

OFFICE OF THE PROVOST  
Report to the Board of Education  
September 2020

**ACADEMIC SERVICES**

*Kacy Crabtree, Provost and Danielle Haskett, AVP for Academic Services*

1. Fall preparations are underway. Classes will be delivered remotely with a few exceptions for applied courses. These select courses will be held F2F (face to face) with strict social distancing and sanitation requirements. The primary criteria for this exception is two folded – course learning outcomes cannot be met and or the course is part of a program that leads directly to a job. A decision about the delivery format for winter term courses will be made by October 15<sup>th</sup>.
2. Dr. Dina Battaglia has been hired as the Director of Faculty Development and will begin her work at UCC on September 17, 2020.
3. Summer School went better than expected given the impact of COVID. 159 courses were offered with 2,337 students enrolled in summer school.
4. Discussions are underway about the feasibility and benefits of a mini-term session at UCC. The mini-term would be offered in early September or January.
5. A Teaching and Learning Center is becoming more realized with preliminary discussions and planning. The College will work with an external grant writer to apply for a Title III grant.
6. A search is underway for a Director of Library Services.
7. Discussions are taking place concerning the future design of library services.

*UCCOnline Department*

8. Designed and launched a Canvas Basics for Remote Instruction training course tailored specifically for remote instruction for teachers.
9. Hosted workshops focused on remote instruction via Zoom
10. Hosted daily drop-in help sessions for faculty via Zoom. This is similar to faculty walking into a UCCOnline office for help but via Zoom, no appointment necessary!
11. 9 new online courses were developed (or are in-development) and will be offered Fall term.
12. 16 online courses have gone through the Quality Check review process (7 course revisions + 9 new courses)
13. 3 new Quality Check reviewers (instructors: Kate Kenyon, Keith Yori, and Vincent Yip) went through a national Quality Matters (QM) workshop called: *Connecting Learning Objectives and Assessment*
14. Tracked Zoom usage statistics for Summer term - 3,257 meetings totaling 860,099 minutes

**COMMUNITY EDUCATION AND PARTNERSHIPS**

*Robin VanWinkle, Dean*

15. The STEAM Hub distributed 2000 STEAM Kits to children and families in Douglas County. The Bright Futures Umpqua website ([www.brightfuturesumpqua.com](http://www.brightfuturesumpqua.com)) was updated. In the career exploration section, there are links to the six career clusters adopted by Oregon giving students examples of possible careers. Plans are in place to add videos of UCC programs for each career cluster this fall. More than 100 local educators engaged in virtual professional development on STEAM practices through UCC the week August 10.

16. The JOBS program developed and launched Life Skill workshops offered via Zoom to participants. These one hour workshops cover topics such as time management, energy saving, professional dress, budgeting/spending and economic impact payments.
17. Care Connections and Education (CCRR) offered 59 hours of advanced training to local early learning professionals. Care Connections also utilized grant funds to support childcare providers in taking a credit based Early Childhood course while working this summer. The department recently hired a Quality Improvement Specialist and a navigator, funded by the Early Learning Professional Development and Pre-K Network grants, that supports a cohort of students in the UCC Early Childhood program to move from community based training to college coursework and degrees.
18. Community & Workforce Training and Engineering hosted two separate virtual continuing education trainings for Water and Wastewater Operators this summer, with 53 students participating in June and 77 participating in August. Driver Education has trained 60 students since June. The classroom instruction is delivered using Zoom and student driving implemented with Covid-19 precautions.
19. Apprenticeship held all postponed spring term classes this summer. Ten of the thirteen classes were held remotely with enrollment of 200. This summer, work was done to improve apprenticeship student onboarding, registration, testing, and textbook purchase processes.

## **ENROLLMENT AND STUDENT SERVICES**

*Missy Olson, Assistant Vice President*

20. Texting platform was implemented for onboarding new students, and a number of students have been responding. The contract for implementing a current student group has been signed, and we should have that up and running before fall term starts.
21. We have started analyzing the status of faculty advising with input from the academic advisors and are developing a survey for faculty to offer feedback.
22. The Guided Pathways team approved nine houses, or areas of study, to help clarify the path for students. Marketing and Communications is working on new website page(s) with the information.
23. Virtual events were developed for key operations including admissions, financial aid, and career services. These services have been offered throughout the summer.
24. The new Enrollment and Student Services division has been restructured with people taking on extra responsibilities. We have monthly meetings to share tactical plan progress, as well as brainstorm needs for the immediate future.

