

Southwestern Oregon Community College

Board Clerk: Patty Scott
Campus Contact: Deb Nicholls (541) 888-7400, dnicholls@socc.edu

“Southwestern leads and inspires lifelong learning.”

Board of Education

Regular Meeting

Monday, January 26, 2009





Southwestern Oregon Community College

Board Clerk: Patty Scott
Campus Contact: Deb Nicholls (541) 888-7400, dnicholls@socc.edu

“Southwestern leads and inspires lifelong learning”

Board of Education Meeting – Regular

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, January 26, 2009

REVISED AGENDA –

Action Items



1. CALL TO ORDER 5:00 p.m.
Chair Anderson
2. RECESS INTO EXECUTIVE SESSION 5:00 p.m.
Pursuant to:
 - ORS 192.660 (2) (d) Labor Negotiations
 - ORS 192.660 (2) (e) Property
 - ORS 192.660 (2) (h) Legal Rights
 - ORS 192.660 (2) (i) Personnel
3. RECONVENE OPEN SESSION 6:00 p.m.
Chair Anderson
4. AGENDA CHANGES (*BP 113*)
5. INTRODUCTIONS (*BP 302*)
 - Aaron Nielsen, Business/Marketing Instructor-Tenure Track
 - Woojay Poynter, Visiting Baking & Pastry Instructor
6. STUDENT REPORT
 - A. Student Ambassadors
Presenter: Kari Robison
7. BOARD REPORTS/INFORMATION
 - A. Important Dates/Items
 - 02/07/09-03/19/09, Filing Dates for Special District Election
 - 02/23/09, 5:00 p.m., Executive Session – Tioga 505
 - 02/23/09, 6:00 p.m., Regular Meeting – Tioga 505
 - 03/30/09, 5:00 p.m., Executive Session – Tioga 505
 - 03/30/09, 6:00 p.m., Regular Meeting – Tioga 505
 - 04 /04/09-04/07/ 09, AACC Convention – Phoenix, AZ
 - 04/27/09, 5:00 p.m., Executive Session – Brookings
 - 04/27/09, 6:00 p.m., Regular Meeting – Brookings
 - 05/18/09, 5:00 p.m., Executive Session – Tioga 505
 - 05/18/09, 6:00 p.m., Regular Meeting – Tioga 505
 - 05/19/09, Special District Elections
 - 06/12/09, Graduation Activities – Hales Center
 - 06/22/09, 5:00 p.m., Executive Session – Tioga 505
 - 06/22/09, 6:00 p.m., Regular Meeting – Tioga 505
 - B. Board Operations
 - 1) Policy & Procedure Update
Presenter: Marcia Jensen
 - C. OCCA Legislative Report, # 7 C
Presenter: Cherie Mitchell

8. COLLEGE REPORTS
 - A. President Report
 - B. Financial Reports, #8 B
Presenters: Ron Olson and Leigh Stiles
9. CONSENT AGENDA (BP 113)
 - A. Minutes
 1. October 4, 2008, Regular Meeting, #9 A 1
 2. November 10, 2008, Executive Session, #9 A 2
 3. November 10, 2008, Special Meeting, #9 A 3
 4. November 24, 2008, Executive Meeting, #9 A 4
 5. December 8, 2008, Work Session, #9 A 5
10. OLD BUSINESS
 - A. Legal Counsel, # 10 A
Presenter: Patty Scott
 - B. College Financial Policies Update
Presenter: Patty Scott
11. NEW BUSINESS
 - A. 2009-2010 OCCI Tuition, # 11 A
Presenter: Linda Kridelbaugh
 - B. 2009-2010 Student Housing Room and Board, # 11 B
Presenter: Linda Kridelbaugh
 - C. Ready to Read Grant, # 11 C
Presenter: Mary Jane Fisher
 - D. Community Based Job Training (CBJT) Grant, #11D*
Presenter: Valerie Martinez
12. EX-OFFICIO REPORTS
 - A. Associated Student Government
Presenter: Drew Jones
 - B. Classified Union
Presenter: Wayne Chandler
 - C. Faculty Senate
Presenter: Bernadette Kapocias
 - D. Faculty Union
Presenter: Tim Dailey
 - E. Exempt
Presenter: Tom Nicholls
 - F. Foundation
Presenter: Carol Oelke
13. INFORMATION/EXECUTIVE TEAM REPORTS
 - A. Executive Team Reports
 1. Student Services, #13 A 1
 2. Administrative Services, #13 A 2
 3. Instructional Services, #13 A 3
 4. Integrated Technology Services, #13 A 4
 5. Curry County, #13 A 5
 6. Foundation, #13 A 6
15. PUBLIC COMMENT
16. ADJOURNMENT (BP 113)
Chair Anderson



KEY: **Shaded** exhibits included in meeting materials * Materials to be distributed at the meeting

Board policy states that requests must be made by contacting the Clerk of the Board at least seven working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair.

It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.

**Southwestern Oregon Community College District
Board of Education
Oregon Community College Association Board Report**

Submitted by: David Bridgham, OCCA Board Representative

OCCA Board meeting held at Chemeketa Community College, Eola Viticulture Center, Salem, OR Dec. 5, 2008.

- James Sager, the Governor's advisor on education, gave a report on the "essential budget level (EBL)" for higher education, including the community college portion. It was met with much disapproval. The EBL for this upcoming biennium is short 15.2 million of last funding cycle with a promise of back filling the missing 15.2 in a proposed special session for Feb., 2010 out of the "Education Stability Fund." This additional funding is highly speculative with current recession and worsening fiscal projection for state revenues. He heard from many in attendance that it was unfair (K12 and Higher Ed. were fully funded) and full of unintended consequences for Oregonians who will need additional training in our current recession and missed opportunities with unfunded Capitol Construction projects.
- OSBA Executive Director, Kevin McCann was another special guest. He discussed our relationship with OSBA in light of losing the advantage of the our group insurance pool with OSBA with the new state insurance pool in effect with recent legislation. Kevin reminded the Board that benefits like free legal services and access to other professional services are a meaningful start to a renewed relationship. I'm personally grateful that we have embarked on a review of our Board Policies and Procedures with OSBA. The draft outcomes look very promising. We should not overlook our commitment to review and correct any shortcomings in our fiscal office/budget management that was part of the OSBA response to the Board. My concern is there might be a movement away from a OSBA/OCCA relationship without the insurance benefit and we lose this opportunity to improve our processes.
- OCCA Legislative Positions were adopted by the Board to insure that the OCCA lobbyists have a working framework to deal with any legislative issue that may come up this term as well as specific positions that will be advanced in the 2009-2011 biennium.
- Adverse Impact legislation and the Iowa Bonding Model legislation were adopted as proposed legislation that Board directed our legislative counsel to continue to work on and bring back further recommendations.
- Legislative initiatives that passed Board approval for action this session are:
 - 1) Essential Budget level - Develop a process in statute that sets parameters for determining the EBL. Note this year's EBL, if funded, doesn't include inflationary cost above general services and supplies.
 - 2) District Elections on Bonds - Would allow all community college districts to have the option of holding a district-wide vote or a vote of individual service areas (this was our inclusions for Southwestern).
 - 3) Oregon Blind Vending Act - An exemption for community colleges, as are K-12.
 - 4) Serving Students in Foster Care - This would be a placeholder for future legislative action is needed.
- OCCSA Statewide Campus Organizer. OCCA adopted funding for a statewide campus student organizer using a proposed FTE rate. This new position will greatly enhance the mobilization of interested student activists. Students are the best voice Community Colleges have.
- Important dates:
 - OCCA Board Meeting: January 28, 2009
 - OCCA Convention: Oct. 29, 2009, The Resort at the Mountain in Welches

SOUTHWESTERN OREGON COMMUNITY COLLEGE
General Fund

EXHIBIT #8 B

DATE January 26, 2009

Statement of Budget and Actual Revenues and Expenditures
For the Month Ended October 31, 2008 (preliminary)

	CURRENT MONTH	ACTUAL YEAR TO DATE	ADJUSTED BUDGET	Variance Favorable (Unfavorable)	ACTUAL YTD % of BUDGET	1 YEAR PREVIOUS YTD %
FUND BALANCE (JULY 1, 2008)		708,431	800,000	(91,569)	88.6%	101.2%
<u>REVENUES:</u>						
State Support	2,141,795	4,359,065	8,574,725	(4,215,660)	50.8%	50.8%
Federal Support	0	3,363	41,500	(38,137)	8.1%	17.6%
Local Support (Taxes)	24,477	90,423	4,604,483	(4,514,060)	2.0%	1.6%
Tuition & Fees (Net of Waivers)	(227,075)	1,777,031	3,289,734	(1,512,703)	54.0%	58.3%
Interest Earnings	4,311	9,738	130,000	(120,262)	7.5%	17.3%
Other Income	25,570	75,933	1,128,727	(1,052,794)	6.7%	3.0%
Loan Proceeds	1,050,000	2,500,380	2,500,380	0	100.0%	
TOTAL REVENUES	3,019,078	8,815,933	20,269,549	(11,453,616)	43.5%	35.3%
TOTAL RESOURCES AVAILABLE		9,524,364	21,069,549	(11,545,185)	45.2%	38.3%
<u>EXPENDITURES:</u>						
Personnel Services & Benefits	1,148,531	3,909,350	13,192,818	9,283,468	29.6%	26.9%
Materials & Services (Net of Waivers)	431,113	1,477,914	4,049,963	2,572,049	36.5%	36.6%
Capital Outlay	0	15,500	44,400	28,900	34.9%	44.8%
Debt Service:						
Principal	1,500,000	2,500,380	2,500,380	0	100.0%	
Administrative Fees & Interest	5,338	11,283	4,946	(6,337)	228.1%	
Contingency			481,988	481,988		
TOTAL EXPENDITURES	3,084,981	7,914,427	20,274,495	12,360,068	39.0%	28.3%
FUND BALANCE End of Month		1,609,937	795,054	814,883		

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Balance Sheet and Statement of Revenues and Expenditures
Year-to-Date as of October 31, 2008 (preliminary)

