear that greater acceptance of community college courses may lead to lower enrollments in courses at universities and decrease their available funds and consequently undermine their sustainability.

v. **Progress.**

1. Core transfer maps (CTMs). Two tentative core transfer maps have been outlined for general transfer and for STEM (Science, Technology, Engineering, Math) transfer, each with at least 8 courses (and at least 30 credits). These are broad descriptions of course requirements for students at any Oregon community college or public university who have not yet declared a major, plan to complete a bachelor's degree, and expect all the courses to transfer/meet general education requirements. Students who have identified their majors should consult major transfer maps, existing articulation agreements, existing degree maps, and/or advisors for specific general education requirements with majors.
2. Major transfer maps (MTMs). Four major transfer maps are under construction: Biology, Business, English, and Education.

#### 4. UCC Strategic Plan

Since Board approval of the 2018-2021 Strategic Plan, the campus has taken the following actions to implement the plan:

- A year-one plan was created that identified first year priorities and assigned responsibility for each objective.
- The Senior Leadership Team (SLT) identified strategic priorities for their respective operational areas and began developing tactical plans for implementation.
- The Institutional Effectiveness Council (IEC) began work on an institutional effectiveness plan, that includes how the role of the strategic plan in effectiveness.

- The IEC developed and published an application process for funding of strategic projects (to use the funds set aside by the Board of Education last year).
- A Strategic Plan Oversight Committee was established; members include the SLT, IEC, deans, and two additional administrators. The committee will meet the 4<sup>th</sup> Tuesday of each month to review progress on and challenges with the Strategic Plan, based on strategic plan reports submitted by the third week of each month. The first meeting is scheduled for February.

#### **5. UCC Budget**

- a. The uncertainty of state funding is challenging the campus's budget development process. The governor's budget of \$543M, the current level of \$570M, and the Department of Administrative Services level of \$590M would all leave us with a significant shortfall. The budget of \$647M presented by HECC would result in no deficit and allow us to budget for strategic initiatives; the additional request of \$70M for CTE and \$70M for supporting success of under-represented and first generation students would significantly enhance our ability to serve Douglas County.
- b. We will develop multiple budget models that will include budget reductions and tuition/fee increases to address the budget shortfalls, while also being prepared to invest in strategic efforts should the full budget request be fulfilled.

#### **6. Allied medical health college.**

For almost two years, UCC has been a participant discussions regarding the possibility of creating an allied health university in Roseburg. The concept is to address the unmet need of multiple allied health areas in southern Oregon through a "grow your own" approach with the hope of training, hiring, and retaining local talent. Such a university would serve the area well and provide many opportunities for partnerships with UCC and other southern community colleges, as the proposed university would not offer any freshman and sophomore level courses. At this time, we continue to be involved in conversations to move this proposal forward.



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

1. Emily Fiocco, director of assessment and accreditation officially began on February 1.
2. Three groups, Senior Leadership Team, Provost Council and Student Services, are engaged in a group reading of *Creating a Data-Informed Culture in Community Colleges*.
3. Final edits are being made to the ad hoc and mid-cycle reports. These reports are due to NWCCU by March 1.
4. Faculty focus is on teaching, learning and program enhancement initiatives.
5. All nine areas of operation are involved in the policy and procedure conversion project, aligning current policies and procedures with those of OCCA, and/or developing new policies and procedures where applicable.

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

4. UCC was accepted into the Oregon Student Success Center Pathways Project Cohort 2, along with Klamath Community College, Portland Community College, and Tillamook Bay Community College. The primary goal of this two-year project is completing program (curriculum) mapping that will create an easier path to a certificate, degree, or transfer. Other goals for the project include redesigning advising and admissions/enrollment, which UCC has been focusing on for the past year. Training sessions/workshops will be held in May 2019 and November 2019, as well as two sessions in 2020. As part of this initiative, UCC will receive \$25,000 that can be used for travel for training and other necessary areas to complete this project.
5. Shauna McNulty, (Biology faculty), Amy Fair (English faculty), and Gwen Soderberg-Chase (Education faculty) in the division of Arts and Sciences are continuing work on Transfer Compass with workgroups from other community colleges and universities around the state. Four disciplines (Biology, Education (K-12), English, and Business) were chosen by the state to complete a standardized course curriculum map and course requirements that allows for a clear path and transition from the community college to all state-funded universities.
6. With the encouragement of Mick Davis (Physics faculty), two science students attended the Women in Physics Conference in Seattle, a conference for undergraduate women in physics. They attended on their own to learn more about academics and careers in physics and returned with knowledge that they can share with others.
7. Susan Rochester, chair of performing and visual arts, sent an email to 4000 people on the theater listserv, providing an update on the renovation projects and hiring process for the director of theater. The theater faculty position closed Feb 1<sup>st</sup> with over 20 applicants. We expect to have a candidate chosen by March 15<sup>th</sup>. That position begins in September 2019.
8. Paul Morgan Observatory Update: A letter was sent February 1<sup>st</sup> to observatory donors from 2018 to update them on activities/equipment purchases. A 2<sup>nd</sup> Annual Solar System Walk is scheduled for May 16<sup>th</sup> for local schools on campus. Last year, 780 participants from K-12 schools attended. In addition, the Solar System Walk will occur as part of the STEAM event on May 18<sup>th</sup>. Work is being scheduled to expand seating capacity to include 40 additional people at the observatory during summer and early fall months and will include an outdoor projector/screen. Other 2019 goals include bring more local school children to the observatory