## **INSTITUTIONAL EFFECTIVENESS**

25. Ad-Hoc report addressing three recommendations was submitted on September 4.
26. The countdown for our 7-Year Reaffirmation has begun.
27. A Director of Institutional effectiveness is still needed.
28. Strategic Plan Oversight Committee participated in three planning sessions with Larry Goldstein, consultant. Focus was placed on strategic, tactical, and operational planning.
29. Institutional Effectiveness Committee will be restructured in the fall to better align with the needs of the College.
30. Institutional Effectiveness Handbook will go live to all campus constituents in September.
31. Institutional Effectiveness webpage is being developed.

#####

# OFFICE OF BUSINESS SERVICES BOARD REPORT

September 2020

Natalya Brown, Chief Financial Officer

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

### Key Priority:

Enhance the College's sustainability by fostering fiscally responsible environment supported by data-driven decision making.

Strengthen quality, efficiency and effectiveness of Business Services operations.

- COVID-19 impacted several operations under division's oversight. One of the largest impacts is related to Special Events operations which halted to a full stop starting March 16<sup>th</sup>. After careful considerations, we have decided to restructure operations of Special Events, reduce staff and transition the remaining staff to report under Advancement, Communications and Marketing division to further support College needs.
- Decline in enrollment and campus closure to public impacted the Hawk shop operations. The store has reduced staff and is concentrating efforts in re-envisioning operations in a new COVID-19 environment by seeking partnerships and rethinking its services.
- In collaborations with Senior Leadership Team, we implemented roughly a \$2.7M reduction to the Adopted budget for FY21 in light of COVID-19 and anticipated cut to the state funding expected during the next biennium. Travel ban, hiring freezes and suspension of spending will remain through the end of the year.
- The College successfully refinanced Full Faith and Credit Obligations, Series 2010. Together with Full Faith and Credit Obligations, 2014 Series A repayment, debt savings to the College resulted in \$1.3M through the life of the debt.
- The College was awarded \$1.1M funding through the CARES act. Half of the funding was awarded to students. The College developed a plan on utilization of the institutional portion.

## Accounting and Finance Services; Vacant, Director of Accounting and Finance

- Department is in the process of filling a vacancy of a critically needed position and preparing for the fiscal year end and financial audit.

## Budget; Katie Workman, Budget Manager

- 91% of Administratively Restricted Self Sustaining and Enterprise budgets have positive balances at year end 2020
- FY 2021 budgets were loaded, balanced and ready for use on July 1, 2020
- SLT identified reductions are being implemented and budgets adjusted
- Detailed review of liability insurance allowed for 9.5% savings on auto coverage for FY2021

## Campus Store; Micque Shoemaker, Manager

- The store held another drive through pick up for Summer term for students to pick up online textbook orders and materials supplied by faculty members. Students were contacted and able to drive through over a four-day period. Left over materials were taken back to the store and students were contacted individually to set up a time to pick up the remaining supplies. We have scheduled six days for the drive through pick up option for students beginning Fall term.
- July 2020 - Sales increased \$13,274 over last year. August 2020 – Sales increased \$49,895 over last year. Some of this is due to students purchasing course materials earlier for Fall term. We will know more as we process orders through September.
- The store reached out to high schools in Douglas County in May and June in seeking partnerships to offer help in resourcing course materials for APR students. We were able to work with Roseburg High School for the materials they needed.
- The store continues to be open to essential staff and students on campus; however, hours are limited due to the loss of staff.

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

- GM/GC Amendment for seismic upgrade is executed and work is approaching completion for the Whipple Fine and Performing Arts building
- Lease has been awarded to Kelley Connect for campus copier fleet. Ricoh fleet of 72 units was removed. All initial devices were installed and are operational as of 08/12/2020. Phased in approach begins fleet at 23 devices spread throughout the campus. Strong emphasis is placed on document digitization, paper and copy reduction and projects accelerated to accomplish this.
- This Committee was formed to guide Campus Culture toward improving understanding and application of current concepts of Inclusion, Diversity, and Equity. Alex Jordan appointed as Committee Coordinator and Jules DeGiulio as Chair, Aug 2020. Operating Plan and Goals in final draft form sent for Executive review. Intro presentation at In-Service to Faculty and Staff is being prepared.

