

OFFICE OF THE PROVOST
Report to the Board of Education
February 2021

ACADEMIC SERVICES

Kacy Crabtree, Provost and Executive Vice President for Academic, Enrollment, and Student Services

1. 15 new potential academic programs have been identified; further research and discussions are taking place to determine the top 5-7 new programs to recommend to SLT.
2. A search is underway to hire a Director of CTE.
3. Final plans are being developed to implement a winter mini-term session for students.
4. Title III grant application process is being led by Danielle Haskett, AVPAS. UCC is working with a consultant on this process. We are in the data collection process as of this report.
5. The 2021-22 College Catalog is under development, led by the Registration and Records department.
6. *Registered Nursing*: 100% of the 2020 graduates secured jobs within 6-9 months. Kudos to our faculty for their excellence in leadership, teaching, and mentorship.
7. *Dental Assisting*: Tamara's Loosli, director of dental assisting, sought community support for "live-patient" exams as part of the DA students' proficiency testing. Caitlin Konicek, DDS, from Alanson Randal Dentistry, donated her time to assist the DA students and program. Dr. Konicek has expressed a desire to continue working with the UCC DA program. The DA faculty are very grateful for Dr. Konicek's time and support.
8. *EMT/Paramedic*: Staff and students are working with Mercy Medical Center (MMC) in preparation for clinical rotations. Rosemary Hoy has created a professional and positive relationship between MMC's infection control and administrative department.
9. *Nursing Assistant 1*: The last cohort of nine students passed their skills and academic testing on the first attempt. Per the Oregon State Board of Nursing NA1 Policy Analyst, Debra Buck: Utilizing HeadMaster testing in the same space that students train can increase pass rates by as much as 10%.
10. *CTE*: John Blackwood and Vincent Yip have been selected by OCCA to represent UCC during the CTE Month initiative, a public awareness campaign. They will present during the noon hour of Workforce Wednesday on Feb. 10. Congratulations, colleagues.

LEARNING SUPPORT SERVICES

Danielle Haskett, Assistant Vice President of Academic Services

11. Library lab is opened to students on January 4, 2021 for 52 hours per week.
 - a. Library COVID-19 Procedure created.
 - b. Used by student athletes, engineering students, men's wrestling team as a group, and all students who need access to computers and software or have questions about e-learning and technology.
12. Information literacy sessions taught to 445 students in remote courses during Fall 2020
13. CARES Act grant has been used to partner with instructional design team at WOU.
 - a. Instructional designer works 20 hours per week helping faculty create quality online courses.
 - b. Catalyst online course offered to faculty during Winter and Spring Terms – course for winter term nearly full. Catalyst is a collaborative program that brings faculty together

to explore the intersection of technology and pedagogy while jumpstarting course design for their Canvas courses.

14. UCCOnline Drop-In Support for Faculty via Zoom offered 30 hours per week during Fall and Winter Term – utilized extensively by UCC faculty and staff. In addition to support via email and by appointment.
15. iPad tutorials and workshops created/provided for faculty.
16. Mireille Kotoklo has been hired as our new Director of Library Services. A native from Cote d’Ivoire, “Mee-ray” is how you pronounce her first name. Mirelle began at UCC in December and comes to UCC from the Ivory Coast.

COMMUNITY EDUCATION AND PARTNERSHIPS

Robin VanWinkle, Dean

17. For the month of January 2021, the JOBS program (Job Opportunities and Basic Skills) has 14% of its participant base enrolled in GED classes through Woolley Center and 23% enrolled in credited courses through UCC.
18. The Small Business Development Center (SBDC) has developed a Small Business Management program with childcare business owners as part of a grant from the Ford Family Foundation. This program is rolling out on February 9th with 15 participants enrolled; the cap is 17. This is a program that will run February 21-February 2022, with classes held once a month for 2.5 hours. In addition, participants will have 2 hours of advising and assistance with classwork each month.
19. As an output for the GED Wrap-around Grant and ABS (Adult Basic Skills) operational plan, 100% of ABS staff have received basic trauma informed care training. Three staff members are taking a more in-depth 30-hour training that is scheduled to be done by the end of June. The purpose of this training is to improve retention and instructional quality by training staff on the barriers and issues with which ABS students face.
20. Community and Workforce Training Fall enrollment/FTE numbers improved by the end of the term, decreasing only 36% from last fall as opposed to 55% reported at the beginning of the term. CWT is operating with reduced coordinating staff, down 1.49 FTE for the remainder of this fiscal/academic year. The first cohort of Medical Assistant Students will complete in late March 2021.