or working with them to make remote observations from their own classrooms and providing more opportunities for community lectures and viewing. Already, lectures and night sky viewing for community members occurred in December and January. Additional dates have been scheduled for February 11<sup>th</sup> and March 8<sup>th</sup>.

**ASSESSMENT AND FACULTY ADVISING** (Danielle Haskett, coordinator)

9. Assessment: 22 faculty members have submitted their Fall 2018 Quarterly Assessment Report, this includes 43 course assessments. In March 2019, and Assessment training will be offered for department chairs and faculty using the reflection guide obtained at the NWCC conference.
10. Faculty Advising: Advising training continues, 5 Degree Works sessions have been scheduled throughout the term in addition to 4 Module trainings.
11. Danielle Haskett and Emily Fiocco, director of assessment and accreditation, attended the Assessment Essentials: Assuring Standards of Educational Effectiveness and Quality Improvement conference on January 14, 2019.

**CAREER & TECHNICAL EDUCATION** (J. Aase, dean)

12. Planning continues for the National CTE Signing Day event to be held on February 21<sup>st</sup>. Over twenty students have completed interest forms so far, with all CTE programs having at least one student interested in participating in the event.
13. Staff from Automotive, Nursing, Viticulture and Enology, and Truck Driving participated in the CTE Day at the Capitol on February 1.

***Department of Applied Science and Technology; Clay Baumgartner, Department Chair***

**Automotive; John Blakely, Director**

14. T-TEN faculty David Wolf has been invited to be part of a team that is working with Toyota's curriculum engineers to create a hybrid certification course for all T-TEN schools. There are only a few instructors from the 37 T-TEN schools nationwide who were asked to be a part of this group. Toyota is paying all of the expenses for Dave to travel to Plano, Texas to work on the week-long project.
15. John Blakely will be participating in the CTE Day at the Capitol on February 1<sup>st</sup>. John reached out and will be sharing the transportation table with representatives from Linn-Benton and Portland Community Colleges. Toyota is loaning a new hybrid vehicle to UCC to bring to the event to highlight and educate about the T-TEN program.

**Engineering; Clay Baumgartner, Coordinator**

16. 12<sup>th</sup> Annual Explore Event: The Engineering program is coordinating the exhibits for the Annual UCC Explore Event which was held on year Feb. 6<sup>th</sup>, Wednesday, in the UCC gym. 500 participants were involved. The event is intended to provide middle-school through college-age students, families, and teachers an opportunity to learn about STEAM-related career and educational pathways by meeting with representatives from local businesses and industry, representatives from UCC, and representatives from transfer universities. The event is being sponsored by the Umpqua Valley STEAM Hub.
17. STEM Pathways Through Robotics: Clay Baumgartner is the coach for two 4-H middle school robotics teams that advanced from the local FLL (5<sup>th</sup> - 8<sup>th</sup> graders) regional competition and competed at the state FLL robotics tournament in Hillsboro. Clay also volunteers to judge for the FTC (7<sup>th</sup> - 12 graders) robotics tournaments. The FLL and FTC robotics tournaments are sponsored through ORTOP (Oregon Robotics Tournament & Outreach Program). Clay was awarded the "Distinguished Service Award" this year by the Douglas County 4H organization, because of his work to promote technology and robotics in local 4H clubs.

**Forestry; Jarred Saralecos, Coordinator**

18. The Forestry Program advisory committee held its first meeting of the year on January 11<sup>th</sup>, 2019 to discuss future program goals, timelines, and upcoming events.
19. The Forestry Program took part in the UCC Agriculture and Forestry Day on January 17<sup>th</sup> which brought over 50 perspective students from area high schools to campus.
20. The student led Forestry Club began planning to attend the Oregon Logging Conference and Forestry Seminar in Eugene in February.
21. Two Forest Engineering students attended the Council of Forest Engineering annual meeting in Eugene on Thursday January 17<sup>th</sup> taking in numerous guest speakers and meeting with regional professionals.

