



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

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

1. The Science and Mathematics Department is hosting a high school math competition at UCC on April 4<sup>th</sup>. The event will be held at the Lang Center, with a scavenger hunt across campus to allow the high school students the opportunity to see different parts of campus and interact with staff.
2. Two faculty, Jillanne Michell and Jason Heald, are on sabbatical spring term. They both have trips planned out of the country to pursue scholarly work in their fields of English Literature and Music, respectively.
3. Twenty-two (22) part-time faculty participated in the first academic joint-division (Arts and Sciences and Career and Technical Education) meeting specifically for part-time faculty. The meeting was held on March 14. Information on accessibility, distance education requirements, behavioral intervention, advising, and accreditation were presented at the evening meeting.
4. On-campus interviews for the full-time faculty position in theater will be held during the week of April 1. Three (3) candidates out of six (6) interviewed will be on campus.

**ASSESSMENT AND ACCREDITATION**

(Emily Fiocco, Director of Assessment and Accreditation)  
(Danielle Haskett, Academic Assessment Facilitator)

5. Met with faculty from 5 of 8 Departments to discuss their current take on assessment and accreditation efforts within their departments.
6. Attended a Student Services meeting to discuss assessment. Two meetings are scheduled with campus departments to discuss assessment practices (Registrar and Financial Aid).
7. Held academic assessment “kick off” with Academic Deans, Academic Facilitator, and Provost. Introduced and revised initial academic assessment tools and processes for academic assessment implementation during academic year ‘19-20. Created first draft of Year 1 (‘19-’20) Timeline for Academic Assessment development.
8. Provided presentations about upcoming accreditation visit (logistics, content of recent report, and mission fulfillment work) to 5/10 planned campus groups.

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

9. Patrice Coate, Nurse Educator for NRS222, Acute II, shared data for the second-year cohort: Of the 37 categories evaluated in the HESI exam, the 2<sup>nd</sup> year class exceeded the national average in 31 of the 37 categories! Of the remaining 6—the 2<sup>nd</sup> year students met acceptable levels in 5 categories. This is incredible! On the “individual questions” section, students surpassed national averages on 84% of the questions. The bottom line: this is an awesome cohort of students and represents a continued improvement of the UCC nursing program for the last 3 years. Congratulations students, staff, and faculty!
10. The 2015 Freightliner Cascadia with auto-shift valued at \$80,000 was delivered to the College in late February and is already being used by the Truck Program. This former Test Truck had less than 20,000 miles on it when it arrived. The Truck Instructors are using an “app” which covers

all the features and use of the vehicle. This donation is allowing the program to train the largest number of students in a single Truck Driving class at UCC.

11. As of January 31, 2019 Umpqua Community College made the top 10 list for certifications issued by nc3 (National Coalition of Certification Centers). Umpqua Community College has awarded 95 certifications for this cycle. Three Torque Certification courses have been delivered onsite to local manufacturers during winter term. These trainings contributed to UCC making the Top 10 nc3 Certification Centers for January 2019.
12. Toyota TTEEN is expanding Umpqua Community College's dealership and recruiting area into the Sacramento area to increase the number of students for Umpqua Community College's program. This adds over seventeen dealers in northern California to our recruitment area!
13. The Viticulture & Enology department hosted 4 meetings for industry groups in March. Groups included the Oregon Wine Growers Association, Oregon Wine Board and Umpqua Valley Wine Growers.

### **DISTANCE EDUCATION** (C. Sullivan, interim coordinator)

14. Crystal Sullivan has been appointed Interim Coordinator for Distance Education and will report directly to Dr. Crabtree, provost.
15. Several policies and procedures are being developed to ensure our distance education initiatives are in compliance with federal regulation.
16. Fifty online courses are being evaluated for the first time in ten years to determine quality and effectiveness.
17. Interim Coordinator will work with academic deans and provost to determine programs that can be offered online.

