



## **Provost Report**

Board of Trustees

28 September 17

## **Academic Services**

### **Arts and Sciences**

1. The Ford Child Education Center received a 4-year grant extension totaling \$165,864, allowing for numerous student support services related to childcare.
2. SCIENCE: Karen Carroll took members of the Geology Club on a field trip to Yellowstone National Park in August. Students had multiple opportunities for hands-on learning activities.
3. HUMANITIES: Jill Michell and students from summer English classes attended the Oregon Shakespeare Festival in September. They saw plays that complemented the literature that they studied in the classroom setting.

### **Career and Technical Education**

#### ***Dental***

4. 20 Students enrolled
5. The program has a partnership with Advantage Dental, the Oregon DCO Medicaid dental insurance provider. Moving forward, the goal is to have 2-3 clinics during the fall term to provide free dental screens, free oral hygiene items and possible sealants and silver dyamide treatments.

#### ***Business***

6. UCC enrolls all Retail Management Certificate program students from Safeway/Albertsons for the state of Oregon. The new development is adding students enrolling from the Safeway/Albertsons Seattle division.
7. Walmart has not in the past participated in the RMC program. They have decided to do so on a trial basis and UCC has been chosen as a "test" site for the enrollment of the first Walmart students.

### ***Forestry, Manufacturing and Computer Information Systems***

7. 32 students enrolled in the introductory Forestry and Natural Resources courses for fall term. The combined total is important since students in both programs will populate the core forestry courses. The 32 students are split about 50/50 between forestry and natural resources.
8. We are creating a Manufacturing Task Force that will include 10 to 12 people from the local manufacturing industry. The task force will be evaluating curriculum needs and infrastructure for the potential of a woods products manufacturing program.
9. UCC staff are scheduled to meet with OSU College of Forestry representatives on October 22nd, on the UCC campus, to discuss transfer of UCC students to the manufacturing/wood science programs at OSU College of Forestry.
10. Orenco contacted UCC to fill two openings for SolidWorks/CAD Techs. We will meet soon with Orenco Human Resources to discuss UCCs occupational skills program.
11. New Cybersecurity/CIS degree has 26 students enrolled.

### **Athletics**

12. We ended up with about 87 athletes for fall term.
13. Athletes will begin our Champions Read Program for Douglas County in Mid-October. We will be presenting this to Winchester Elementary (2<sup>nd</sup> year) as well as Green Elementary- all 1<sup>st</sup> grade classrooms.
14. Our team fundraisers will begin in early October, expect to raise over \$15,000.
15. The athletics department had its first ever team physicals performed by Umpqua Orthopedics at no cost to our programs.
16. Craig Jackson will begin developing an advisory committee in the near future. Goal date is in November.

### **Enrollment Management**

17. Missy Olson has been appointed to serve as the Director of Enrollment Management to move forward college planning and initiatives focused on recruitment, onboarding and retention.
18. Dr. Crabtree and Missy will work collaboratively to develop a new unit of operation at UCC to ensure quality recruitment, onboarding and retention efforts.

### **Library Services**

19. Carol McGeehon presented an eBook workshop at the Conference on Extraordinary Living on September 8, 2017.
20. New furniture has arrived for the Sue Shaffer Learning Commons.

### **Student Services**

#### ***Dean of Student Services***

21. Created training for In-Service to remind all employees about UCC's expectations for FERPA, Alcohol and Drug Abuse, Title IX and Child Abuse Mandatory Reporting, and additional resources for assistance.

22. Presented at the Administrative Retreat on the Symptoms of Burn-Out and the Path to Recovery.
23. Working to hire the Administrative Assistant to the Dean of Student Services
24. Partnering with Lynn Johnson in Human Resources and Joan Sifford in Communications and Marketing to design Title IX posters and pamphlets to inform and provide resources to students about sexual harassment, sexual assault, dating and domestic violence.

### ***Admissions, Registration, Advising***

25. Brenna Hobbs has agreed to serve as the Interim Director of Enrollment Services, Records, and Registration and Assistant Registrar until a Director of Enrollment Services/Registrar is hired.
26. The Admissions Office has been working with the Information Technology department to work out a solution for thousands of fraudulent applications to UCC.