ENROLLMENT AND STUDENT SERVICES

Missy Olson, Assistant Vice President

21. Keeley Eldridge has been hired as our College Transitions Specialist. She begins at UCC on February 1.
22. Transfer advisor, Dan Ruch, is in place to focus on advising and addressing the unique needs of transfer students. A transfer website has been developed and workshops are being offered to students.
23. Rollout of the faculty advising model is going well under the leadership of Jessica Richardson, recruitment and advising coordinator. Advising team meetings have proven to be meaningful in the recruitment, advising, and retention process.
24. Winter student engagement workshops have been developed and will be marketed to students. Efforts will keep students connected and engaged with each other, the college, and campus life.

25. Recruitment plan for low enrolled programs has started with data, feedback, and program information being collected.
26. Enrollment Management sub-committee started meeting to review data and related trends from the Early Momentum Metrics to determine what program of study they were in, term to term retention, and fail rates in key classes. This work is important to retention and program completion needs and student success.

FACULTY DEVELOPMENT

Dina Battaglia, Ph.D., Director

27. Dr. Battaglia is serving as our interim CTE director and Perkins manager until a CTE director can be hired.
28. UCC has joined NISOD, the National Institute for Staff and Organizational Development; Dr. Battaglia is our POC.
29. Faculty evaluation process, focus, forms, and time frame are being redesigned.
30. Faculty dashboard is being created to document and promote faculty engagement.
31. A master calendar for faculty professional development opportunities is being developed. Opportunities include, but not limited to, teaching and learning, academic leadership, online teaching, course design, classroom management, and academic assessment.

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OFFICE OF BUSINESS SERVICES BOARD REPORT

January 2021

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.

- In collaboration with IT, division completed Banner 9 SSB testing and is ready for the implementation process scheduled for February - March, 2021.
- In collaboration with SLT, the campus has been working through the budget planning process: going through the review of operational expenses, revenues, cost centers, strategic planning; reviewing budget assumptions and estimates.
- Division is working on completing policy/procedure review and conversion.
- The College was awarded additional funding through CARES Act and CRRSAA (Higher Education Emergency Relief fund) to support higher education impacted by COVID-19. More information will be presented during February 10th meeting. The College is developing and prioritizing a plan on utilization of the funding. The College submitted quarterly and annual reporting on the funds expenditures. The reports could be found here: <https://www.umpqua.edu/cares-act>
- Chief Financial Officer, part of the Accounting and Finance department, Budget and Purchasing staff relocated to the Del Blanchard Administration building from Lockwood Hall as part of the planned series of the office moves that help prepare the campus for the Lockwood Hall renovation project.

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

- Department completed the Comprehensive Annual Financial Audit without findings and related filings with the regulatory agencies.
- Staff is in the process of preparing 1099s and 1098Ts reporting.

Budget; Katie Workman, Budget Manager

- Provided resource allocation and budget development process training to campus budget managers. Worked individually with all levels of budget managers on campus to successfully complete budget requests by the due dates.
- Developed a multi-scenario budget forecast for the 2021-23 and 2023-25 biennia.
- Attended PACE Community College Risk Management meeting and Oregon Community College Business Officer's quarterly meeting, via Zoom. Both meetings provide a great opportunity to network and obtain resources and knowledge for continued improvement to operations.

Campus Store; Micque Shoemaker, Manager

- The Store increased the number of posts on the campus store Facebook page to not only include information regarding sales, but also information pertaining to important dates, notifications and how students can reach us.
- Our number of followers has increased since July from 447 to 571.
- Additional information has been added to our online store site including:
 - Windows 365 is available free to students and information on how to access it.
 - Information regarding ordering online and specifics about the return policy.
 - Buyback dates and times.
 - Ongoing updates regarding store hours.
- The Store processed 460 online orders for textbooks & course materials for Winter term.

Purchasing Office; Jules DeGiulio, Purchasing Manager

- Improved current text document by developing and distributing Power Point How to do a Purchase Order in SSB to all staff with purchasing responsibilities. Uploaded to Canvas and Purchasing Website. Continue to maintain tracker and walk through purchasing training with each new employee who has the purchasing responsibility.

- With IT assistance, re-organized DocuWare's repository for all contract types.
- Assisted with 3 division policy/procedure conversions through approval process. On track to complete the process by the end of this fiscal year.
- As IDEAL Committee Chair, facilitated development of bi-monthly agenda, meetings, and is leading sub-committee on webpage and DEI resource management. DEI Plan formally approved by BOE December 2020. Campus rollout is underway.
- In collaboration with Assistant VP for Academic Services, completed formal solicitation to contract instructional designer funded by the CARES Act.
- Researched and drafted Emergency Declaration following 1/6/21 campus landslide. Formal approval by Board Resolution #8 at special January meeting. Repair and mitigation process is underway.