EXHIBIT # 8 B

DATE January 26, 2009

1/22/2009

	General Fund	Auxiliary Fund	Financial Aid Fund	Special Projects Fund	Insurance Reserve Fund	Plant Fund	Debt Service Fund	Internal Service Fund	Enterprise Fund	Trust and Agency Fund	TOTALS
** ASSETS **											
Cash and Investments	626,829.20	0.00	64,227.27	181,689.41	434,025.92	439,311.58	409,849.27	(34,851.68)	65,008.89	139,254.18	2,325,344.04
Accounts Receivable	2,294,692.64	0.00	8,001.70	239,577.98	0.00	22,501.30	0.00	0.00	25,789.81	0.00	2,590,563.43
Prepaid Expenses	37,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170,717.25	0.00	207,797.25
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167,956.26	0.00	167,956.26
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,870,835.89	0.00	15,870,835.89
Interfund Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	2,958,601.84	0.00	72,228.97	421,267.39	434,025.92	461,812.88	409,849.27	(34,851.68)	16,300,308.10	139,254.18	21,162,496.87
** LIABILITIES AND FUND BALANCE **											
Liabilities:											
A/P Payroll/Withholdings	363,872.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	363,872.65
Accounts Payable	980,707.14	0.00	1,982.72	1,735.69	8,199.98	0.00	0.00	10,766.16	92,076.55	0.00	1,095,468.24
Deposits Held in Custody	4,085.05	0.00	3,092.06	0.00	0.00	0.00	0.00	0.00	145,341.99	108,664.86	261,183.96
Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,750.00	0.00	12,750.00
Bonds/Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,498,340.26	0.00	15,498,340.26
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	1,348,664.84	0.00	5,074.78	1,735.69	8,199.98	0.00	0.00	10,766.16	15,748,508.80	108,664.86	17,231,615.11
Fund Balance	1,609,936.77	0.00	67,154.19	419,531.54	425,825.94	461,812.88	409,849.27	(45,617.84)	629,533.26	139,254.18	4,117,280.19
Total Liabilities and Fund Balance	2,958,601.61	0.00	72,228.97	421,267.23	434,025.92	461,812.88	409,849.27	(34,851.68)	16,378,042.06	247,919.04	21,348,895.30
Revenues:											
State Support	4,359,064.90	0.00	346,450.00	118,671.92	0.00	0.00	0.00	0.00	0.00	0.00	4,824,186.82
Federal Support	3,363.27	0.00	451,425.64	784,661.22	0.00	0.00	0.00	0.00	0.00	0.00	1,239,450.13
Local Support (prop. tax)	90,423.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,423.20
Tuition and Fees (Net)	1,777,030.51	0.00	0.00	128,525.71	0.00	0.00	0.00	0.00	853,405.36	14,826.00	2,773,787.58
Other Income	2,586,050.84	0.00	6.59	256,418.93	1,246.44	0.00	470,398.72	118,409.35	1,715,914.90	35,611.53	5,184,057.30
Transfer from other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	8,815,932.72	0.00	797,882.23	1,288,277.78	1,246.44	0.00	470,398.72	118,409.35	2,569,320.26	50,437.53	14,111,905.03
Expenditures:											
Personnel Services & Benefits	3,909,349.87	0.00	8,965.64	1,068,570.43	0.00	0.00	0.00	66,850.79	511,328.57	0.00	5,565,065.30
Materials and Services	1,477,913.82	0.00	725,233.97	500,782.82	257.43	139,251.76	0.00	86,809.75	940,693.86	19,848.21	3,890,791.62
Capital Outlay	15,500.00	0.00	0.00	399.99	0.00	147,064.61	0.00	0.00	0.00	0.00	162,964.60
Debt Service	2,511,663.26	0.00	0.00	0.00	0.00	0.00	60,549.45	10,366.65	(34,372.59)	0.00	2,548,206.77
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	7,914,426.95	0.00	734,199.61	1,569,753.24	257.43	286,316.37	60,549.45	164,027.19	1,417,649.84	19,848.21	12,167,028.29
Revenues Over(Under) Exp.	901,505.77	0.00	63,682.62	(281,475.46)	989.01	(286,316.37)	409,849.27	(45,617.84)	1,151,670.42	30,589.32	1,944,876.74
Beginning Fund Balance	708,431.00	0.00	3,471.57	701,007.00	424,836.93	748,129.25	0.00	0.00	(522,137.16)	108,664.86	2,172,403.45
Ending Fund Balance	1,609,936.77	0.00	67,154.19	419,531.54	425,825.94	461,812.88	409,849.27	(45,617.84)	629,533.26	139,254.18	4,117,280.19

SOUTHWESTERN OREGON COMMUNITY COLLEGE
General Fund

EXHIBIT # 8 B

DATE January 26, 2009

Statement of Budget and Actual Revenues and Expenditures
For the Month Ended November 30, 2008 (preliminary)

	CURRENT MONTH	ACTUAL YEAR TO DATE	ADJUSTED BUDGET	Variance Favorable (Unfavorable)	ACTUAL YTD % of BUDGET	1 YEAR PREVIOUS YTD %
FUND BALANCE (JULY 1, 2008)		708,431	800,000	(91,569)	88.6%	101.2%
REVENUES:						
State Support	0	4,359,065	8,574,725	(4,215,660)	50.8%	50.8%
Federal Support	3,230	6,594	41,500	(34,906)	15.9%	17.6%
Local Support (Taxes)	3,643,734	3,734,157	4,604,483	(870,326)	81.1%	52.5%
Tuition & Fees (Net of Waivers)	810,487	2,587,518	3,289,734	(702,216)	78.7%	93.3%
Interest Earnings	3,055	17,076	130,000	(112,924)	13.1%	22.0%
Other Income	4,314	75,963	1,128,727	(1,052,764)	6.7%	3.3%
Loan Proceeds	0	2,500,380	2,500,380	0	100.0%	
TOTAL REVENUES	4,464,820	13,280,753	20,269,549	(6,988,796)	65.5%	53.5%
TOTAL RESOURCES AVAILABLE		13,989,184	21,069,549	(7,080,365)	66.4%	55.6%
EXPENDITURES:						
Personnel Services & Benefits	1,180,628	5,089,978	13,192,818	8,102,840	38.6%	35.1%
Materials & Services (Net of Waivers)	239,420	1,717,334	4,049,963	2,332,629	42.4%	43.4%
Capital Outlay	0	15,500	44,400	28,900	34.9%	44.8%
Debt Service:						
Principal	0	2,500,380	2,500,380	0	100.0%	
Administrative Fees & Interest	0	11,283	4,946	(6,337)	228.1%	
Contingency			481,988	481,988		
TOTAL EXPENDITURES	1,420,048	9,334,475	20,274,495	10,940,020	46.0%	36.0%
FUND BALANCE End of Month		4,654,709	795,054	3,859,655		

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Balance Sheet and Statement of Revenues and Expenditures
Year-to-Date as of November 30, 2008 (preliminary)

EXHIBIT # 8 B
DATE January 26, 2009
1/22/2009

	General Fund	Auxiliary Fund	Financial Aid Fund	Special Projects Fund	Insurance Reserve Fund	Plant Fund	Debt Service Fund	Internal Service Fund	Enterprise Fund	Trust and Agency Fund	TOTALS
** ASSETS **											
Cash and Investments	3,112,088.37	0.00	(161,359.52)	351,901.76	434,025.92	426,472.72	216,564.49	(64,377.86)	(82,611.18)	152,081.08	4,384,785.78
Accounts Receivable	2,909,795.00	0.00	7,916.25	226,106.35	0.00	22,501.30	0.00	0.00	19,362.91	0.00	3,185,681.81
Prepaid Expenses	37,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170,717.25	0.00	207,797.25
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167,956.26	0.00	167,956.26
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,870,835.89	0.00	15,870,835.89
Interfund Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	6,058,963.37	0.00	(153,443.27)	578,008.11	434,025.92	448,974.02	216,564.49	(64,377.86)	16,146,261.13	152,081.08	23,817,056.99
** LIABILITIES AND FUND BALANCE **											
Liabilities:											
A/P Payroll/Withholdings	452,258.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	452,258.67
Accounts Payable	948,125.92	0.00	1,982.72	1,735.69	8,199.98	0.00	0.00	10,766.16	94,883.96	0.00	1,065,694.43
Deposits Held in Custody	3,869.85	0.00	(3,688.16)	0.00	0.00	0.00	0.00	0.00	147,741.99	108,664.86	256,588.54
Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,750.00	0.00	12,750.00
Bonds/Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,498,340.26	0.00	15,498,340.26
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	1,404,254.44	0.00	(1,705.44)	1,735.69	8,199.98	0.00	0.00	10,766.16	15,753,716.21	108,664.86	17,285,631.90
Fund Balance	4,654,708.70	0.00	(151,737.83)	576,272.26	425,825.94	448,974.02	216,564.49	(75,144.02)	470,278.88	152,081.08	6,717,823.52
Total Liabilities and Fund Balance	6,058,963.14	0.00	(153,443.27)	578,007.95	434,025.92	448,974.02	216,564.49	(64,377.86)	16,223,995.09	260,745.94	24,003,455.42
Revenues:											
State Support	4,359,064.90	0.00	349,098.00	136,659.33	0.00	0.00	0.00	0.00	0.00	0.00	4,844,822.23
Federal Support	6,593.69	0.00	459,341.89	1,086,130.27	0.00	0.00	0.00	0.00	0.00	0.00	1,552,065.85
Local Support (prop. tax)	3,734,157.19	0.00	0.00	179,072.67	0.00	0.00	0.00	0.00	0.00	0.00	3,913,229.86
Tuition and Fees (Net)	2,587,517.80	0.00	0.00	157,907.86	0.00	0.00	0.00	0.00	1,205,394.86	23,500.50	3,974,321.02
Other Income	2,593,419.12	0.00	10.70	269,565.79	1,246.44	0.00	470,398.72	140,922.91	1,778,176.15	49,140.53	5,302,880.36
Transfer from other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	13,280,752.70	0.00	808,450.59	1,829,335.92	1,246.44	0.00	470,398.72	140,922.91	2,983,571.01	72,641.03	19,587,319.32
Expenditures:											
Personnel Services & Benefits	5,089,977.72	0.00	16,998.07	1,345,998.77	0.00	0.00	0.00	82,470.78	627,318.26	0.00	7,162,763.60
Materials and Services	1,717,334.02	0.00	946,661.92	607,671.90	257.43	152,090.62	0.00	121,156.17	1,069,732.78	29,224.81	4,644,129.65
Capital Outlay	15,500.00	0.00	0.00	399.99	0.00	147,064.61	0.00	0.00	0.00	0.00	162,964.60
Debt Service	2,511,663.26	0.00	0.00	0.00	0.00	0.00	253,834.23	12,439.98	294,103.93	0.00	3,072,041.40
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	9,334,475.00	0.00	963,659.99	1,954,070.66	257.43	299,155.23	253,834.23	216,066.93	1,991,154.97	29,224.81	15,041,899.25
Revenues Over(Under) Exp.	3,946,277.70	0.00	(155,209.40)	(124,734.74)	989.01	(299,155.23)	216,564.49	(75,144.02)	992,416.04	43,416.22	4,545,420.07
Beginning Fund Balance	708,431.00	0.00	3,471.57	701,007.00	424,836.93	748,129.25	0.00	0.00	(522,137.16)	108,664.86	2,172,403.45
Ending Fund Balance	4,654,708.70	0.00	(151,737.83)	576,272.26	425,825.94	448,974.02	216,564.49	(75,144.02)	470,278.88	152,081.08	6,717,823.52