### **ENROLLMENT MANAGEMENT** (Missy Olson, Dean)

18. FAFSA applications imported comparison:
  - a. 19/20 – 1,961 – Will continue to receive until June 2020
    - i. Up 648 from last month's report
  - b. 18/19 - 3,773 – Will continue to receive until June 2019
    - i. Up 74 from last month's report
  - c. 17/18 – 3,994
  - d. 16/17 – 3,740
19. Financial Aid awards processed comparison:
  - e. 18/19 – 2,004 - Will continue through June 2019
    - i. Up 40 from last month's report
  - f. 17/18 – 1,896
  - g. 16/17 - 1,805
20. Spring Admissions through March 21, 2019:
  - h. 18-19: 544
  - i. 17-18: 369
21. Winter Term Testing Center Report
  - j. Placement Testing: 110 tests
  - k. Pearson Vue Testing (GED and others): 430 tests
  - l. Industry testing (agriculture, auto, Castel, electrical board, health): 92 tests
  - m. Nursing Program Essay: 120 tests
22. Recruitment initiatives:

- Financial Aid introduced the latest “mystudentaid” app in an effort to show that it is now easier to apply for financial aid.
- School Outreach Visits: Douglas High School, 3/5 and 3/11
- Campus Events: Powers High School, 3/7
- Orientations: 3/6, 3/14, 3/20, 3/26

23. Retention initiatives:

- College Transitions held the annual Dual Credit Articulation Meeting. Around 20 dual credit instructors and 10 UCC faculty attended to align courses and outcomes and receive dual credit updates

**INSTITUTIONAL EFFECTIVENESS** (collaborative teams)

- 24. An Institutional Effectiveness (IE) plan is being developed and will be co-led by Dr. Thatcher, Dr. Crabtree, Dr. Aylor and Emily Fiocco.
- 25. IE initiatives will be integrated into Assessment and Accreditation in September 2019.
- 26. IE work is a critical component of remaining compliant with NWCCU and UCC desires to engage in continual improvement.

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

- 27. Provided data to support the Title III Annual Performance Report (enrollment, graduation rate, suspension rate, academic probation rate, and average number of credits completed by students).
- 28. Provided an enrollment history report as requested by the UCC Board of Education.
- 29. Provided five terms of FTE/enrollment data to the academic deans for use in program cost analysis.
- 30. Provided FTE and enrollment reports to Chair of engineering department for use in program assessment.
- 31. Proof-read spring 2019 Ad-Hoc report prior to submittal to NWCCU.

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

- 32. 72 students signed the attendance sheet for the study-in on March 15, 2019. Fall term study-in had 64 students sign the attendance sheet.
- 33. The in-person information literacy session comparison from academic year 2018-2019 and 2017-2018:
  - AY 2018-19 to date: 1146 students, 47 sessions
    - *Fall 2018: 782 students, 30 sessions*
    - *Winter 2019: 364 students, 17 sessions*
  - AY 2017-18: 865 students, 47 sessions
    - *Fall 2018: 411 students, 19 sessions*
    - *Winter 2019: 212 students, 14 sessions*
    - *Spring 2018: 242 students, 14 sessions*

Summary of questions asked of the Research & Instruction librarian and the Library Director:

Term Week	Date	Tech	Research	Directional	General	Tour Group Library Intro	Unavailable Resources Requested	<5 min	5-30 min	>30 min	In-Person	Phone	Email	Canvas
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<b>Fa 17 Wk 8-11 Totals</b>	54	20	17	6	9	1	1	27	21	5	50	1	3	0
<b>Wi 18 Totals</b>	143	34	78	7	16	8	0	66	61	16	110	11	26	0
<b>Sp 18 Totals</b>	130	32	78	6	12	2	0	54	63	13	105	5	26	0
<b>Su 18 Totals</b>	34	15	13	4	2	0	0	15	15	1	23	0	7	0
<b>Fa 18 Totals</b>	263	113	96	10	43	1	0	173	81	8	214	14	20	4
<b>Wi 19 Totals</b>	211	68	105	9	28	0	1	128	64	18	192	4	13	0

34. Students using the Success Center for tutoring:

- 2017-2018 6,315 visits by 621 students for a total of 11,083 hours
- 2018-2019 YTD 7,512 visits by 629 students for a YTD total of 11,914 hours