**Department of Athletics**  
**Board Report**  
**Aug. 2020**  
**Craig Jackson, Director of Athletics**

- Updates:
  - All competition has been moved to the spring, starting in Feb. Most athletes are reporting to begin training on Sept. 14<sup>th</sup> and will begin their quarantine phases on that date.
  - Enrollment is slightly over 200 students

## **FACILITIES REPORT**

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

**August 2020**

### ***Campus Paint Project***

- As Goal 3 of the Facilities Tactical Plan we are utilizing staff and students to paint the UCC Campus. This project will provide professional development opportunities for students and assist them in learning a trade in a real world environment. Dollars earned by students may assist in continuing their education and their experience will make them more marketable in the workplace.
- As of 8/27/2020, we anticipate this project will take 18 weeks total, at this point, we are on schedule to be completed with this project on September 30<sup>th</sup>.

### ***Seismic Update***

- West Coast Construction Solutions will perform Project management consulting services.
- ZCS Engineering was selected to perform services related to seismic work on Whipple Fine Arts Building.
- Vitus was selected to perform seismic CMGC services and construction services for project.
- Project to begin in the beginning of June expected completion September 1, 2020.
- At this time, we are nearing completion. Multiple adds to the scope will extend the project beyond September however, we will turn the building back to the user group mid-September (no later than the 14<sup>th</sup>) with a period of time anticipated for moving things back in place.

### ***Memorial***

- Victory Builders was selected to perform construction of UCC memorial. Construction is underway, we anticipate having it open for the Day of Remembrance on October 1<sup>st</sup>.

***Jackson Hall will undergo minor remodel (possible postponement due to COVID – 19 and budget adjustments).***

*Due to budget reductions attributed to COVID – 19 Jackson Hall project has been postponed until further notice*

### ***Building Automation System (BAS) Upgrade Continues***

- The PE Project was completed in June. We continue phasing the BAS project but adding Whipple Fine Arts to begin July 6, 2020.
- The WFA project is 95% complete with a few minor details needing uploaded into the system. Physical labor is complete.

### ***E-Sports Remodel Underway***

- Bistro is being renovated to facilitate the new E-Sports program.
  - New floating overlay flooring
  - New Paint and color change
  - Athletics purchased new furnishings and consoles
  - Working on expansion of network and electrical for the space

**OFFICE OF INFORMATION TECHNOLOGY**  
**QUARTERLY BOARD REPORT**  
**September 2020**  
**Tim Hill, Director of Information Technology**

- Major Successes:
  - Campus wireless access points implemented creating an improved WIFI on campus.
  - Virtualization of Labs completed & built remote access for students
  - Banner 9 transitioned to testing in all the departments
  - Completed a permanent recording studio and mobile recording studio for faculty
  
- Challenges:
  - None currently
  
- Tactical Projects update:
  - The expansion of the virtualization architecture for faculty and staff has started early. We have completed the staff, faculty, and lab computer builds and will begin the roll out starting with student labs then staff & faculty.
  - Many of the approved cares act items are back-ordered, but we are beginning to build out 22 classrooms with additional hardware.
  - Office 365 infrastructure and transition to cloud is scheduled for September along with tool information gathering from staff & faculty.
  - Banner 9 and single sign-on infrastructure is scheduled to go live in December.

## OFFICE OF HUMAN RESOURCES

**Online New Employee Orientation** – Lisa Cram, Dan Wright, and Sue Cooper are working on an online New Employee Orientation program with hopes of having something live in mid-September. Continuous improvements will be made based on employee feedback.

**OEBB 2020-21 Open Enrollment** – Open Enrollment is in process now through September 15 for the 2020-21 plan year that begins October 1, 2020. Medical, dental, and vision plan options for 2020-21 are the same as those in the current 2019-20 plan year. Normally Open Enrollment is mandatory for employees, but OEBB decided that current plan selections will be rolled to the new plan year if no changes are needed. Employees must log in to the system if they wish to change to a different plan, update an address, change a beneficiary, etc.

### **Banner Evaluations**

Lisa and Kelley have been working with IT (Matt and Tim) to get evaluations in Banner activated so that we can streamline the evaluation process. Once this can go live, supervisors will be able to quickly track who needs evaluations, when an employee last received an evaluation, and receive reminders that evaluations need to be completed. This will save a lot of time and make the process of tracking incredibly more efficient. This work aligns with improving institutional climate, culture and efficiency.

### **Wellness Committee**

The Wellness Committee took a recess while all employees adjusted to the reality of working remotely. Since resuming meetings, the committee has communicated through Umpqua Updates summer fun/wellness ideas.

The Wellness Committee was also tasked with selecting this year's FISH theme. This year's FISH theme is, **Be There**. Per the FISH philosophy handout, being there "means getting out of your own 'world' so you can **BE THERE** for someone else. It means setting aside emotional baggage from the past, and worries about the future in order to appreciate the opportunities you have available to you, right now."