Exhibit # 9 A 1
Date January 26, 2009
Approved YES NO
Motion # _____

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
REGULAR MEETING MINUTES**

October 4, 2008

ATTENDANCE **Board of Education (Quorum Present)**

Lonny Anderson (<i>Board Chair</i>)	Deb Nicholls (<i>Recording Secretary</i>)
Harry Abel	
David Bridgham	
Rick Howell	<i>Absent:</i> Carol Oelke
Marcia Jensen	
Cherie Mitchell	

Staff

Wayne Chandler	Sheldon Meyer
Kim Draper	Tom Nicholls
Kat Flores	Ron Olson
Bernadette Kapocias	Rick Osborn
Frances Karroll	Kim Richards
Julie Kremers	Diana Schab
Linda Kridelbaugh	Patty Scott
Bruce Locker	Barb Shreckengost
Valerie Martinez	Marie Simonds
Karen Matson	Leigh Stiles

Guests

Brenda Brecke	D. Stephen Pickering
Rick Elliott	Sarah Recken
Roman Fritz	Alexander Rich
Roger Gould	

CALL TO ORDER Lonny Anderson, Board of Education Chair, convened the Regular Session at 2:15 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

AGENDA

ADDITIONS The following item was added:

- OSBA Facilitation

INTRODUCTIONS

Dean Patty Scott introduced the following new employees:

- Kim Richards, Community Education Office Assistant and Facilities Scheduler
- Kristen Kreskey, OCCI Student Service Representative
- John Finney, Upward Bound Coordinator

Vice President Valerie Martinez introduced Lora Crampton, Adjunct Biology Instructor.

**STUDENT
REPORT**

ASSOCIATED STUDENT GOVERNMENT (ASG)

It was noted that the students were working on:

- Policy sustainable issues
- Housing policies
- Voter education

**BOARD REPORTS/
IMPORTANT DATES**

IMPORTANT DATES/ITEMS

Chair Anderson mentioned the numerous events listed on the agenda.

BOARD OPERATIONS

OSBA Facilitation

M10/08-1

Rick Howell's motion to *direct President Hansen, Carole Howland and Mike Ionno to see that OSBA had the requested information required to complete their report in the OSBA office no later than Wednesday, October 8* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION CARRIED** unanimously.

OCCA REPORT

Cherie Mitchell briefed the Board on activities of the OCCA Board.

**COLLEGE
REPORTS**

DISTANCE LEARNING

Kat Flores introduced Karen Matson who briefed the Board on her duties at the College and conducted a PowerPoint presentation on distance learning.

COLLEGE MARKETING

Rick Osborn mentioned that he worked closely with Tom Nicholls on College marketing, distributed copies of several marketing material items, and briefed the Board on the types of materials that the Communications Office produced (e.g., class schedule, materials used by the Enrollment Management personnel use to recruit students). He added that he worked to make sure the College was perceived well in the community through press releases and advertising (radio and TV).

Tom Nicholls stated he was disappointed that the presentation wasn't longer as the recruiting efforts at the College were very broad and requested that a more in-depth presentation be conducted at a future meeting. Nicholls added that in 1997 they broke down the student population into five major groups and determined each group's general needs and points of contacts:

- Traditional age students
- Professional job and skill development
- Stop out/re-entry
- Lifelong learners
- International students

Harry Abel complimented Nicholls on the recruiting efforts that had been conducted. Nicholls stated that the efforts were those of numerous individuals and departments. He added that his staff continuously strived to improve the recruiting process.

It was noted that there were 95 first time freshman in Culinary; 38 of which were in Baking & Pastry. FTE was up about 7.5% from fall '07 and there was a 3% increase in headcount. The increases in headcount are being experienced at other institutions as well. However, Southwestern's increase is sustainable; the institutions that are experiencing large growth have probably suffered extreme lows in the past.

The major attraction in the recruiting process is student housing. Nicholls stated that approximately 66% of the potential students that visit Southwestern end up attending.

David Bridgham echoed Abel's remarks and added that the future was in recruitment and the work being accomplished was very important for the institution.

Discussion occurred on the growth in OCCI. Nicholls stated that the stability the program had attained over the last 18 months had contributed to the recruiting efforts resulting in the recognized growth. Some of the initiatives being used to get recruiting materials to potential students and build the program are:

- High school culinary camp
- Culinary competition
- Alaska high school counselor visitation at Southwestern

Bridgham added that the materials were 'first class.'

Chair Anderson requested statistics on the number of college visits and contacts that are made and added that he was impressed with the Culinary brochure.

Nicholls mentioned that each year something new was added. With Culinary this year, everyone that was not a 2008 graduate, or registered in the program, receives a recipe postcard each month. Student Ambassadors call each potential student, followed by a handwritten note. Personal connections that are outside of the ordinary, that stand out in the prospective students' mind are what help to make a student's decisions in which institution to attend.

Bruce Locker stated that he felt the Board's decision to freeze tuition was a big factor in the College's enrollment increases, making Southwestern cost effective.

NEW CURRY CAMPUS

Vice President Sheldon Meyer briefed the Board on the Detailed Development Plan adopted by the Brookings City Planning Commission and the appeal process underway.

Martinez reported that the Meyer Memorial Trust conducted a site visit on Thursday, October 2 in Brookings.

M10/08-2

Marcia Jensen's motion that *monies received for the Curry Campus be placed in an separate interest bearing account and require Board approval before Curry Campus expenditures can be made* was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION CARRIED** unanimously.

STRATEGIC PLAN UPDATE

Copies of the updated plan were included in the meeting materials. Martinez reiterated the process. The Vision Group, apprised of College leaders on campus, review the Plan periodically.

FINANCIAL REPORT

Copies of a revised General Fund Balance sheet were distributed. Ron Olson briefed the Board on the financials.

Abel asked if borrowing was necessary again. Olson stated that borrowing again was inevitable given it was the last year of a biennium.

Abel inquired whether the Business Office needed help getting ready for the audit process so that it could be completed by the end of the year. Olson responded that he had been in contact with the auditors stating that they planned to be on campus next week to start the assessment.

M10/08-3

David Bridgham's motion to *direct the Business Office obtain assistance if necessary to ensure that the Board has the final audit before the end of the year and take whatever action they need to do to get that done* was seconded by Harry Abel. Upon call for vote, the **MOTION CARRIED** unanimously.

CONSENT AGENDA

Marcia Jensen's motion to *approve the Consent Agenda items as presented* was seconded by David Bridgham. Upon call for the vote, the **MOTION CARRIED** unanimously.

OLD BUSINESS PUBLIC SAFETY AND SECURITY UPDATE

Roger Gould briefed the Board on the meeting with the City of Coos Bay in September. Copies of Meyers's notes on the meeting were distributed. The concern is that the City withdrew reserve officer status from the College's public safety officers making it so they couldn't do their jobs in the same way as they had prior (e.g. issuing citations, making arrests, etc.). Gould shared a state statute with the Board on police service applicable to four-year institutions that allowed campus security officers to be certified by the State Board of Higher Education to perform such duties and to receive training.

Discussion occurred on the Board directing staff to approach local legislators about legislation enacting the same language about public safety officers as found in the statutes for universities. Clarification was made that the College's public safety officers have been directed to log and report all illegal activities on campus; whether the City Police will respond to a campus incident is a different issue. Anderson suggested that staff be directed to contact our legislators to begin the process; that Abel, Bridgham and he continue the dialogue with the City Counselors sharing the state statute information; and the Board's OCCA representatives (Howell and Mitchell) contact OCCA.

Staff was commended on their efforts for the practices and procedures put in place. Abel will coordinate the meeting with the City.

RESIDENCE HALL AUDIT

Meyer briefed the Board on the consultant hired to conduct the audit, Patricia Kearney. Ms Kearney is due back on campus October 16 and 17 to interview several other individuals. She's agreed to look at the College's student housing conduct policies and practices, education programs and intervention policies, review conduct records for the last three years, and provide recommendations for possible improvements.

Chair Anderson clarified that the objective was to make Southwestern's student housing program the best it could be – not to develop a plan to manage or sell it..

This topic will be revisited in November.

POLICY AND PROCEDURE REVIEW

Rick Howell mentioned that a complete review of the College's policies and administrative rules was being completed.

M10/08-4 Rick Howell's motion *for the Board to move from the Carver Governance model to a traditional policy governance model* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION CARRIED** unanimously.

Chair Anderson appointed Jensen to facilitate the Board's work with OSBA on policy review.

M10/08-5 Rick Howell's motion *for the Committee to work directly with OSBA to do complete policy review* was seconded by David Bridgham. Upon call for the vote, the **MOTION CARRIED** unanimously.

NEW BUSINESS OSBA BOARD OF DIRECTORS

It was noted that Wally Hazen was selected to serve Region 9.

SUPPLEMENTAL BUDGET DISCUSSION

Meyer briefed the Board on the need to hold a meeting to adopt a resolution on the supplemental budget action. He noted that the College borrowed two different amounts that needed to be reflected in the current (08-09) budget and that there were publication requirements of at least five days prior to the meeting that needed to be met.

The Board directed administration to place the required notice in the paper on the October 15, 2008 supplemental budget meeting to adopt the needed resolution.

WELDON HIRE

It was felt that Weldon may not be the right selection for the position and questions were raised regarding the hiring process that was followed.

Discussion occurred on the need for a comptroller/accountant.

Chair Anderson requested that the College Attorney check Weldon's contract to explore what options were available at this time. The Board wants someone with a strong financial background, perhaps Oregon budgeting law experience, community college experience, and possibly a comptroller.

The Board directed staff to find a person with a strong financial background with Administrative Services background, if they could be released from contract with Weldon.

Patty Scott stated that it was believed that Weldon did not have a financial background and did not understand budgeting. She added that employees involved in the hiring process questioned how he was hired.

Locker, who served on the hiring committee, shared that he didn't recall that the committee felt Weldon was acceptable candidate. The committee was not reconvened after the other candidate didn't work out – Weldon was just offered the job four months after the other candidate.

Meyer told the Board that both candidates were considered qualified by the screening committee.

The question was raised whether the normal letter sent from the hiring committee to Human Resources stating which candidates were found acceptable existed. Chair Anderson inquired if the normal hiring procedures were followed in Weldon's hiring. Martinez was directed to work with Carole Howland to obtain the mentioned letter as well as the hiring procedure followed within a week.