Department of Athletics
Board Report
Feb. 2021
Craig Jackson, Director of Athletics

- The first round of athletic fundraising is complete and a total of \$59,601 was raised through an electronic campaign. Another round will begin in mid to late March.
- Competition is slated to begin on Feb. 13th with our first Cross Country meet. The remaining sports are scheduled to begin in late March and conclude right before graduation. eSports is our only team currently competing.
- Retention from fall to winter was very good and recruiting for next year is ahead of schedule and on pace to increase the total roster numbers by 15%.

OFFICE OF INFORMATION TECHNOLOGY
QUARTERLY BOARD REPORT
January 2021
Tim Hill, Director of Information Technology

- Major Successes:
 - The business process management tool named Laserfiche has been selected for the Paperless campus tactic. The contract has been signed, implementation of the infrastructure has started, and training is scheduled to begin in February.
 - We have implemented 22 smart classrooms and configured 100 laptops for checkout by our students.

- Challenges:
 - The Banner 9 and single sign-on project has been delayed until February
 - Microsoft 365 in the cloud currently does not support the multiple email addresses UCC uses. (Example: xxx.umpqua.edu and xxx.student.umpqua.edu) As a result we have delayed the student portion of the transition from June 2021 to August 2021.

- Tactical Projects update:
 - We have moved into the implementation phase for staff transitioning to the virtual PC environment. We will complete the finance department early next week and move to the Library and HR department in the next two weeks. During this implementation phase we are also transitioning employees to Microsoft 365.
 - We have received the cares act technology items and have implemented 22 smart rooms and turned over 100 laptops to the library for checkout by our students.

Office of Human Resources
Board Report Information

1/28/2021

Payroll

- Payroll has been preparing year-end reports which include W-2's and 1095-C

Human Resources

- *New* evaluation tracking process is now live in production Banner! Banner evaluations will make tracking and planning of employee evaluations much more streamlined and intuitive. A letter will be going out to administration the week of February 1, 2021 describing the new evaluation tracking process and its benefits.
- Work continues on the **Online New Employee Orientation** program. All employees have been invited to review the program and asked to submit comments, corrections, additions, etc., prior to going live for new hires in February.
- **Self Service Banner (SSB)** will be upgraded in mid-February. Since the new version is a much different look, instructions (to include screen shots) will be provided to employees for web time entry.
- The HR portion of the annual Integrated Postsecondary Education Data System (**IPEDS**) report will be submitted by mid-February.
- Human Resources is providing support for the Presidential job search: updating applications, assisting committee members, fielding applicant questions and assisting with the application process when needed.
- HR has taken steps forward in achieving paperless processes and are on track to initiate electronic onboarding using laser fiche.

ADVANCEMENT PRESIDENT'S REPORT

February 2021

Tiffany Coleman, Director

Advancement (includes Communications & Marketing and the UCC Foundation):

Strategic Plan Progress

A staffing challenge has led to changes on Goal 4: Create an alumni relations program. Work in this area has been transferred from the UCC Foundation to the College. Prior to this time, alumni relations was a partnership between the two entities. Moving forward, it will be absorbed by the Advancement/Communications & Marketing team. A large amount of behind-the-scenes work has been taking place on the UCC website. The website is the College's top marketing and communications tool. As we move forward with a heavier reliance on technology, a major overhaul on the website will better serve our internal and external audiences. A preliminary design will be shared with the campus leadership team in March.

Headline News

- The UCC Foundation did not hold the 2020 Legacy Ball, which is its largest annual fundraiser. This year's event has been rescheduled for Friday, Nov. 12, 2021.
- A search is underway for an Executive Director who is dedicated to fully managing and operating the UCC Foundation. This position will be a direct report to the UCC President. Additionally, a recent search for an administrative assistant was successful, with onboarding currently underway.
- A highly successful scholarship fundraising event was held December in honor of Danna-May Blommer, a UCC employee who recently passed away. Through an online effort that included the Office of Advancement, Communications & Marketing, Student Engagement, and a few UCC students, the group raised \$12,795 of a \$15,000 endowment in a little more than 24 hours.
- A discussion regarding financial help with UCC's tuition waivers is beginning to form within the UCC Foundation's executive committee. A meeting between the College and the Foundation is scheduled for the end of January.
- The UCC Foundation has invested more than \$20,000 in new technologies to help facilitate continued student learning:
 - [Changing the Formula Through Innovation](#)
 - [Innovation Funds Pave the Way Forward](#)
 - [Using Tech to Deliver Science to Students](#)
 - [Delivering the Sidelines Into Living Rooms](#)
- For the fourth year in a row, the Communications & Marketing team has received a prestigious award from the National Council for Marketing and Public Relations (NCMPR). This year's award was the gold recipient for Video Short, which was a promotion for [Baseball's Return to UCC](#).