### ***Student Life & Campus Engagement***

27. ASUCC Leadership Board was recognized as a certified Student Government organization for the fourth year in a row by the Oregon Council of Student Services Administrators. Moreover, their submission of materials was considered a model and will be shared with other Oregon Student Government organizations.
28. Peer Mentors have submitted the application and materials to become certified as a CRLA International Mentor Training Program.
29. The Veterans Student Center is hosting the Vietnam Veterans Memorial Wall from October 11-13.
30. Phi Theta Kappa – Alpha Sigma Upsilon chapter will be hosting the Fall Regional Conference in October 20-22.
31. Student Life and Campus Engagement will be hosting the Oregon Community College Student Leadership Conference from November 3-5. This conference was scheduled to occur after Labor Day at Menucha Retreat Center in Corbett, Oregon in the Columbia Gorge; due to the fires, the conference was cancelled. UCC was previously scheduled to host a one day leadership summit in November; because the Oregon advisors did not want to lose the opportunity for student leaders around the state to come together, it was agreed to expand the summit into a full three day conference. We are extremely excited to have the opportunity to bring students from around the state to UCC.

### ***Financial Aid***

32. UCC successfully submitted the Title IV Program Review Response Report to the Department of Education.

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

33. ETS Advisor, Jeremy Cornish, has been working diligently to ensure that quality student services to ETS students have been provided at the ETS partner schools in Douglas County—particularly in recruitment efforts, with over 250 new participants added to the program starting Fall term. This has met and exceeded grant requirements.

***SSS/Transfer Opportunity Program***

34. On July 26, 15 attendees participated in the UCC Foundation Scholarship Workshop presented by TOP, completing activity charts and essay writing skill building.
35. TOP Students also participated in a SOLVE Tyee Cleanup event on 8/10/2017
36. TOP Students participated in a field trip to the Oregon Caves on 8/31/2017

**Office of the Provost**

Provost / Executive Vice President for Academic and Student Services: Dr. Kacy Crabtree  
Executive Assistant: Ms. Jessica Richardson

Dean of Arts and Sciences: Ms. Martha Joyce  
Administrative Assistant: Ms. Joy Yori

Dean of Career and Technical Education: Mr. Jason Aase  
Administrative Assistant: Ms. Brenda Lewis

Dean of Student Services: Ms. April Hamlin  
Administrative Assistant: Ronda Sterns

Director of Athletics: Mr. Craig Jackson

Director of Library Services: Ms. Carol McGeehon

Director of College Transitions: Ms. Missy Olson

Director of Enrollment Management: Ms. Missy Olson

Assessment Coordinator: Ms. Debi Gresham

Title III Coordinator: Ms. Cynthia Horkey

**FINANCIAL SERVICES BOARD REPORT**  
**October 2017**  
**Rebecca Redell, CFO**

**Finance Office; Natalya Brown, Director of Accounting and Finance**

- Finance office and campus is near completion of the external audit visit taking place on September 18 through September 29, 2017. Comprehensive annual financial report will be issued shortly after completion and results will be presented to the Board of Trustees for review and acceptance.

**Bookstore; Micque Shoemaker, Bookstore Manager**

- The Bookstore is now accepting SNAP benefits for the purchase of food and beverages.

**Purchasing; Jules DeGiulio, Purchasing Manager:**

- Pouring Rights – Exclusive Sales of Vending Beverages and Snack products  
A formal Solicitation, (RFP-2017-AD-01), was issued by Purchasing on 8/10/17 seeking benefits from vendors, (bonuses, scholarships, etc.), in return for different levels of exclusivity for campus sales of beverages and snacks. Proposals were received from Coke and Pepsi. The evaluation team determined Pepsi to have submitted the most beneficial proposal and the official *Notice of Intent to Award* letter was sent 9/26/17. The contract negotiations have begun with expectation of a fully executed contract by 10/12/2017.

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

- The campus cafeteria re-opened on the first day of the term, 9/25/2017 and the first week is going great.

**FACILITIES & SECURITY PRESIDENT'S REPORT**  
**October 2017**  
**Jess Miller, Director of Facilities and Security**

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

- Began demo of Science, anticipated finish Dec.
- First Feasibility review for Student Housing meeting.
- New building construction continued
- Remodel of new Moody Room in Library
- Installed GACO roof membrane for Lockwood Hall flat roof

Informational note: Maintenance Department will continue the demolition and remodel of the Science Building in preparation for Community Education move coming in December.