**PUBLIC
COMMENT**

Scott informed the Board that it was her 16th year at the College and her 25th year working with students. Her job is to look out for the interests of students and she oversees a fabulous group of people who provide support to students, primarily to recruit and retain students. She reiterated Nicholls' comments about enrollment being up and housing full and asked what was really valued at the College – do we really value access to students? Financial Aid is up by \$800,000 this year; this represents a 30% increase in students seeking aid to attend Southwestern. She explained that the Financial Aid Office had been understaffed for a number of years and had been understaffed by two people since August (it's busiest time) and they were told this week that they were not allowed to replace one of the positions. She stated that two decisions made by administration recently severely impact students: not filling the Financial Aid position coupled with the discontinuance of tuition waivers for GED students passing their tests with appropriate scores. She questioned positions not being filled that directly affect students, but a Vice President of Administrative Services being hired after a hiring freeze was announced. Her hope was that the Board's values got in line with the values that the College leadership had.

Nicholls explained the amount of overtime that the Financial Aid staff was working due to the understaffing problem, expressed concern with staff burnout, and mentioned that the position in question was not a new position. He shared his frustration with the out of the ordinary process that they were required to go through just to get a position advertised. In addition, two years ago the Financial Aid Office absorbed the equivalent of a full-time position when they were required to process all Foundation scholarships and Veterans students, both of which were handled in other offices previously.

Wayne Chandler, Classified Union President, stated if a classified position was being eliminated the Union was supposed to be contacted and that tonight's announcement was the first that he had been informed of it. He shared his frustration as he continuously requests information from Human Resources and does not receive it.

Jensen inquired as to how many people were needed in the Financial Aid Office. Nicholls responded stating that they weren't requesting additional positions, just that the position which has been vacant since August be filled. Jensen announced that the Board did value students and was concerned about student services not being met.

Discussion occurred on the need to have additional personnel in the office during peak times.

Nicholls noted that the office personnel had worked diligently to get students' aid worked up that met the priority deadline and added that a total of 424 student loans were certified last year and there are 404 waiting to be certified this term alone. Federal financial applications have gone up almost 400 over last fall.

Sarah Recken, retiree, informed the Board that she had to quit working for the College due to exhaustion and expressed concern regarding how hard employees were working.

Julie Kremers confirmed the enormous overtime hours that Financial Aid Office personnel were working. She added that in regards to the Weldon hire, procedures were not followed as the Hiring Coordinator was not even involved in the process. Kremers informed the Board that Howland was out of the office and suggested that she be directed to be in the office next week in order to fulfill the Board's request for documentation on the VP of Administrative Services hiring process.

Kim Draper addressed the Board stating that she spent many years serving as a temporary worker in the Financial Aid Office and reiterated the difficulty when understaffed. She expressed concern with the staff being overworked and stressed that could lead to exhaustion.

Chair Anderson recommend that staff fill the vacant position in Financial Aid and that a cost analysis of the overtime situation in the Business and Financial Aid Offices be completed in the near future.

Frances Karroll informed the Board that 80% of the College's tuition, fees and books is paid by financial aid so if students' aid isn't being processed it hurts the institution. She added that they should have three more people in that office!

Steve Pickering, student and longtime resident, asked how many other unfilled positions there were that administration had put a moratorium on. He stated that the position needed filled or students would be lost as financial aid was very important. He didn't get financial aid and therefore ,wouldn't be attending this term. He urged the Board to hire the necessary positions, but wondered what kind of other precedence was being set by doing so.

EX-OFFICIO REPORTS

Foundation

Marie Simonds briefed the Board on the capital campaign consultant, Ketchum that was on campus recently to conduct an internal Comprehensive Readiness Assessment.

Classified

Wayne Chandler reported that the group was in negotiations over benefits. He expressed concern regarding the relations with the City surrounding Public Safety, adding that he didn't feel that the College would be in the situation it is now if changes not been made that concerned the City. He stressed the importance of having a good relationship with the City and the Coos Bay Police Department. Chandler shared that the Chief was worried about the College's Public Safety Officers as they don't understand their job descriptions and don't know how exactly to perform their jobs because they are now being told not to do something they were originally trained to do.

Faculty Senate

Diana Schab reported on the Faculty Senate committees stating that another climate survey would be conducted during the seventh week of fall term and the results would be shared with the Board before the end of the term. Academic freedom discussions were also underway.

Exempt

As the elected representative of the Exempt group, Tom Nicholls shared his appreciation with the Board updating the staff on the OSBA review.

The Exempt group plans to meet next week to discuss the following items:

- Exempt Task Force work
- Discuss the group organizing

Nicholls also shared with the Board that the angst surrounding the housing audit was understandable given the President's comments in open meetings that she'd been advised that the College would be better off to have someone come in and run student housing..

**INFORMATION/
ADMINISTRATIVE
REPORTS**

UNIT REPORTS

Administrative Services

Copies of the report were included in the meeting materials. Meyer highlighted the successful tsunami training held on campus recently.

Communications

Osborn highlighted the new student orientation and Job Expo, noting that more people attended than were expected.

Curry County

Jensen asked if the Curry monies (if they existed) should be put in a restricted Curry Fund. It was clarified that the Curry funds were not placed in a restricted account and by doing so could exacerbate the cash flow problems of the institution.

Ron Olson briefed the Board on the borrowing stating that if spring time borrowing happens it may have to be paid over a period of time – not short term due to the cash flow difficulties experienced during time of the year.

Cherie Mitchell inquired if the College would be able to borrow funds for the Curry Campus construction during the spring time borrowing. Meyer to look into this possibility.

Foundation

Copies of the report were distributed at the meeting.

Instructional Services

Copies of the report were included in the meeting materials. Martinez highlighted the start of classes on September 29, the efforts made to accommodate students, and added that the focus was now on retention efforts.

Integrated Technology Services

Copies of the report were included in the meeting materials. Kat Flores highlighted the work on the College's website and the emergency notification plan that included a voicemail system being used to notify students and potential students of cancelled classes, recruiting information, etc.

Student Services

Copies of the report were included in the meeting materials. Scott highlighted the RSVP 30th Anniversary celebration at OCCI on October 25, 2008, noting that Southwestern's RSVP was the only one with the same host for all 30 years.

OTHER

EXECUTIVE MEETING SCHEDULED

The Board announced that it would meet in Executive Session on October 15 at 10:00 a.m. to review the OSBA report.

ADJOURNMENT

Chair Anderson adjourned the meeting at 4:15 p.m.

Lonny Anderson, Board Chair

Deb Nicholls, Recording Secretary

Exhibit # 9 A 2
Date January 26, 2009
Approved YES___ NO___
Motion # _____

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
EXECUTIVE SESSION
MEETING MINUTES**

November 10, 2008

ATTENDANCE **Board of Education/Staff (Quorum Present)**

Cherie Mitchell (Vice-Chair) Deb Nicholls (Recording Secretary)
Harry Abel
David Bridgham
Rick Howell *Absent:* Lonny Anderson (Board Chair)
Marcia Jensen
Carol Oelke

Staff

Patty Scott (Interim President) Tom Nicholls
Kat Flores Ron Olson
Linda Kridelbaugh Rick Osborn
Valerie Martinez

Guests

Mike Gaudette Jolene Guzman

**RECESS FROM
OPEN MEETING** The Board recessed from the open meeting at 5:02 p.m.

CALL TO ORDER Cherie Mitchell, Board of Education Vice-Chair, convened the Executive Session meeting at 5:02 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

DISCUSSION Members of the Board of Education met in Executive Session under ORS 192.660 (2) (i) Personnel.

No action was taken by the Board during the Executive Session.

ADJOURNMENT Vice-Chair Mitchell adjourned the Executive Session at 5:32 p.m. and returned into the open session.

Respectfully submitted,

Cherie Mitchell, Board Vice-Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 9 A 3
Date January 26, 2009
Approved YES__ NO__
Motion # _____

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
SPECIAL OPEN MEETING
11-10-08**

Attendance:

Board Members/Staff –
Cherie Mitchell Vice-Chair)
Harry Abel
David Bridgham
Rick Howell
Marcia Jensen
Carol Oelke

Deb Nicholls (Recording Secretary)

Absent: Lonny Anderson (Chair)

Staff –
Patty Scott (Interim President)
John Berman
Sharilyn Brown
Carolyn Byrd
Wayne Chandler
Dede Clements
Christine Coles
Bill Dean
Kim Draper
Karl Easttorp
Jan Farnsworth-Thompson
Mary Jane Fisher
Kat Flores
Buz Fourmet
Jeff Hayen
Dana Hopkins

Jeremy David Jones
Bernadette Kapocias
Linda Kridelbaugh
Mary Loiselle
Dave McKinney
Renee Menkens
Ron Metzger
Ron Olson
Dallas Petenbrink
Diana Schab
Barb Shreckengost
Marie Simonds
Karina Smith
Lori Teribery
Kathy Walsh
Bill Yates

Guests –
Mike Gaudette

David Oelke

CALL TO ORDER Vice-Chair Mitchell called the open session to order at 5:01 p.m.

RECESS INTO EXECUTIVE SESSION The Board recessed into Executive Session from 5:02 to 5:32 p.m.

RECONVENED Vice-Chair Mitchell reconvened the open session at 5:33 p.m.

ADDITIONS TO THE AGENDA No additions were made.

Interim President Scott conducted a short PowerPoint presentation to explain how the College got in the financial situation it was experiencing. Copies of the Proposal to Balance 2008-2009 Budget were distributed for review. Scott explained the process that her Executive Team and key personnel went through to balance the 2008-2009 budget over the past two weeks, a process that normally takes six to eight months.

- The budget was balanced on July 1, 2005
- Since July 1, 2005 there has been a consistent pattern of overestimating revenues, overspending and spending money on unbudgeted items resulting in deficit spending every year
- Budget surplus is depleted and the College is now running in the 'red'
- Overspending in the Plant Fund has occurred, particularly in 2007-2008
- Overestimating of revenue occurred in 2007-2008 and 2008-2009
- Backfilling for regular operational expenses did not occur (e.g. Newmark Center tenants had not been billed over at least the last year)
- Salaries were charged to Special Projects when there was no identified source of revenue coming in to cover them
- Funds have been used that were once transferred from Special Projects into the General Fund to cover operating costs on numerous items
- Have not adequately budgeted for known expenses
- Overspending on year-to-date items in the current 08-09 budget has occurred
- Tuition and fees were not increased
- Expenditures for items that were under budgeted or not budgeted for at all:
 - Staff raises
 - Fringes benefits
 - New hires
 - Overloads
 - Summer School

Scott noted that accreditation was the most important reason for a college to have a balanced budget as a college's accreditation can be jeopardized if it is unable to show that it is financially stable. She noted that a revolving line-of-credit was needed in order to pay debtors and staff in the months that the College knows that a shortfall of cash will occur. It was noted that the final payment of the biennium is not scheduled to be received from the state until July and the only substantial income expected from February-June is from taxes, and tuition and fees. For long-term financial stability, the College needs to have a balanced budget and build its cash reserves. The problem amounts to almost \$3 million. Scott emotionally explained that decisions were made that would have the least amount of impact on students, staff and the overall health of the institution and to assure the fiscal viability of the institution.