*Welding; Ian Fisher, Welding Instructor/Coordinator/CWI*

22. Industry Partners: Over the winter break, the welding department made a brand new industry contact. DAR USA Construction came out to the college looking for certified graduates to work on structural jobs. This company primarily does structural jobs on commercial from start to finish. Locally they will be responsible for the construction of the new Chevron gas station on Garden Valley.
23. Recruitment: Tiffany Coleman and Chase Gilley in Community Relations continue their work on a promotional video for the UCC Welding Program.
24. Recruitment: January 17<sup>th</sup> UCC CTE programs hosted a UCC Agriculture and Forestry Tour. Missy Olson scheduled this tour for high school students UCC CTE programs. Many of these HS programs have welding in their curriculum and are currently connected to our program and taking advantage of the welding programs Dual Credit opportunities.
25. Student Success: Kory Dunn, a graduate of our program in 2013 with a 3.16 GPA was contacted by UA 290, the Steam Fitters Union. He i now has earned his journeyman status in the Union and is making \$45 an hour plus a good benefit package for himself and his family.
26. Pembina Corporation is in communication with the welding faculty in regard to their upcoming labor needs and collaborating with UCC in providing students with professional opportunities.

**Department of Business; Toni Clough, Department Chair**

27. Agriculture Day on Campus was held on Thursday, January 17<sup>th</sup>. High School Agriculture students came to campus. Toni Clough presented to four groups of high school students throughout the day. The focus was on Agriculture Management and the types of careers students could go into after completing a degree in AG Management. Each student completed and took with them a "Vision Board" to introduce the student into how to define their career goals and have them focus on their future.

**Community & Workforce Training; Robin VanWinkle, Director**

28. The Professional Truck Driving Program is the recipient of several charitable donations. The program will receive a 2015 Freightliner Cascadia with auto-shift at no cost and will use the funds raised at the UCC Foundation Gala to purchase a newer truck with a 13 speed transmission. Additionally, May Trucking is donating a 53-foot trailer. The addition of this equipment will benefit the expansion of the program.
29. Driver Education has higher than normal enrollment this academic year to include the courses held in outlining areas. Douglas High School is at 14 students, Glide at 21 and Roseburg enrollment is 22.
30. Open Enrollment classes that are at or exceeding capacity include several Cooking classes, Barre Intensity fitness and QuickBooks. If possible, we add a second offering of the class to accommodate those on the wait list.
31. Employer trainings include several Torque Trainings at local timber companies. This training was made available in conjunction with the Auto/Welding Departments and a generous grant from the Ford Family Foundation.

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

32. All FT nursing and dental faculty completed advising training during in-service with Michael Olson. Much was learned during this amazing event.
33. 1<sup>st</sup> year Registered Nursing students have started clinical rotations at Mercy Medical Center and have shared positive feedback about their experiences.
34. Nursing staff continue to prepare for the upcoming site-visit with our approving body, the Oregon State Board of Nursing (visit takes place April 8, 9, and 10, 2019).
35. April Myler, Ruth Verkuyl, Michelle Bergmann, and Michael Olson competed three separate Nursing Information Sessions for the "FA19" nursing applicants: Jan. 15 from 0900-1000, Jan. 16 from 1300-1400, and Jan. 17 from 1700-1800.
36. April Hamlin, Ellis Poole, Jason Aase, Danielle Haskett, and April Myler collaborated to streamline methods and better support Accessibility Students' that use UCC Accessibility and Testing services.
37. Health Sciences faculty have begun peer evaluation processes. Cindy Steele and April Myler visited Patrick Harris' week 1 class (NRS221) and shared feedback via verbal and written communication.

Nursing Assistant 1; April M. Myler, Director

38. Jason Aase, Jan Dawson, Ruth Verkuyl, and April Myler met with Brett Steinacher, VP of RHS for CTE Departments, to discuss an exciting partnership opportunity for the development of a RHS Nursing Assistant 1 course for juniors and seniors.

Dental Assisting; Tamara Loosli, Coordinator

39. Dr. David Eichman volunteered on January 18<sup>th</sup>, working with UCC Dental Assisting students to screen 23 radiology patients
40. Tamara Loosli is attending the 2019 OSAP (Organization for Safety, Asepsis and Prevention) Infection Control Boot Camp. This is an intensive training that will help her to obtain her infection control specialist certificate and open the door to offering infection control courses to the dental community through UCC Workforce Training

**Department of Public Safety; Roger Kennedy, Department Chair**Fire Science, Andy Hatfield, Coordinator

41. Funds have been received from the Jordan Cove grant to purchase tools for the fire engine.
42. Advisory Committee meeting was held on January 30<sup>th</sup>. Agenda included funding of the fire blast trainer and a review of vocational certification classes.