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

- Broadleaf sprayed
- Donor pavers installed in front of the Bonnie Ford Center
- Successfully assisted Athletic Director in installation of Cross County/Cross Fit track/course
- Completed stabilizing project for rock walls

**Custodial Services: Rachele Bender, Custodial Manager**

- Strip, wax and polish common spaces throughout campus

**Security: Kelly Rigsby, Chief of Security**

- Finalized Annual Security Report – continue to optimize recording for fluidity of real time reporting
- Working on supporting policy and procedure
- Installation of Blue-light security communication system
- Updated webpage, information supplied to Communications

## INFORMATION TECHNOLOGY DEPARTMENT PRESIDENT'S REPORT

October 2017

Dan Yoder, Director

Fraudulent Applications for admission – Hackers have developed programs often called “bots” short for “robots” that submit fraudulent applications for admission to colleges so that they can harvest dot EDU e-mail addresses to sell for use in gaining discounts. Umpqua, as well as many other Oregon community colleges, has been targeted several times this year with the largest most persistent attack this month resulting in nearly 10,000 fraudulent applications. Work to block these attacks and to clean the fraudulent data from our systems continues to consume the time of key staff members. Umpqua IT Staff are working with other Oregon community colleges IT departments and Ellucian support staff to find a solution.

This situation is delaying work on key projects that must be completed this year due to end of life support for the Banner 8 version of the Ellucian Banner management information systems software used by the College. Addressing the fraudulent application problem through blocking, data clean up, and identification is delaying critical work for key College projects.

- IT Projects in progress:
  - Upgrade Degree Works – Upgrade completed and security issue for student access using hand held devices is resolved.
  - Identity management project using Microsoft Identity Manager – Was scheduled to be in production by the end of September 2017 but will be delayed until the fraudulent applications for admission problem is resolved and the data is clean.
  - Banner 9 Project – Scheduled for January 2018. The work is in progress and will be ongoing until complete but has begun to experience delays due to responding to the fraudulent applications for admissions issues.
    - Banner 8 preparation for Banner 9 implementation
    - Ellucian Single Sign On manager attached to Banner 8
    - Banner 9 installed in the TEST environment
  - Computer lab software was updated for start of Fall classes
  - Campus web server and systems software updates are complete
  - Help Desk tickets - The IT Department handles around 75 help desk tickets per month during summer months for instruction, class room, desktop computers, media services, and infrastructure support. This does not include the hundreds of phone calls that the Help Desk receives, the walk in traffic for the Help Desk, or the e-mailed requests for support received by IT staff.
  
- Institutional Research:
  - Final FTE compliance report has been submitted to the HECC.
  - Federal IPEDS reporting submitted:
    - Completions report for 2016-17
    - 12 Month Enrollment Report for 2016-17
    - Institutional Characteristics and Identification for 2017-18
  - Developed operational reports for recruiting:
    - Students enrolled last term that have not graduated and not yet enrolled in the next term.
    - High School Students that graduated from high school but have not enrolled at Umpqua yet.
    - Students that have applied for admission to Umpqua but have not enrolled yet.

**ADVANCEMENT AND FOUNDATION  
PRESIDENT'S REPORT  
October 2017  
Susan Taylor, Executive Director**

**UCC Foundation**

- Foundation Board News
  - The UCC Foundation welcomed three new board members in September: Steve Loosley (ex-officio board member as the chair of the UCC Board of Trustees), Elin Miller, and Emily Brandt.
  - A new slate of officers was also welcomed to the UCC Foundation Board:
    - President – Steve Feldkamp, COO of Umpqua Dairy
    - Vice President – Alex Palm, Vice President, i.e. Engineering, Inc.
    - Treasurer – Dave Sabala, Retired General Manager, Douglas Electric Cooperative
- Legacy Ball
  - The 2<sup>nd</sup> Annual Legacy Ball will be held Friday, November 10<sup>th</sup> at Seven Feathers Casino Resort. Tickets and information can be found at <https://umpqua.ejoinme.org/LegacyBall2017>