In addition to the unfortunate staff reductions, the following were proposed:

- Various line item budget reductions were identified
- \$5/credit fee increase
- Reduction of staff salaries through a seven-day unpaid leave from all employee groups (December-June)

A maintenance worker expressed frustration toward the Board for not acting months ago when staff brought concerns to them. Discussion occurred on the Foundation executive director salary and other positions. Mike Gaudette explained that some larger college foundations reimburse colleges for part or all of the director's salary.

The Board inquired if the Foundation could be asked to reimburse the College for the director's salary due to the extreme financial times the College was experiencing. Scott explained that the agreement with the Foundation could be researched.

An inquiry was also made on whether there had been discussion with the Oregon State Board of Nursing (OSBN) related to not having four full-time nursing faculty on staff. Vice President Martinez stated that the recommended course position had been backfilled with faculty supported by the health institution and OSBN had accepted the arrangement with the understanding that the College was moving forward to hire another full-time nursing faculty.

Financial Exigency, # 4 A

Copies of the resolution were distributed and discussed.

MSM11/08-1

Rick Howell's motion to *declare a state of financial exigency* was seconded by Carol Oelke. Upon call for the vote, the **MOTION CARRIED** unanimously.

It was clarified that the only other way to raise revenues at this time would be to increase tuition, but it was determined that the students should not bear the burden of the recent events at the College. The Board requested that administration pursue a conversation with the Foundation Board in the near future regarding possible reimbursement.

Fiscal Resolution, # 4 B

Copies of the cash flow as of Friday, November 7 and a revolving line-of-credit agreement were distributed. Interim Vice President Kridelbaugh briefed the Board on why the agreement was needed, stating it would provide working capital through June 30, 2009 and could be revisited in the spring. She reiterated that future state payments are expected in January, July and then again in August, resulting in low cash flow March-July. She added that the College was currently paying last year's (07-08) bills with this year's (08-09) money, currently owed \$600,000, and creditors were calling.

MSM11/08-2

Marcia Jensen's motion to *authorize the establishment of a revolving line-of-credit agreement with Umpqua Bank in the amount of \$3 million effective until June 30, 2009* was seconded by Harry Abel. Upon call for the vote, the **MOTION CARRIED** unanimously.

Abel shared that the Board delegated the day-to-day operations of the College to the President and trusts that information that is shared with them is honest and accurate. He added that the Board themselves raised questions regarding some of the areas of concern mentioned recently and were told that things "were just fine." He was sorry about what was happening and shared his appreciation of the staff's contribution to help return the College. He assured everyone that the Board was taking steps to amend how things are reviewed to avoid the situation from occurring in the future.

PUBLIC COMMENT

In light of the recent events, Dallas Petenbrink raised the question as to what the Board was doing to rectify the situation to ensure the trust of the employee groups and the Board with the President as it is believed that the Board did not adequately protect the employees.

Jensen noted that the Board:

- Established a Financial Review Committee
 - Includes two members of the Board that will meet quarterly with the Business Office and auditors to conduct a full in-depth review of the status of the College's finances. No longer will the Board have to rely solely on the information provided by the President. The Board does not plan to involve itself in the day-to-day operations of the institution, but plans to

more closely observe things and deal with issues at least on a quarterly basis, if necessary.)

- Discontinued use of the Carver Policy Governance model
- Established a Policy Review Committee to work with the Oregon School Boards Association (OSBA) to develop Board Administrative Rules that will interface with the College Administrative Procedures and will protect everyone in the institution. Abel explained that the governance model (Carver) worked well for at least 10 years, but for the past three it had not. He added that the governance model was not the issue, but rather the integrity and trust of the person leading the organization. The change in the model will cause the Board to be much more involved with in the management and financial management of the College.

Bill Yates questioned as to where the Board had been over the last three years in allowing someone to harm the College like it had and added his concern with the Board putting complete trust in a single employee and ‘rubber stamping.’ He then commended the Board for becoming more proactive by taking steps to lead the institution. He asked the Board to think about the employees that may lose their jobs and reflect on the question of “Where have I been?”

Buz Fourmet asked the Board members directly as to why the OSBA investigation/review was cancelled in January even after nearly 80% of the staff and faculty passed ‘no confidence’ votes in Hansen’s leadership abilities. He noted that there was a large amount of evidence compiled that was going to be presented and then the investigation/review was cancelled on the eve of the team’s arrival. He added that there was huge amount of damage that occurred over the eight month period since then. Because of the lack of trust that the Board had in the staff,

Rick Howell responded by stating that the review was changed from external to internal in order to look at the culture of the College, identifying what could be done internally to improve the culture of the College. As a result, it was discovered there were several areas across the College where improvements were needed in addition to some personnel issues.

Barb Shreckengost indicated that the Board owed the staff a public apology for not following through with the investigation as it had been proven that it was not just a few disgruntled employees - the majority of campus tried to make the Board aware of the problems.

Jensen mentioned that the Board Policy Review Committee was developing a form and a process for an informal and formal process to follow when there are concerns about a member of the Board, faculty or staff, including the President. She added that it was discovered that the College didn’t have a Title IX Officer identified to handle harassment and discrimination issues.

Exempt Staff representative, Tom Nicholls, reported that staff was experiencing an extreme ‘roller coaster’ of emotions spanning from anger, resentment, and despair to depression and that it was expected to continue for a period of time as they work through things. He repeated Fourmet’s inquiry as to why certain members of the Board failed to follow through with the review in January as planned. Nicholls shared that for over nine months certain members of the Board of Education addressed the employees, who were trying to make them aware of what was going on, from a position of arrogance, indifference; people were laughed at, labeled as whiners, malcontents, disgruntled employees and reiterated that there were ‘real’ issues to be concerned about. He added that he sincerely appreciated the Board Member’s attendance at tonight’s meeting, but that the situation that occurred was disgraceful and sad as it did not have to happen had the Board trusted the employees that are here working every day for the institution, the students studying here, and the people the College serves.

Tim Dailey echoed Nicholls' statements and indicated that it is going to be a long-term situation that would take the College years to recover from. Board Members were challenged to attend the on-campus conversation (all-staff meeting) on Wednesday and sit on stage with the other leaders of the institution to answer staffs' questions about the layoffs, etc.

Yates added that the Board needed to take some responsibility because there were a lot of people faced with the consequences.

DeDe Clements expressed concern about the Bookstore staffing being reduced. Scott assured Clements that the possible staff reductions would not leave the Bookstore with only one employee.

David Oelke noted that the education of the community was extremely important and the professors who through the didactics are extremely important. However, he added that sports programs and recruiting trips to Alaska, etc. should be eliminated. Discussion occurred on the athletic budget reductions that occurred and Scott added that if the Athletic budgets were eliminated the College's student population would be reduced by 25% and the students in housing by 21%. Therefore, it would not be a cost savings and in fact would cause revenue loss. One out of every four students on campus is an athlete obtaining an education alongside the other students. It was noted that commitments had been made to athletes for this year and it was not something that can be revoked midyear.

Wayne Chandler thanked Scott and her team for their efforts in solving the issues that the College was faced with.

Abel requested that the Mike Gaudette, Budget Committee Chair, address the Board with his insight on the budget situation. Gaudette congratulated Scott and her team for being extremely proactive. He added that there were specific questions asked by the Board during the budget process about whether revenues were present in the budget when the budget was being developed and the Board was directly told that there was money there. He stated that the answer is that there was 'budget' there, but no money. Expenditures were made that had no realistic revenue to cover them (e.g., the Board approved staff raises in the amount of \$373,000 even though there was no money budgeted to cover them). As a consequence to the decisions that were made in regard to the budget, the College has a \$2.9 million deficit in a budget year that still has 7 months remaining. He anticipated the need for a revolving line-of-credit of \$5 million to get through the end of the fiscal year to assure adequate cash flow to pay the College's obligations, adding that it was crucial for a college to have a balanced budget showing that expenses are less than or equal to revenue otherwise it will prove difficult to obtain financing. Gaudette noted this was a horrific challenge for Scott and her team and that it was egregious that the College should be in this situation and that the staff should be so negatively affected by it. He empathized with the staff and added that efforts would continue to mitigate the loss of jobs. When asked about what changes he felt should be made in the budgeting process to assure that the situation didn't occur in the future, he stated that the most effective way was to review all changes in the budget amounting to \$5,000 + or - across the budget - not just in the General Fund area. He added that a budget process with integrity, one that did not overestimate revenues and did not put expenses into Special Projects and grants when there was no revenue to cover them, should be used.

The Board reiterated that they had made numerous inquiries to the former leadership and received either no information or false information. Several inquiries were made regarding the Contingency Fund (\$800,000) and the Board was continuously told that it was a 'funded account,' when in fact it was not. Requests for a Personnel Inventory were made on several occasions as well, but the document was never received before the budget was approved. Gaudette noted that a significant amount of the financial problems the College was experiencing were due to incorrect personnel inventory (e.g., individuals hired whose salaries were not in the budget or people's salaries that were only partially in the budget).

Kridelbaugh indicated that this year's budget process would go forward in a logical fashion, using a Personnel Inventory and 'real' revenue – not 'dream' revenue. She noted that last year 'Other Income' had an extra \$1 million listed in it that was not real – never realized. Board members stated that they had inquired as to where the money for 'Other Income' was coming from were made as well. Additional financial reports are being developed through a new Colleague module and open workshops will be held to educate the staff on the fund budgeting process. Individuals that habitually overspend will be assisted in monitoring their budgets properly. Budgets will be closely monitored and adjustments made, if necessary.

Scott noted that expenditure restrictions were still in effect with only four authorized signers on campus and the new online purchasing software was being tested. Gaudette stated that the next budget process would also include a more accurate placement of accounts in the appropriate funds. He provided an example of the operational costs of the Recreation Center that should have been placed in the General Fund. Instead they were placed in the Enterprise Fund and as a result the account was allowed to run in a deficit (-\$179,000). Over a three-year period of time, this problem amounted to almost \$600,000 and reduced the cash in the Local Government Investment Pool.

Discussion occurred on the possibility of selling off College assets (Newmark lot, student housing), bringing food services in-house, and outsourcing other areas to eliminate/reduce expenses. It was clarified that the team did not discuss selling any assets as that would be a Board decision and that several other areas that would generate revenue over time were discussed, but were not found to be beneficial to the urgent needs of the College. A review of other revenue generating ideas suggested by the staff will be conducted in the next budget process. Gaudette added that it would not be prudent for the Board to consider selling assets at this time.