Emergency Medical Services, Roger Kennedy, Coordinator

43. Faculty, Roger Kennedy attended a one week "train the trainer" and obtained certification as a Mental Health first aid instructor.
44. Enrollment is bursting at the seams in EMS and Paramedic, with early signs of this trend continuing into the upcoming academic year.
45. FTE in emergency medical services increased from 8.58 to 14.4 fte, an increase of 5.81 fte over this time last year. Unduplicated headcount in EMS increased from 55 to 96 an increase of 41 students from this time last year.

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

46. Enrollment stats:

FAFSA applications imported comparison:

- A. 18/19 - **3,679** – Will continue to receive until June 2019
  - Up 71 from last month's report



- B. 17/18 – 3,994 – Full academic year received
- C. 16/17 – 3,740 – Full academic year received

Financial Aid awards processed comparison:

- D. 18/19 – **1,945** - Will continue through June 2019
  - Up 71 from last month's report
- E. 17/18 – 1,896 – Full academic year
- F. 16/17 - 1,805 – Full academic year

Winter Admissions through January 18, 2019:

- G. 18-19: **784**
- H. 17-18: 641

47. Recruitment initiatives:

- January: Financial Aid department involved in the nursing information meetings.
- January 24: Oregon Transfer Days with a number of universities and 4-year colleges represented
- January 21: College and Career Planning Workshop, 25 attendees
- January 14: Great by 8<sup>th</sup>, Winston, 8 attendees
- January 17: Adult Basic Skills College for a Day, around 50 attendees
- January 17: Agriculture/Forestry Day, around 150 high school attendees from eight high schools
- December 18: K-12 and UCC Systems to Support Student Career and College Planning, work session with 30 HS and college leaders
- December 13: Great by 8<sup>th</sup>, Roseburg Boys and Girls Club, 10 attendees
- December 13: Glendale HS visit, 35 attendees
- December 11: Elkton High School Visit
- December 4: High School Connections Meeting with area high school counselors. Shared program information, financial aid updates, and other key UCC information.

48. Retention initiatives:

- January 9: Winter Student Resource Fair. Part of the Pathways to Opportunity effort to increase awareness of resources for students. A number of on-campus departments participated including financial aid, life coach, scholarships, success center, and peer mentors.
- Three December orientations and one January orientation
- One December Become a Riverhawk Event
- December 4: Professional Learning Community for Allied Health Sponsored Dual Credit project
- Developed STEP grant processes with Adult Basic Skills Staff. Working to serve first group of students during January.
- The Soar to Success grant has 26 students continuing in the program from fall term and 19 new students in the winter term cohort. There will be funding for an additional spring term cohort. Six retention workshops will be offered to participants throughout winter term.

**INSTITUTIONAL RESEARCH** (Steve Rogers, director)

49. Efforts continue to bring clarity to our data collection, management and reporting processes, inclusive of coding initiatives and supporting the development of department level data collection.

50. Operational level documents describing the methods used to collect our data is being developed.

**LIBRARY SERVICES AND LEARNING SUPPORT** (Carol McGeehon, director)

51. Research and Instruction Librarian, Jennifer Lantrip, reached 782 students in 22 in-person information literacy sessions across disciplines. She reached 865 students in 47 in-person information literacy sessions across disciplines for 2017-2018.
52. Library started to upload the list of registered students from the student information system to the library computer system winter term 2019. This automatically identifies the registered students and the library no longer needs to see proof of registration nor manually create a record in the library computer system.
53. The distance education statistics from the HECC for last academic year were released. UCC had 6,974 online credit and 185 online non-credit students for 2017-2018. UCC is 8<sup>th</sup> amongst Oregon community colleges for the total number of students taking online classes.
54. Jennifer Lantrip, research and instruction librarian, helped organized this OER pre-conference with other academic librarians from Oregon and Washington. It was led by Amy Hofer, Coordinator for Statewide Open Education Library Services. The goal of the conference was for academic librarians from the PNW region to assess the current strengths, weaknesses, opportunities, and threats in regards to different issues related to OER and to come up with several projects to work on collaboratively for the year. The major project that resulted from this was to create an OER strategic planning template that will be shared widely.
55. The fall term study-in changed from Saturday from 10-4 to Friday from 2-7. This is a sponsored event with Student Life and we had 64 students signed in however we had more student participation than signed in. Fall term 2017 study-in 46 students participated on a Saturday.

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

**Accessibility Services** (Danielle Haskett, director)

56. The Accessibility Services and Veteran Advising Center has been visited 60 times by 52 students from the December 10, 2019 through January 22, 2019. There are currently 82 students registered for accommodations, this number will increase throughout the term.
57. Danielle Haskett attended the Assessment Essentials: Assuring Standards of Educational Effectiveness and Quality Improvement conference January 14, 2019.