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

35. Danielle Teichner has been selected as a 2019 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship. Selection as a Coca-Cola Gold Scholar was based on scores earned in the All-USA Academic Team competition, for which more than 2,000 applications were received this year.
36. 57 high school seniors applied to be part of the sixth UCC Scholar cohort. Compared to last year, this is 40% less than the number that applied last year. In addition, as compared to last year, there were no applicants from Douglas High School, Elkton High School, North Douglas High School, Umpqua Valley Christian Academy, and home-school students. Verification of eligibility for the program will be completed by the end of March. Historically, the cohort size decreases 35% between verification and individuals choosing to attend another institution.
37. The Student Support Services – Transfer Opportunity Program (SSS-TOP) Annual Performance Report was completed in February and submitted early TOP met all grant objectives again and were awarded all 15 prior experience points. The SSS-TOP at UCC has met all grant objectives every year; competitive preference priority points were awarded this grant cycle, and this will give us additional points in the next grant competition that will open in December 2019. Our graduation objectives were a spot of significant improvement with an 11% increase over the prior year in students completing Degrees or Certificates, and a 10% increase in students attaining their degree or certificate and transferring.
38. We will be meeting with Emily Fiocco to discuss operationalizing additional leading indicators from our Individualized Student Success Plans into our formal UCC Assessment next year.
39. The Student Services & Enrollment Management Divisions met on 3/15/2019 to review key knowledge indicators in preparation for the Accreditation Visit on 4/18 – 4/19.

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

40. The Year 5 Annual Performance Report has been completed and submitted to the Department of Education.
41. The annual external evaluation from Pacific Research and Evaluation has been completed and the report has been submitted to the Department of Education.
42. Title III has purchased 10 new wireless access points to improve the wireless on campus (\$13k).
43. Title III has invested \$12k into updating the computer laboratory for Accessibility Services.

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# OFFICE OF BUSINESS SERVICES BOARD REPORT

April 2019

Natalya Brown, Chief Financial Officer

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

- Key priorities:
  - Promote a positive institutional climate and culture
  - Promote quality services and delivery
  - Assure financial integrity of the College
  - Integrate college offerings with the community
- The main focus of the activities during the month of March concentrated on preparing a balanced budget document for fiscal year 2020. I would like to thank the campus for their hard work in playing an active role in the budget preparation process.
- The College leadership have met with the representative of student government on March 7<sup>th</sup> to discuss the tuition and fee proposal. The presentation document is located here:  
[https://www.umpqua.edu/images/Budget\\_Department/StudentPresentationMarch072019R.pdf](https://www.umpqua.edu/images/Budget_Department/StudentPresentationMarch072019R.pdf)
- In February, the College entered into the agreement with Rogue Credit Union for opening a small bank branch in UCC Bookstore. The partnership will provide our students scholarship and employment opportunities. The work will begin during summer with a completion target of opening during Fall term.

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

- Personal Property Tax Returns have been successfully completed and filed with the county clerk by the due date of 03/15/2019.
- Student 1098-T forms due to the IRS on March 31st have been successfully uploaded and submitted electronically

## Budget; Katie Workman, Budget Manager

- Key Priorities:
  - Improve existing and develop new processes
  - Manage current and develop future budgets without use of reserves
    - Third quarter review of all budgets complete. Concerns were addressed with department/division budget managers.
    - FY 2019-20 Proposed Budget completed. It was distributed to the External Budget Committee and made public on April 1, 2019 in compliance with Oregon Budget Law.
    - External Budget Committee meeting to be held on April 11, 2019 at 6:00 pm.
  - Provide budget and process training opportunities and communication to campus

## 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

**Facilities - PRESIDENT'S REPORT**  
**March 2019**  
**Jess Miller, Director of Facilities and Security**

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

- Remodel of Centerstage Theater in Whipple Fine Arts is near completion and will contribute greatly to the efforts of recruitment and retention of students in the Fine and Performing Arts.
- Council developed a subcommittee to develop a Capital Projects list and prioritization. This effort will assist in guiding Facilities in the decision making process for projects.
- The process has begun for retrofitting all restrooms on campus to LED lighting as well as occupancy sensors. We were able to tie this project to Strategic Energy Management and identified \$4,711 in incentives which is nearly 50% of the overall project. Jim Epley and Apprentice Seri Hall are systematically performing this work.
- Maintenance continues to repair all damaged equipment from the storm.
- I attended the North West Association of Physical Plant Administrators (NWAPPA) conference primarily focused on Facility Performance indicators (FPI). The FPI is very valuable for benchmarking our institution and aligning with like institution. I was able to make new connections and have reached out for information to move forward with a Building Conditions Assessment (BCA) which was identified by the Capital Projects Subcommittee as a top priority.