In reference to Howell's comments about the Board being more involved in the operations of the College, Kim Draper inquired if the Board had been so previously if they would be in today's situation. Howell responded by stating that the Board needed to be careful not to micromanage, but that it was important that policy be set to follow. Jensen added that the Board would only be participants in the Financial Audit Committee as far as watching and reporting and hopefully understanding enough to be able to avoid this situation in the future.

Kridelbaugh suggested that the Board follow what other organizations are doing when hiring new CEOs. They are vetted by conducting deep background checks that include psychological evaluations.

Fourmet reiterated his frustration with some of the Board Members as he felt that the situation could have been avoided had the Board trusted the staff, many of which have left the institution because they could not function under the former leadership and disagreed with what they were being asked to do.

Jensen thanked the employees for their efforts, noting that the Board only had one employee – the president, but that the Board was responsible for the entire College workforce, as employees and as constituents.

Yates agreed with Kridelbaugh's comments on vetting and suggested that the contractual relationship between the next president and the Board be improved as he believed there was something fundamentally wrong with a President not delivering information to the Board when requested.

Clarification was provided regarding the proposed layoffs to assist in bridging the \$300,000+ gap:

- Notification of staff will begin on Wednesday, November 12, 2008
- Recall rights will be followed per bargaining agreements
- Some positions are being eliminated

Balancing of the 2008-2009 Budget

MSM11/08-3

David Bridgham's motion to *accept the proposal to balance the 2008-2009 budget* was seconded by Harry Abel. Upon call for the vote, the **MOTION CARRIED** unanimously.

Scott addressed the Board stating that regardless of the policies and procedures that are established it was critical that the president be honest with the Board and care about the employees.

Jan Farnsworth reminded everyone that there were still staff employed that were involved in the inappropriate behavior with the former leadership.

ADJOURNMENT

Vice-Chair Mitchell adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Cherie Mitchell, Board Vice-Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 9 A 4
Date January 26, 2009
Approved YES___ NO___
Motion # _____

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
EXECUTIVE SESSION
MEETING MINUTES**

November 24, 2008

ATTENDANCE Board of Education/Staff (Quorum Present)

Lonny Anderson (Board Chair) Deb Nicholls (Recording Secretary)
Harry Abel
David Bridgham
Rick Howell
Marcia Jensen
Cherie Mitchell
Carol Oelke

Staff

Patty Scott (Interim President) Valerie Martinez
Karl Easttorp Rick Osborn
Kat Flores

CALL TO ORDER Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 5:06 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

DISCUSSION Members of the Board of Education met in Executive Session under ORS 192.660 (2) (d) Labor Negotiations, (e) Property, (h) Legal Rights, and (i) Personnel. No action was taken by the Board during the Executive Session.

ADJOURNMENT Chair Anderson adjourned the Executive Session at 5:38 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 9 A 5
Date January 26, 2009
Approved YES__ NO__
Motion # _____

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
WORK SESSION MEETING MINUTES**

December 8, 2008

ATTENDANCE

Board of Education/Staff (Quorum Present)

Lonny Anderson (Board Chair)
Harry Abel
David Bridgham
Rick Howell
Marcia Jensen
Cherie Mitchell (via conf ph)

Absent: Carol Oelke

Deb Nicholls (Recording Secretary)

Staff/Ex-Officios

Patty Scott (Interim President)
Karl Easttorp
Kat Flores
Linda Kridelbaugh

Valerie Martinez
Ron Olson
Leigh Stiles

Guests

Mike Gaudette
Joelene Guzman

Karen Wall
Rob Wall

CALL TO ORDER

Chair Anderson called the meeting to order at 4:00 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

2007-2008

AUDIT DISCUSSION

2007-2008 AUDIT DISCUSSION

Anderson stated that the objective of the work session was to review the progress on the 2007-2008 Audit and to confirm that it would be completed in January. Interim President Scott requested that the College Auditors, Rob and Karen Wall briefed the Board on the progress.

The Walls reported that the auditing firm had been working hard to complete the 2007-2008 audit and planned to conduct field work throughout this week and next to get as much done by December 19, prior to the College's two-week break.

- The auditors met with the Board on July 28, 2008 and September 8, 2008 providing preliminary overview, presenting excerpts from the audit contract, discussing independence and responsibilities of the auditor as well as the College (employees responsible with capable ability to accept the responsibilities).

- Financial statements
- Adjusting journal entries
- Knowledge and skill at an appropriate technical level to have the understanding to either perform the procedures or to accept them from the College level

Wall reiterated that the audit their firm was currently working on was from July 1, 2007 through June 30, 2008, with their responsibility subsequent to year-end up to the time that the audit report is completed. The key thing he stated was that from July 1, 2007 to date, the College had not had a business manager or anyone in the accounting position with the technical capability to fulfill the responsibilities spelled out in the audit standards and under the audit contract and that ramifications could result. He stated that he previously shared this concern with members of the Board, accounting department, and budget committee members. He encouraged the College to hire someone as soon as possible to fill the position and fulfill the responsibilities that weigh directly on the audit process.

Karen Wall added that their firm felt that the College started its understaffing in the accounting department years ago during the first phase of cut-backs (positions that performed journal entries to prepare for the audit and monitored fixed assets were eliminated). With the understaffing and the absence of a finance director the current staff was not able to do what is necessary to make the complex journal entries and bring the College's financial statements to the position needed by the auditors.

Discussion occurred on the College hiring people for short periods of time to perform preliminary/audit preparatory work. Wall stated that it was not fair to expect that someone could come in for a week or two and bring the whole year together as too many things can be missed when not on campus on a daily basis.

It was noted that due to the understaffing in the business office, the audit process was hampered because the auditors were not provided the information needed in the pre-audit process in order to complete the full audit as well as the College not having the 'technically competent' personnel needed.

Rob Wall indicated that at the September meeting he shared:

- Excerpts from the audit contract
- The College's responsibilities in regard to internal controls over financial matters and having staff that is technically capable of handling what should be handled throughout the whole accounting system

Wall added shared an example of concerns regarding GASB 34/35 entries that Colo handled previously, but were not sufficiently handled this year due to the change in staff. He added that it was important to have personnel in the business office with a high level of accounting skills. He strongly recommended that the College hire a competent person quickly to avoid being in the same position on next year's audit.

Bridgham noted that last year's audit (2006-2007) did not contain any remarks concerning the understaffing. Wall responded stating that while not in the audit report, the understaffing concern was outlined in separate documents and communications his firm had with previous administration in 2006 and 2007.

Walls stated that the auditors inquired several times about the unfilled business manager/CFO position and were informed that the position would be filled in the immediate future (December '07, January '08, March '08 and June '08).

Business Manager Ron Olson shared that former Vice President Sheldon Meyer's plan was for the current staff in the business office to handle the day-to-day business and that a CFO

(someone with heavy financial emphasis) would be hired in the fall to be an integral part of the audit process, bond refinancing, and budgeting. Discussion continued on the CFO position hiring process. The auditors stated that the CFO position was never found to be advertised on the Government Finance Officers Association (GFOA) website, which is generally used to advertise finance officer positions.

Board Budget Committee Chair Mike Gaudette inquired as to what the consequences would be to the College if in fact adjusted financial statements were made post audit or if severe deficiencies were found. The auditors stated all work conducted in order to get an unmodified opinion would be reported as record that they took place and were necessary in order to get to that point. He reiterated that the auditors were independent assessors of the status of the records for the year ending June 30, 2008. In essence, they are the messenger not the judge and jury on what happens as a result of a single audit deficiency. Wall noted that what they report would be accurate, complete and thorough, but that they could not be a judge of what might happen because of their findings.

Wall added that the auditors met with former President Hansen and Meyer for over two hours at which time Wall expressed concern with understaffing in the accounting department. Following Colo's departure in July '07, the auditors called meetings with Hansen and Meyer (July and August '07) and recommended that a business officer be hired as soon as possible or that Colo be hired back on to assist with the pre-audit process. Subsequently, Wall was told not to ever give a recommendation like that to the College, especially not a recommendation regarding staffing or personnel.

Wall stated that he worked with the assumption that when he met with administration and shared areas of concern, that the information would be acted on and shared with the Board of Education. Because of what occurred with previous administration, that process has since been adjusted and the Board is now included in the communications. He stated that areas of concern were communicated to the previous administration through verbal and/or written communications and that the auditors trusted that the information was shared with the Board and that he is only required to note significant deficiencies in the actual report.

Areas of concern noted previously:

- Accounts payable
- Lack of internal control
- Capital/fixed asset inventory
- Lack of an accounting policy/procedures/manual

Discussion occurred on the pre-audit process. Planning and risk assessment was conducted throughout the summer and Wall met with the Board on two occasions. He felt that the Board's Audit Committee would be actively meeting by now, through which status/information on the process would be relayed on a weekly or bi-weekly basis throughout the audit.

Board Member Rick Howell explained that his experience with a pre-audit did not have anything to do with the Board, that it was between the auditor and the business office. He assumed that a pre-audit was not completed as Wall indicated that his firm did not have the necessary information in which to do so. Wall responded stating that he felt that his firm had conducted a pre-audit as they provided Olson with a list of preliminary substantive field work that they conduct during the summer as well as 53-item list containing the items that were needed in order for the auditors to start the audit field work. This year, the auditor went over the 53-item list with Olson and Accounting Technician Leigh Stiles in detail in November (one to two months later than normal). Issues concerning the GASB 34/35 work was mentioned, which has to be completed before the report writing can begin.

The question was raised as to what the penalty or consequence to the College was if the

audit was not filed by December 31st. Wall indicated that following his November 4, 2008 meeting with Scott, Interim Vice President Linda Kridelbaugh, Olson and Stiles, he contacted the Phil Hawkins, Secretary of State Division of Audits, regarding an extension. He added that he mentioned the extension to Hawkins again today during a conversation they had on procedural issues at the College. The extension (January 31, 2009) is requested by submitting a form, that both he and Scott would sign, to the Division of Audit for approval. He noted that he also contacted Mark Neely from CCWD and that Neely indicated he was willing to go along with the extension of January 31, 2009 if Hawkins was in agreement. Wall stated that his firm's goal was to present the audit report to the Board on January 26, 2009.

Scott noted that the College was woefully aware of the need for a comptroller. It was determined that no additional cuts could be made in this year's budget (2008-09) without further reducing staff, but that the position and extra assistance could possibly be budgeted in the next budget cycle starting July 1, 2009 (2009-10 Budget). It was noted that Interim Vice President Kridelbaugh would be in charge of the budget process this year.