**Adult Basic Skills** (Andre Jacob, coordinator)

58. 21 - GED completers for '18-19 calendar year as of January 15th. ABS received \$1,000 from the Legacy Ball as a sponsorship perk to assist with GED Testing. Wolf Creek Job Corps has 31 completers.
59. Scott Yakovich (principal at North Douglas HS) has agreed to give the ABS program room space in the Library to establish an ABS outreach in North Douglas.
60. ABS staff continue to canvas Tri-City, Oakland, North County, Sutherlin & Roseburg area stores to display ABS flyers and handouts.
61. In an attempt to assist with ABS Transition efforts, (UCC resources, meeting Career Coach, advisors, scholarship coordinator, ASUCC, etc.) 7 students from Tri-City and Woolley evening classes attended the Student Resource Fair on Wednesday, January 9<sup>th</sup>.
62. On Thursday, January 17<sup>th</sup>, 45 student-learners from Tri-City, Wolf Creek Job Corps, and Woolley attended College-For-A-Day.

**Advising & Career Services** (Mitch Mitchell, director)

63. Advisors have had 239 appointments with students in the period of (Jan. 7-Jan. 22) and last year same timeframe—218 appointments.
64. 6 Career Workshops have been facilitated, including topics on Applications, Cover Letters, and Resume Writing (2x weekly).
65. KPIC news aired a story on Danna-May's Career Coaching Workshop on January 9, 2019.
66. On Dec 9th The Office of Advising & Career Services participated in UCC's Career & Resource Fair.
67. OSU transfer presentation (Mitch Mitchell, Emily Fiocco, Diana Kelly & Michael Olson), where staff collaborated with OSU advisors to streamline the transfer process to OSU.
68. Communicated with 292 students who were not enrolled for the winter-term in an effort to reestablish a rapport with them and get them registered.
69. Standardized the Early Alerts system, process and protocol to better address EAs in an efficient and proficient manner.
70. On Dec. 8<sup>th</sup> Advising and Career Services staff attended the Strengthening K-12 and UCC Systems to Support Student Career and College Planning.
71. Established assessment indicators and data collection measures to better monitor and measure department goals and outcomes.
72. We continue to engage in ongoing interdepartmental training using SAFEColleges, NACADA Resources, Appreciative Advising resources, and other identified training needs.
73. Danna-May successfully completed The Darkness to Light training and is now a certified facilitator. (The focus of the training is on ending child sexual abuse). Campus training will be scheduled by Spring term.

**ETS/UB**

74. Kim Meinhardt has accepted a position as the Upward Bound Program Development Specialist.
75. Steven Moldenhauer has accepted a position as the Upward Bound Academic Preparation Specialist.
76. Upward Bound is currently sitting at 60 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.) ETS is at full capacity with 592 students that are being served.
77. On November 30th, ETS students, staff and AmeriCorps volunteers travelled to Eugene, Oregon for a campus visit to the University of Oregon. After the tour, the students divided into two groups and one went to Cascade Wildlife Reserve while the other went to a Glass Blowing Studio, and then switched.
78. December 2-5, Kim Meinhardt and Cathy Adkins attended a SAEOPP STEM Summit. We are using the information gathered to implement more STEM related activities in our UB Summer Academy focusing on more of a project-based block of courses. We also used the information at our December 8th Saturday Seminar to create elephant toothpaste.

**TRiO/SSS Transfer Opportunity Program**

79. We continue to onboard incoming students into TOP. We have about 19 spots left to fill and about 40 applicants for those remaining spots. We participated in the campus resource fair and met with future UCC students. We also presented at and led a tour in the College for a Day event.
80. TOP participated in the Transfer Days event 1-24-2019.
81. Our first year experience cohort is engaged in the Planning College Finances curriculum during Winter term; we have held our first scholarship workshop of 2019.
82. Field trips include attending the Eugene Symphony's performance of Star Wars Episode IV at the Hult Center and the Eugene Ballet to see the Odyssey.

**Registration & Records**

83. Melissa Lake was hired as the full-time Registration & Records Associate and began her position on January 3.

84. Degrees and Certificates:

- 2018 Fall Graduation - *46 students applied: 44 degrees & certificates were awarded:*
  - 15 – AAOT
  - 1 – AS
  - 2 – AGS
  - 9 – AAS (AUTO, CIS, EMS - Paramedicine, PS)
  - 0 – Career Pathways
- 36 Oregon Transfer Modules were awarded
- 369 Career Pathways certificates were auto-awarded:

4	Automotive & T-Ten	7	Server Administrator for System
6	Jr. Database Admin	1	Addiction Treatment
1	Junior Programmer	2	Case Aide
9	Microsoft Network Support Tech	1	Wine Marketing Assistant
8	CISCO Networking Support Tech	278	Retail Management Business Essentials
16	Jr. Programmer		

**Dean of Student Services**

- 85. The Student Services departments are making progress in continuing program assessment (from Spring term) and piloting program assessment. Discussions about leading and lagging indicators are helping us to determine what indicators are the best measures for assessment purposes.
- 86. Student Services has worked across campus, and with members of SLT, to ensure that Narcotics Anonymous and Alcoholics Anonymous meetings are hosted at UCC for members of the UCC community and Douglas County community. Weekly meetings will start in February.
- 87. April Hamlin participated in the Oregon Student Success Center Advisory Committee meeting on December 13, 2018.
- 88. April Hamlin attended the Strengthening K-12 and UCC Systems to Support Student Career & College Planning with C3.
- 89. Members of the CARES Team attended the Recognizing Threats training on January 15, 2019 – including Kira Oerman, Les Rogers, Mitch Mitchell, Anita Louise, and April Hamlin. Ronda Stearns also attended the training.