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

- Grounds continues to repair damage and remove trees and debris from the storm.

**Security; Jess Miller**

- Brian Sanders is now certified to provide DPSST training to all staff for license renewal as well as certifying new employees to work.
- Brian Sanders and I attended a session at Land Community College on Standard Response Protocol (SRP) training. SRP will take the place of ALICE training for emergency response in the fall. John Michael Keys, the founder of the I Love You Guys Foundation will be on campus on September 16<sup>th</sup> for the kickoff training to staff and faculty.

# UCC IT April 19 Board Report

April 19 Board Report

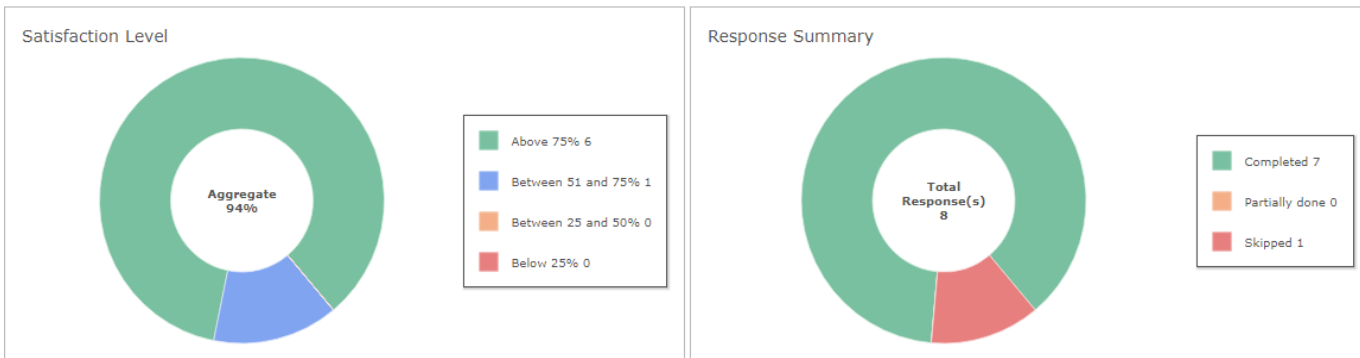
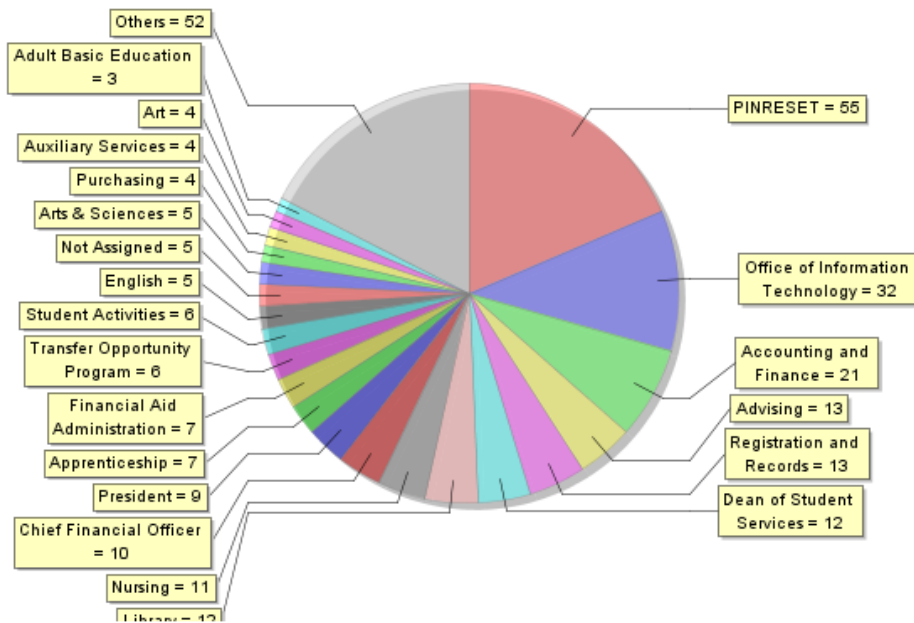
Office of Information Technology