The next best steps to move forward in completing the 2007-2008 Audit:

- Possible training with our current staff to increase accounting skills
- New financial reports developed to assist in monitoring the College's financial status
- Wall and Wall could offer additional services and still maintain their independence (e.g., involvement in technical accounting and budgetary training)

Discussion occurred on possible deficiencies in the prior year's budgeting processes. Some deficiencies could be:

- Not completely complying with ORS 294
- Not receiving a complete and full detailed budget document in the form prescribed by Oregon Revised Statutes
- Overestimation of revenues
- Underestimation of expenses

The Board and auditor agreed that progress had been over the past two months to remedy some of these areas of concern.

Wall indicated that due to the staffing transitions in the Business Office, the current staff was not aware that the auditor received a copy of the full budget document two weeks prior to the budget meeting and admitted that he was not proactive in requesting the document due to the instructions he received from previous administration.

Kridelbaugh expressed disappointment that Wall and Wall did not disclose areas of concern in written communications to the Board previously. Abel added that if the Board had followed through with the OSBA report, areas of concern could have been raised in that report. However, when it was squelched, Wall was not able to come to the Board.

The Board clarified that the College auditor was a Board consultant and not hired by the college president and that the previous administration should have communicated the auditor's concerns/deficiencies/recommendations to the Board. Therefore, regardless of what the president indicates, the president has no authority to terminate the contract between the auditor and the College.

Regarding the current audit, Wall stated that there would be some findings coming that will be developed by his firm to collect the College's perspectives on, which could include corrective actions. He requested advice on who the Board wanted the auditors to work with on findings or questions (e.g., Finance Audit Committee, Kridelbaugh, Scott, etc.). It was requested that the Finance Committee be included in any communications, but that the

president and the business office coordinate with the auditors and that a process be identified. The vision is to hold quarterly meetings that the Finance Audit Committee would attend to listen to communications on the progress and then the Committee would report that progress back to the full Board. It was clarified that the Committee consisted of two Board members (Jensen and Abel), two members of the Board Budget Committee (Chair Gaudette and Kathleen Mickelson), and key personnel.

Progress on College Financial Policies

Scott shared the progress on the OSBA findings regarding financial policies. She suggested that the Board defer action on hiring OSBA to review the financial operations of the College due to the work that being conducted on policies, etc. It was noted that such a review would be an additional expense to the College and it would take personnel away from what is needed to complete the audit, which is a priority at this time. Anderson requested that discussion/update occur on this issue at the January Board meeting.

Discussion also occurred regarding assistance being offered by other community colleges as they are aware of the difficulties that the College is experiencing.

ADJOURNMENT

Chair Anderson adjourned the meeting at 4:52 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

GOULD LAW FIRM, P.C.

ATTORNEYS AT LAW
243 W. COMMERCIAL
P.O. BOX 29
COOS BAY, OREGON
97420

Roger Gould, OSB# 72104
Adam Gould, OSB# 02315
Pam Cardwell, Legal Asst.

Phone: (541) 269-5566
Fax: (541) 269-0670
E-mail: rwgould@gte.net

November 25, 2008

SOUTHWESTERN
DEC 01 2008
President's Office

Patty Scott
Interim President
Southwestern Oregon Community College
1988 Newmark
Coos Bay, OR 97420

Dear Patty,

This is to advise you that I hereby resign my position as legal counsel for Southwestern Oregon Community College, effective immediately. There are currently no legal matters pending that require immediate action by legal counsel for the College. I will be available to discuss any open files with the College's new counsel.

Very truly yours,



Exhibit # 11 A
Date January 26, 2009
Approved YES___ NO___
Motion #

**Southwestern Oregon Community College District
Board of Education**

Prepared by: Linda Kridelbaugh, Interim Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Increase the Oregon Coast Culinary Institution (OCCI) tuition from \$19,500 to \$23,000 for the entire program for the cohorts starting in fall 2009.

DISCUSSION / HISTORY

The last change in tuition occurred for the 2005-2006 academic year. If approved, OCCI will still be less than the competitor schools.

TIMING

These changes will become effective fall 2009. Announcement of these modifications at this time will assure that student publications and billings are correct at the time of registration and avoid the need for a corrected billing at a later date.

BUDGET IMPACT

It is projected this increase will result in \$144,000 additional revenue for 80 students. This increase will give the OCCI enterprise ample money for maintenance and other expenses that are increasing, such as utilities and food.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the increase in OCCI tuition for the fall 2009 cohort to \$23,000.

Exhibit # 11 B
 Date January 26, 2009
 Approved YES NO
 Motion # _____

**Southwestern Oregon Community College District
 Board of Education**

Prepared by: Linda Kridelbaugh, Interim Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Increase student housing rates by approximately 6% due to the increase in the cost of living for the 09-10 academic year.

DISCUSSION / HISTORY

The last change in rates occurred January 23, 2006, for the 2006-2007 academic year.

The meal plan is approximately one-fourth of the total housing costs. The contract with Premier Services increases the meal plan costs by 3.5% each year automatically.

The recommended rates for 2009-2010 are:

	Current 2008-2009 Rates				Proposed 2009-2010 Rates			
Private	Fall	Winter	Spring	Total	Fall	Winter	Spring	Total
5 per week	2,755	2,030	1,375	6,160	2,920	2,150	1,460	6,530
Flex Plan	2,755	2,030	1,375	6,160	2,920	2,150	1,460	6,530
19 per week	2,850	2,125	1,470	6,445	3,020	2,250	1,560	6,830
Double								
5 per week	2,290	1,660	1,075	5,025	2,430	1,760	1,140	5,330
Flex Plan	2,290	1,660	1,075	5,025	2,430	1,760	1,140	5,330
19 per week	3,385	1,755	1,170	5,310	2,530	1,860	1,240	5,630

Summer School rates: Single - \$125/week (no meal plan), Double - \$75/week (no meal plan)

TIMING

These changes will become effective summer 2009. Announcement of these modifications at this time will assure that student publications and billings are correct at the time of registration and avoid the need for a corrected billing at a later date.

BUDGET IMPACT

It is projected this increase will result in \$121,000 additional revenue. This increase will give the student housing enterprise ample money for housing maintenance and other expenses that are increasing, such as utilities and food service.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the increase in student housing rates for the 2009-2010 academic year.

Exhibit # 11 C
Date January 26, 2009
Approved YES ___ NO ___
Motion # _____

**Southwestern Oregon Community College District
Board of Education**

Prepared by: Mary Jane Fisher, Director, Extended Services, Coos County Library Service District

ACTION UNDER CONSIDERATION

Accept a grant in the amount of \$6,044 from the Oregon State Library for the *Ready to Read Grant*.

HISTORY/ DISCUSSION

The Library District contracts with Southwestern Oregon Community College to provide county wide cooperative library services. These services are provided through the Extended Services Office located on the third floor of Tioga hall on the Southwestern campus. Southwestern has been providing these services to the District for the last twenty-nine years.

The Extended Services office has received a \$6,044 grant to improve public library services to children. The *Ready to Read Grant* program was established by the 1993 Oregon Legislature and is administered by the Oregon State Library. The *Ready to Read Grant* was established to assist local libraries in helping to achieve the Oregon Benchmarks for childhood learning and development.

This year a portion of the grant funds will be used to continue the support of early literacy services for children ages 0-5. The funds will pay for the purchase of early literacy material to augment public library collections including books, audio books, music, educational toys/games and computer software as well as incentives for early literacy programs and promotional materials including giveaway books, bookmarks and brochures. The remainder of the funds will be used to enhance and expand Dora Public Library's summer reading program by allowing them to have two programs each week, one for grades K-3 and a second for grades 4-7.

TIMING

This grant budget period begins January 1, 2009 and ends December 31, 2009.

BUDGET IMPACT

There is no impact to the general fund budget.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of \$6,044 from the Oregon State Library in accordance with Administrative Policy #3.006, External Funding, Grants and Contracts and authorizes the adjustments to the Special Project Fund budget.

**Southwestern Oregon Community College District
Board of Education
Student Services and Enrollment Management Report**

Submitted by: Patty Scott, Interim President

Service Learning

- Julia Rose assisted Ron Bell's students in coordinating a benefit concert for Oregon Coast Community Action as a service-learning project. The concert took place on December 12, and raised approximately \$300!
- Julia Rose received a \$1000 grant for activities related to MLK Day 2009.
- Collaborated with Student Activities, The Human Rights Advocates of Coos County, and the RSVP program to plan MLK Day activities. These will include the second annual Hunger Banquet, which will benefit the Bay Area Senior Center, two service projects through partnerships with RSVP, the Bay Area Senior Center, and Habitat for Humanity, and speaker Byron Motley. The campus is partnering with The Human Rights Advocates of Coos County for marketing/ promotion, and will provide transportation for students to the celebration at the Egyptian on January 19.

Rec Center

- The Recreation Center remained open during the Winter Break to serve people of the community, staff, and faculty. The New Year begins with some exciting programs, including the Intramural Basketball League. Also new to the Recreation Center is a bistro in the main lobby. The bistro currently is open Monday through Friday and serves many selections of beverages and food, including coffees, teas, sandwiches, and fruit.

Educational Support Programs and Services (ESPS)

- Advised and registered students from Dec. 14-19. In addition ESPS was open January 2 and 3rd to advise and register students. Numbers are not final at this time but by all indications retention is high from fall to winter term.
- ESPS continues to operate at a high rate of efficiency to provide the level of quality the students expect and deserve despite being understaffed and under resourced.
- ESPS staff met and discussed the board's values and gave input to the VP of Instruction.
- ESPS is responding to the economic downturn by working with partner agencies to provide services to dislocated workers.

Enrollment Management

- FTE for fall term ended with an approximate 6% increase over the previous fall.
- Winter term 09 FTE is showing an approximate 5% increase over last winter as of the end of the first week of classes.
- Applications for admission for fall of 2009 for both Southwestern and OCCI are up at this time along with inquiries for the fall of 2009.

- Winter term housing numbers look to be steady at 360 residents. This is an increase from 313 winter term 08.
- Inquiry follow-up and direct mail campaigns are well under way and will continue through-out the winter, spring and summer.
- Planning and implementation for Spring Preview Weekend and Graduation are on-going as well.

Student First Stop Center

- Academic standing student numbers for **Fall Term 2008:**

Dean's List (3.0 – 3.49 GPA)	204
Honor Roll (3.5 – 3.99 GPA)	193
Academic Excellence (4.0 GPA)	95
Notification (1 st term below 2.0 GPA)	251
Probation (2 nd term below 2.0 GPA)	49
Suspension (3 rd term below 2.0 GPA)	21
- Academic standing student numbers for **Fall Term 2007:**

Dean's List (3.0 – 3.49 GPA)	213
Honor Roll (3.5 – 3.99 GPA)	141
Academic Excellence (4.0 GPA)	91
Notification (1 st term below 2.0 GPA)	239
Probation (2 nd term below 2.0 GPA)	49
Suspension (3 rd term below 2.0 GPA)	23
- Academic standing student numbers for **Fall Term 2006:**

Dean's List (3.0 – 3.49 GPA)	184
Honor Roll (3.5 – 3.99 GPA)	116
Academic Excellence (4.0 GPA)	83
Notification (1 st term below 2.0 GPA)	252
Probation (2 nd term below 2.0 GPA)	61
Suspension (3 rd term below 2.0 GPA)	21

Financial Aid

- Financial aid is getting ready for College Goal Oregon on January 24th on the Southwestern campus. Applications for Financial Aid continue to increase dramatically. Over 80 applications were received during the 2-week break.