**TITLE III** (Cynthia Horkey, project manager)

- 90. Title III finished Year 5 with \$81,304 and adding to the \$118,006 allocated for the extension, the final Year 6 started with \$199,106.
- 91. Title III has invested in Degree Works and AdvisorTrac over the past years and both have reporting functions. Over the 2017-2018 academic year, 1,110 degree audits were run and 577 student educational planners developed.

**OFFICE OF BUSINESS SERVICES BOARD REPORT**  
**February 2019**  
**Natalya Brown, Chief Financial Officer**

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

- Key priorities:
  - Review of business services policies and procedures
    - Division is working on reviewing and revising Section VI Business Operations policies and procedures
  - Implement annual assessment of division non-academic services
    - In process of publishing Office of Business Services website. Divisions reviewed divisional profile, goals, departmental mission, strategic plan and tactical plans.
  - Lead campus in long-term financial planning
    - Reviewed a bi-annual budget scenario
    - Reviewed long-term financial factors impacting the College's budget: PERS, labor costs, enrollment
  - Prepare campus for budget planning
    - Released assumptions to campus for budget preparation.
    - Several scenarios are being considered in the budget development process tied to different state allocation models. Three out of four scenarios (based on \$543M governor's proposed budget, \$570M current funding level, and \$590M) project various shortfalls. UCC will be addressing shortfalls by seeking reduction of college expenses and recommending increases to tuition and fees.  
UCC will be bringing tuition increase proposal in March.
- I attended Business Officer's meeting on January 24-25, 2019 held at Portland Community College. Part of the agenda included OCCA update and legislative update and planning, presented by Cam Preus, OCCA Executive Director.
- The College signed the new Joinder of Trust Agreement with PACE. Below is a brief summary:

Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. PACE's original Trust Agreement was adopted in 2006, updated in 2016 and the Trustees just completed a review and update of the Trust Agreement. The changes to the Trust Agreement were formally approved by the OSBA Board of Directors at their November 11, 2018 Board of Directors Meeting.

Highlights of the Trust Agreement changes are:

- Updating language to remove the term "OSBA membership" and replacing the term with "participants" throughout the agreement. This enables charter schools continued participation with PACE.
- Adding the term Crime Coverage to the agreement. PACE offers this coverage to all participants.
- Correcting the composition of the PACE Trust Board to include employees of OSBA members on the Trust Board. Previously, the Trust Board composition wording limited the PACE Trust Board to only OSBA Board of Directors members.
- Moved operational and rule language from the Trust Agreement and placing it in the PACE Bylaws. Example of topics that were moved are Quorum, Telephone/Video Participation and Meetings of the Board of Trustees.

### **Accounting and Finance Services; Ina Jackson, Director of Accounting and Finance**

- Met with Accounting and Finance Department team regarding introductions, transfer of duties over from the CFO to Director, transition of retiring and new team members in accounts receivable position, general expectations in dept., preferred means of communication, and team deadlines requiring action.
  - Successfully transitioned team over in the Banner 9 Finance and Accounts Receivable modules
- Calendar Year End Projects:
  - Successful completion of Student 1098-T preparation and reporting online to student accounts and via mail with access to Student Account Team members for Q&A as well as online FAQs
  - Successful completion of year end 1099-Misc processing and submission to IRS and State
- Review of business services policies and procedures
  - In the process of reviewing accounting and finance procedures involving accounts payable and accounts receivable, and reconciliations
  - In the process of reviewing and updating accounting and finance forms that support staff and students including mileage reimbursements and travel per diems

### **Budget; Katie Workman, Budget Manager**

- Key Priorities:
  - Improve existing and develop new processes
    - Revised the employee, visitor and student/athlete accident report forms as well as the campus incident report form. Worked with Kelley in HR, Kathy in Facilities and Brian in Security to ensure all compliance and necessary reporting and tracking would be met. Introduced the forms and processes to campus via Umpqua Updates
  - Manage current and develop future budgets without use of reserves
    - Second quarter actuals to budget reviewed. Any concerns with addressed with budget responsible party
  - Provide budget and process training opportunities and communication to campus
    - Weekly update and check in emails sent to budget managers regarding development
    - Met with ASUCC Board on February 5<sup>th</sup>. Provided state funding scenarios, discussed estimates and challenges