Vincent Rose, Director

April 19

## Information Technology Ticketing

- In the month of April 19 IT completed 293 tickets
- IT met the service level agreement (SLA) goal 89.75% of the time
- IT sent out eight surveys and seven were completed with an aggregate response of 93% satisfaction.



# UCC IT April 19 Board Report



## End User Support

- Reimaged and upgraded six teaching stations

## Network and Systems Administration

- Automated installation of ShoreTel Communicator
- Completed ShoreTel Server upgrade

## Enterprise Information Systems

- Began testing the AAOT tracking implementation in the Test Environment
- Implemented patches for the May Banner patching and upgrades in the Test Environment



**HUMAN RESOURCES PRESIDENT'S REPORT**  
**April 2019**  
**Lynn M. Johnson, Director of Human Resources**

**Human Resources; Lynn M. Johnson, Director of Human Resources**

- Revision of classified and administrative evaluation forms has been completed and the revised documents are posted to the HR website ready for supervisors to use.

**Payroll; Lynn M. Johnson, Director of Human Resources**

- Pay Cycle Change Update: The first group of transition payments has been successfully repaid by employees requesting the six (6) month re-payment plan. The pay cycle change has been successful with no reports of hardship to employees.
- Inclement Weather and Payroll Processing: Payroll was processed by HR/Payroll Assistant Lisa Cram during the recent period of inclement weather in February. Due to extraordinary efforts on Lisa's part, and that of Chief Financial Officer Natalya Brown, payroll was processed and paid out only one day late, on March 1. This was possible only with an extraordinary partnership on behalf of Lisa, who left her family during the recent storm, to work remotely on behalf of all UCC employees. Director of Information Technology Vincent Rose, and Director of Facilities and Security Jess Miller also assisted by moving equipment to a space where generator access could be obtained, as there was no power on the main campus. This was done so paper checks were printed, and then mailed. It was a very proud team effort on behalf of many to make this happen.

**DEPARTMENT OF ATHLETICS PRESIDENT'S REPORT**  
**April 2019**  
**Craig Jackson, Director of Athletics**

**Athletics- Craig Jackson**

- Men's and Women's Basketball made the NWAC Championship Tournament
- Women's basketball lost in the NWAC Championship Game, finishing as the runner-up for the 2<sup>nd</sup> straight year- 4 Players named to the All-Tournament Team
- 6 Men's and Women's basketball players received the NWAC Academic Excellence Award for Sophomores with a g.p.a of 3.25 or higher
- 3 Men's Wrestlers were named to the NJCAA All- Academic Team - 3.50 g.p.a or higher

## **OFFICE OF ADVANCEMENT REPORT**

### **April 2019**

#### **UPCOMING EVENTS**

- April 4<sup>th</sup> – Foundation Scholarship Decision Day
- June 11<sup>th</sup> – Foundation Planned Giving Seminar

#### **UCC RETIREE LUNCHEON**

- The Foundation hosted its 3<sup>rd</sup> Annual UCC Retiree Luncheon on March 14<sup>th</sup> in the Lang Center. It was attended by approximately 25 retirees. John Blackwood spoke to the group on his recent sabbatical to research cloud services and virtualization technologies. Dr. Thatcher provided the retirees with UCC updates.

#### **FOUNDATION SCHOLARSHIPS**

- The 2019-20 scholarship process closed with 398 applications drafted and 69% (273) submitted. The Foundation will be awarding \$311,900 in scholarships on April 4<sup>th</sup>.