**Fundraising**

- Employee Giving Campaign
  - The 2018 Employee Giving Campaign kicked off at in-service with 100% participation from the UCC Board of Trustees. **Thank you!**
  - The Employee Giving Campaign lasts for one month: September 18 – October 13. For more information visit [www.umpqua.edu/annual-giving](http://www.umpqua.edu/annual-giving).
- New endowments:
  - **The Sue Shaffer Memorial Scholarship**, established by the Cow Creek Band of the Umpqua Tribe of Indians
  - **The Arthur Theatre Arts Scholarship**, established to support students involved in extracurricular theatre-related activities
- Capital gifts:
  - In-kind gifts of plywood for reconstruction of Snyder Hall, totaling a value of \$40,000 from:
    - Murphy Plywood
    - Roseburg Forest Products
    - Swanson Group

**Scholarships**

- The UCC Foundation just awarded **109 scholarships** to UCC students for this academic year, totaling **\$206,871**. This is in addition to the 127 scholarships (\$300,000) awarded in the spring for this year.
- Scholarship and Donor Relations Coordinator, Honey McNamara, presented at seven Douglas County high schools with Brian Proctor from the financial aid department. They talked with students and parents about the scholarship and financial aid processes.

**Grant Development**

- UCC received notice on September 28<sup>th</sup> that we were awarded a four-year federal grant from the U.S. Department of Education's Child Care Access Means Parents In Schools (CCAMPIS) program. This grant will provide child care subsidies to UCC students, totaling **\$144,000** over four years.

**ASUCC REPORT**  
**October, 2017**  
**Byronna Thomas, ASUCC President**

- We have interviewed, hired and began to train 10 senators. 5 returning from last year and five new faces.
- Adjusting to first week of classes, creating our office schedules, getting organized.
- We have been super busy the week prior to and the first week of classes distributing backpacks and supplies, food boxes, gas cards and bus passes.
- The River-hawk Clothing closet is now set up and we have begun accepting and distributing clothing donations.
- On Friday 9-29, we had our first board meeting. I am very pleased to say we had approx. 13 in attendance. As well as a representative from the athletic department. We have made it a goal this year to reach out to arts, music, drama, welding, auto, and athletic department in order to bring everyone together this year. We want every student to know that they are ASUCC and their voice matters.
- Food Drive: October 8th from 10:00am to 4:00pm we will be accepting donations for food pantry.
- Thank you to Board for generous invite to foundation fundraiser.

## **UCCPTFA Board Report**

**October 2017**

**Jeri Frank, President, UCCPTFA**

Our bargaining re-opener on the subject of compensation took place this summer and has continued during the start of fall term, the results of which will be in place at the start of fall term. We hope to have our bargaining agreement ready for your ratification at the November board meeting. Our union is committed to working with the college to continue to provide quality instruction for our students and an excellent work environment for part-time faculty.

Fall In-service was a valuable time for everyone at UCC. We were pleased to have part-time instructors participate in these many important sessions. We are all part of the UCC team, and this was an excellent time for networking and sharing experiences and information. Now we are focused on teaching our classes and concentrating on 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 coming year.

**UCC FACULTY ASSOCIATION**  
**JOHN BLACKWOOD, PRESIDENT**

**PRESENTATION TO THE BOARD: OCTOBER 2017**

Chair Loosley, Vice Chair Kennerly, members of the Board, and President Thatcher:

My name is John Blackwood. I am a full-time faculty member in the computer information systems, or CIS, department. I am also the full-time faculty association's president for the 2017-2018 school year. The CIS department offers instruction in computer science, networking, programming, cybersecurity, and many other computer-related topics.

1. Full-time faculty seems to be off to a good start in the first couple of weeks of the fall term.
2. Faculty contract negotiations are ongoing, and my hope is that the negotiations will conclude shortly.
3. I will be attending a statewide meeting for the Oregon Council of Computer Chairs, whose goal is to ensure that all CIS and CS courses are commonly aligned and transferrable across the state.
4. Last spring, almost all faculty agreed to visit high schools across the county during this school year and we are working with Kira Oerman to make this happen.
5. Some faculty will be attending guided pathways and other meetings across the state during this term.

Thank you for the opportunity to speak to you about the activities of your full-time faculty.