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

- Key Priorities:
  - Update purchasing policies and procedures
  - 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**

- Working with UACT on summer musical contracts: 2019 Beauty and the Beast and 2020 Mary Poppins

## COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

January 2019

Tiffany Coleman, Director

- On Jan. 30, the Communications and Marketing team organized a Pack the Gym event.
  - The event was held to unveil UCC's new Riverhawk mascot to the community
  - An estimated 400 attended the men's and women's basketball game versus Lane
  - Roseburg High School's cheerleading teams helped with the unveiling
  - The Umpqua Singers sang the National Anthem prior to the men's game
  - In order to unveil a new mascot, we created a storyline and video for the old mascot—who graduated. Here's the link to the video: <https://youtu.be/pZH0cB1OO50>.
- Working with state community college communicator group (OCCMPR) to solidify plans for our upcoming Legislative Days in March.
  - All 17 community colleges and the OCCA are collaborating to organize a Caravan to the Capitol event. More details will be forthcoming, but the date is set for March 7.
- Collaborating with CTE Department to host National CTE Signing Day event on Feb. 21.
  - UCC is one of four colleges in Oregon to participate in the national event
  - It will be livestreamed through the College's YouTube channel
  - 23 students have signed up to participate
- Collaborating with Math Department to host a regional math competition on April 4.
  - The competition is the regional qualifier for the final state competition
  - Roughly 200 high school students are expected

# UCC Wednesday, February 13, 2019 Board Report

## February Board Report

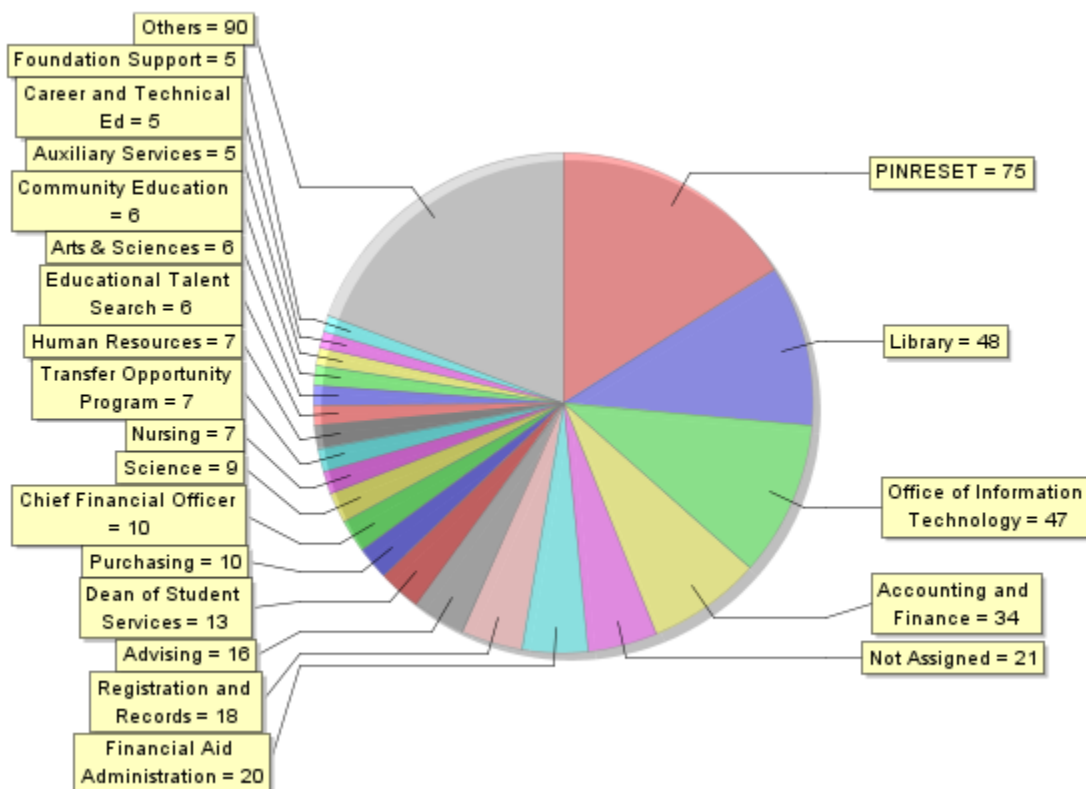
### Office of Information Technology

Vincent Rose, Director

Wednesday, February 13, 2019

## Information Technology Ticketing

- In the month of February 19 IT completed 465 tickets
  - 43 had a SLA violation
  - 90.75% of tickets closed within SLA



## End User Support

- Completed conversion of VDI Labs to persistent machines

## Network and Systems Administration

- Completed cabling of the STEAM Hut

## Enterprise Information Systems

- Completed Banner 9 upgrade



**OFFICE OF ADVANCEMENT BOARD REPORT**  
**February 2019**

**SCHOLARSHIPS**

- The 2019-20 scholarship process opened January 29<sup>th</sup> and will close on March 5<sup>th</sup>. 85 students have started the application process.