#### **NEW FOUNDATION ENDOWMENTS/SCHOLARSHIPS**

- The following endowments and annual scholarships have been established in the past six months:
  - Paulsen Family Endowed Scholarship
  - Salu Polamalu Memorial Endowed Scholarship
  - Eddie G Mott Memorial Endowed Scholarship
  - Steve Lovemark Annual Scholarship
  - Bill and Elin Miller Annual Scholarship
  - Cow Creek Truck Driving Scholarship
  - Bruce Family Nursing Scholarship
  - Josh Bidwell Foundation Scholarship
  - Whit-Log/Gene Whitaker Inc Annual Scholarship

#### **ALUMNI RELATIONS**

- A web form was created and marketed on Facebook to connect with UCC Alumni. 25 alumni have submitted their contact information to our office.

**Full-Time Faculty Association Update**  
**April 2019**  
**John Blackwood, UCCFA President**

- On March 7, 2019, the full-time faculty association and UCC's bargaining teams concluded current contract negotiations.
- The faculty association is working with the OEA to demand proper funding for Oregon's community colleges. On Wednesday, May 8, 2019, there will be a day of lobbying at the capital and we want a strong presence at that gathering, if possible.
- The faculty association continues to meet monthly.

## **UCCPTFA Board Report**

**April 2019**

**Jeri Frank, President, UCCPTFA**

- 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.
- An evening part-time faculty meeting was held at the end of winter term, and the administration plans to hold another meeting in spring term. The purpose is to keep part-time faculty members better informed of UCC policies, procedures, and activities.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- Starting this spring we will initiate the bargaining process covering the entire bargaining agreement which expires in August 2019.

OCCA Report  
March, 2019  
Doris Lathrop, Trustee

We have not had an OCCA Board meeting since I last reported. All of the focus has been on lobbying the legislature for funding and watching bills that could have an effect on community colleges, if passed.

### **Legislative Update**

The capitol tempo is up and things are happening. The deadline for bills to be heard in their first committee is drawing near. OCCA continues to hold legislative update conference meetings every Monday at 4:00 pm. The following comes from the minutes of the last meeting.

HB 3381 Tuition Freeze -- John Wykoff stated that the student association originally relayed that they would not be introducing a bill but they did. He spoke with student association representatives strongly stating this was not the way to go about transparency. The bill was introduced with different language than originally planned. It is not about blame on community colleges for tuition increase but put the spotlight on the legislature for not providing sufficient funding. This was also talked about during the alliance meeting and John told the alliance that OCCA will oppose the bill and treat it as if it is moving through the process. The bill is set up with a blank dollar appropriation amount and states the amount has to cover current service level of \$590M. However, we are concerned with this language because what is really needed as true current service level is \$647M. If the bill moves on to the Ways and Means Committee OCCA will approach HECC to testify as to the real amount to maintain the current service level is and will follow to make sure this bill does not pass.

Other bills to be watching are:

- HB 2016 Collective Bargaining
- SB 576 Campus Security
- HB 2519 Hazing Policies
- SB 777 Prison Education

### **National Update (from Law-Alert)**

White House Outlines Priorities for HEA: The White House released a document outlining its priorities for the reauthorization of the Higher Education Act (HEA). Three primary areas addressed include: innovation; outcomes; and student debt. The administration once again calls for the expansion of Pell Grant eligibility to include shorter-term training programs, as well as a newly proposed pilot program to expand access to 'market-driven workforce development programs' via 'innovative providers' of postsecondary education. The document also proposes aligning Federal Work Study jobs with work-based learning opportunities.

In the area of outcomes, the administration is proposing a greater emphasis on outcomes in the accreditation process, and more transparency and data relative to postsecondary costs, graduation rates, and earnings outcomes. Additionally, the administration is proposing the creation of a new federal risk sharing accountability system, whereby institutions would assume greater financial responsibility for students that fail to repay federal loans. The administration is also calling for additional limits to student borrowing, and simplifying the current system of student loan repayment.

### **Next OCCA Meeting**

The next meeting of the OCCA board of directors will be held on May 17<sup>th</sup> at Salem, Chemeketa Community College.

Thank you for the opportunity to represent UCC and the UCC Board of Education at OCCA.