**FOUNDATION**

<b>FISCAL YEAR-TO-DATE COMPARISONS</b>	<b>7/1/18 – 2/1/19</b>	<b>7/1/17 – 2/1/18</b>
DONATIONS	\$429,330	\$563,674
NEW DONORS	142	152
NEW ENDOWMENTS	3	3
NEW ANNUAL SCHOLARSHIPS	6	4

- The Foundation established the Wishing Well fund in September 2018 to provide mini-grants to faculty and staff for equipment or items to develop and implement unique ideas that are needed to better serve UCC students. The primary funding resource is employee giving. Eight requests were received during the first application process and four were funded. A “Prize Patrol” consisting of the selection committee and Communications & Marketing visited the classrooms/departments to surprise the recipients with their awards.

A total of \$1729 was awarded to the following four applicants:

- \$250 was awarded to the Business Department for Camtasia Video Creation Software
- \$500 was awarded to the Welding Department for a Grizzly router table.
- \$500 was awarded to the Journalism Department for a lens for a Nikon camera
- \$429 was awarded to UCCOnline for equipment and a subscription to Screencast-o-matic

## **UCCPTFA Board Report**

**February 2019**

**Jeri Frank, President, UCCPTFA**

- We are pleased that the results of last year's bargaining on the Article 7: Compensation section of our bargaining agreement recognizes and reflects part-time instructors' important role in teaching about half of the classes at UCC.
- Our new pay scale was paid retroactively from the beginning of fall term 2018 in a December 2018 paycheck.
- 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.
- Starting this spring we will initiate the bargaining process covering the entire bargaining agreement which expires in August 2019.

OCCA Report  
February 2019  
Doris Lathrop, Trustee

The OCCA Board meeting was held at the Chemeketa CC Business and Industry Center downtown Salem on February 1<sup>st</sup>. In place of the Board Forum we were encouraged to attend CTE Day at the Capitol. Community Colleges highlighted CTE programs for legislators. The event was a huge success, giving our representatives and senators a first hand look at programs we offer to train our workforce. We are asking for \$70 M for the next biennium specifically for CTE.

Our meeting began with a presentation by consultant Tim Nesbit on PERS Reform. The three take-aways from that presentation were 1) there are legal solutions to the PERS problem of a \$26.2 B unfunded liability ; 2) we can't do anything about it. Only the legislators can take care of the problem through legislative reform. We need to approach our legislators concerning this matter when we meet with them regarding funding for our colleges; and 3) the PERS issue is a huge strain on our students and will be for generations to come if we don't take care of it.

John Wykoff spent time going over the Legislative Advocacy and Revenue package update, regulatory and legislative policy positions, and the OCCA Resolution on Budget and Revenue. This is the first time that community colleges are in an alliance with the universities in Oregon for lobbying legislators. It's not "us against them" as it has been in the past. We are working together get a package for higher education. Steve Loosley and Dr. Thatcher have been meeting with our legislators and will discuss that aspect of the OCCA report in their individual reports.

John Wykoff has information that the student organizations are going to introduce a bill that will not allow Oregon Community colleges to increase tuition more than 5%. If they do, it must first be approved by the Higher Education Coordinating Commission (HECC), as is now the case with the universities. It'll be a tough fight for us. OCCA is taking the position that OCCA supports local board authority to set tuition and fees that are appropriate for the students and their communities. Community college boards are locally elected and have fiduciary responsibility for their institutions and must retain local authority over tuition. It was also noted in the discussion that the state owns the universities but they do not own the community colleges, therefore the universities are required to get permission from the HECC for their tuition increases, but community colleges are not required to do so.

Each community college is asked to send one or more representatives from local business and industry to advocate for CTE programs. We are asked to work with our local Chamber of Commerce to approach these people to partner with us to seek community college funding. There's a template on the Basecamp website for us to use in approaching these business representatives. Dr. Thatcher will give these names to Cam at OCCA as soon as possible.

A discussion was held on whether or not community colleges in Oregon should conduct a poll to show voter support for community colleges. This concrete data can be shared with our legislators. It is believed that some legislators are not aware that our communities support our colleges. The consensus was that a poll would be beneficial to support our ask of \$787 million.

The next OCCA legislative event will be March 6 and 7<sup>th</sup> in Salem. All board members are encouraged to attend this OCCA Legislative Summit which will be held at the Salem Convention Center. If you would like a copy of the agenda please let me know.

At the national level,