Student Activities and ASG

- Coordinated with Human Rights Advocates of Coos County to develop a week long celebration of Martin Luther King Jr.
- Three Comedians performed for students during finals week.
- Coordinated with Student Support Services, Housing, Rec Center, and Admissions to create a new student orientation and welcome back week.
- Spirit Days are planned for February 6 and 7th
- Drew Jones, ASG President, attended the OCCSA Board Meeting where they are working to combine the energy and effort of all the community college student governments to attack issues and needs of the students.

- Student Government and Ambassadors raised over 500lbs of food and \$1500 ORCCA.
- Co-sponsored the Salmonpeople presentation at Marshfield, held January 18th.

Educational Talent Search and Upward Bound

- **Talent Search-Central:** Talent Search completed the annual report in November and for the 2007/2008 year met all the required objectives. The final count was 602 students served in Coos Bay/North Bend middle and high schools: 67.9% were both first generation and low-income (66% required); 80.1% of our seniors completed financial aid applications (80% required); 96% of our seniors completed a college application (80%) required); and 77% of our seniors enrolled in post secondary education (65% required). We will be awarded full participation points.
Talent Search Central, Upward Bound, SOCC and all SOCC region high schools co-sponsored College 101. We had nearly 500 high schools juniors attend SOCC simulated classes. More than 20 SOCC instructors volunteer their time to share with these juniors what to expect in college. Unfortunately due to hazardous weather several of our schools were unable to attend.
- **Talent Search Satellite:** Talent Search completed the annual report in November and for the 2007/2008 year met all the required objectives. The final count was 601 students served in our satellite areas: 71.3% of our students were both first generation and low-income (66% required); 83.2% of our seniors completed financial aid applications (80% required); 93.4% of our seniors completed a college application (80%) required); 75.9% of our seniors enrolled in post secondary education (65% required). We will be awarded full participation points
- **Upward Bound** is in the process of completing the 2007/2008 annual report and the initial findings indicate we will meet all our objectives. Upward Bound served the 50 students required by the grant and 76% of our students were low income and first generation (66% required). Of the 16 graduating seniors, 87.5% enrolled in post secondary education (70% required). Of the 2007 graduates that enrolled in college following high school, 57% were enrolled fall term 2008 (55% required). Of the 2006 graduates that enrolled in college following graduation, 66.6% remained enrolled fall 2008 with 1 student having obtained his Associates degree (55% required). Eighty-one percent of all graduating seniors had met their state assessments in both Reading and Language Arts and Math (60% required) and 94.1% of all 9th, 10th and 11th graders continued in Upward Bound at the beginning of the 2008/2009 school year (75% required). We will be awarded full participation points.

**Southwestern Oregon Community College District
Board of Education
Administrative Services Report**

Submitted by: Linda Kridelbaugh, Interim Vice President of Administrative Services

The months of November and December initiated and finalized activity in Administrative Services to include:

Administrative Services

- Completed budget tree for reporting structure
- Submitted new procedure, *Procedure Revision, Creation, and Deletion*, to the Strategic Planning Council for first review. Also submitted eight IT procedures for revision.
- Met with Wendy Abel and Karina Smith to discuss clubs on campus and insurance requirements
- Attended annual Economic Outlook Forum
- Attended Board policy meeting
- Submitted OSBA progress report
- Discussed additional Newmark space options with Mary Schoen-Clark of ORCCA
- Submitted final outcomes for accreditation to Robin Bunnell
- Received resignation from Roger Gould
- Performed ergonomics evaluation of employee workstation
- Attended Perkins grant meeting
- Attended Student Housing audit review with Jeff Whitey and Patty Scott
- Met with Patty Scott, Karl Easttorp, and Kate Bruner regarding public relations procedures as Rick Osborne is no longer at the college
- Worked on campus closure procedure
- Resolutions for OCCI tuition, Student Housing rates, and fees and tuition

Business Office (detail attached)

- Audit activities continue
- Preparation for the 2009/2010 budget is underway

Physical Plant/Grounds

- Performed monthly HVAC service to Dellwood Hall
- Put items in storage in Dellwood
- Replaced locks in Dellwood 11
- Moved two offices in Dellwood
- Sanded equipment in Family Center playground
- Installed mini blinds in Family Center office
- Prepared for yearly certification inspection of Family Center
- Installed fire extinguisher in Family Center
- Replaced door in Fire Tower
- Performed winter tire changeover for Maintenance vehicles
- Performed office moves in Newmark Center
- Repaired shot clock in Prosper

Bookstore

- Completed buy-back during finals week, purchasing 1,179 books back from students.
- The eFollett site for on-line ordering opened on December 15.

Campus Security

- Jeff Whitey, Linda Kridelbaugh, Patty Scott, Joe Thomas, Dave McKinney, and Captains Gary McCullough and Cal Mitts from Coos Bay Police Department had an amicable, productive meeting in early December

Athletics

Men's Basketball

The men's basketball team ended pre-season with 5 wins and 11 losses. They played their first league game away and lost, making the start to their standings 0-1.

Women's Basketball

The women's basketball team ended pre-season with 5 wins and 8 losses. They played their first league game away and lost, making the start to their standings 0-1.

Wrestling

The wrestling team is halfway through their season and has won 2 duals and lost 2. They are ranked 9th in the country and have 2 students that are ranked 2nd in the country.

There are no other sports competing at this time.

Mail & Print Services

- Handled 38,817 pieces of mail and parcels of which student mail consisted of 1,962. In just a few days, the students received 112 parcels. Pieces forwarded or returned totaled 1,191.
- Made 127,880 copies plus all the bindery services that were needed to complete each work order
- Copiers served by MPS totaled 51,370

Student Housing

- Early winter term 2009 reservations are at 362 students. This number is expected to fluctuate with some students not returning from break. Following the fall term record occupancy, winter term will set a record occupancy since opening in 1997. The record high was last year's beginning winter term occupancy of 313 students.
- Julia Rose finished her position as the Vista volunteer and has accepted a temporary contract as the third Resident Director. Julia will be taking over the coordination of the Elderhostel responsibilities from the Community Education office for summer 2009. Julia will live on campus as do the other Resident Directors.

Human Resources

- Working on Web – Time Entry/Leave Request online through Web Advisor to be piloted using the Classified staff timesheet – April, 2009
- Classified/Faculty Negotiations
- Updating all FMLA (Federal Family Medical Leave) required forms and information with changes in new regulations that take effect January 16, 2009
- Updating all information associated with ADAA (American with Disabilities Amendments Act)

**SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT
BOARD OF EDUCATION**

INFORMATION ONLY

Prepared by: Carole Howland, Human Resources Director

Information: College Hiring Update

NEW HIRES: The following staff members have been hired or moved since the last Board of Education meeting:	Faculty		MASSC		Classified	
	FT	PT	FT	PT	FT	PT
Kristen Crusoe, Nursing Instructor (Tenure Track)	GF					
Woojay Poynter, Visiting Baking & Pastry Instructor	EF					

Information: College Recruiting Update

OPEN POSITIONS: The College is currently in the screening or interviewing process for the following positions:	Faculty		MASSC		Classified	
	FT	PT	FT	PT	FT	PT
Equipment & Supplies Attendant						GF
Educare Teacher Assistant						SP
Compensation & Benefits Coordinator			GF			

KEY: GF=General Fund
*Contingent on funding

*SP=Special Projects

AF=Auxiliary Fund

*EF=Enterprise Fund

**Southwestern Oregon Community College District
Board of Education
Office of Instruction Report**

Submitted by: Valerie Martinez, Vice President of Instruction

Strategic Initiatives

Goal 1: Leadership

- CARE Connections held the Lifespan Respite Advisory meeting with community partners in November. Featured guest was Beverly Segner to discuss the progress on the Met Life Caregiver Training grant. CARE Connection holds the state contracts for resource and referral for childcare and Lifespan Respite Services.

Goal 2: Student Access

- eLearning: Winter term 2009, 89 classes are fully online with another 38 offered as hybrid or web enhanced. Winter term 2009 Student FTE for eLearning classes is 79.366. Compared to Winter term 2008, 70.5 SFTE and Fall 2008, 68.4 SFTE.

Goal 3: Education Programs and Experiences

- The Childhood Education & Family Studies program hosted a Summit on *Growing the Profession* of Early Childhood Education. The Summit was one in a series of eight that are being held throughout Oregon. SOCC was chosen because of the strong programming and commitment we have to Early Childhood Education and the development of future teachers of young children. The Summit was attended by Family Center and South Coast Head Start staff, students and home child care providers.
- On December 3rd, a Community Based Job Training Grant application in the amount of \$1,998,518 was submitted to the U.S. Department of Labor to enhance workforce training in welding and metal works for the region. News regarding the status of this grant application will be available April 2009.
- Winter 2009 Community Education Registration is underway after the holidays. With increased community interest in new classes and old favorites. We have full classes in Authentic Indian Cuisine, Stretch & Tone with Tony and Yoga for Health.

- The students in ENGR*111, Engineering Orientation, tested their design projects out on the soccer field on December 10, 2008. The project was to design, build and test a tennis ball launcher, which was to be modeled after a catapult or trebuchet. The design project typically varies from year to year.

The trebuchet of the winning team hurled a tennis ball a total distance of 50 yards and 1 foot by means of a 70-pound counterweight which was allowed to drop only a distance of about 5 feet.

An image of the competition, which appeared in the winter 2009 edition of the Southwebster, is provided below:



Goal 4: Physical, Fiscal and ITS Resources

Goal 5: Employees

Goal 6: Collaborative Relationships

- The Pathways of Positive Parenting Project, coordinated by Kathy Barber, was invited by the Ford Family Foundation to receive an additional \$36,000 to increase parenting services in Curry County. This invitation came as recognition of the excellent collaborative work that Kathy and the SOCC Childhood Education & Family Studies team has accomplished in Curry County within the past year.
- On December 12th, the College's Office of Community, Business and Workforce Development staff, in conjunction with the Bay Area Chamber of Commerce and U.S. Bank, hosted the 16th annual Economic Outlook Forum. Approximately 120 participants attended. Once again, former US Bank economist, John Mitchell, delivered the keynote address.

- On December 30th, the Executive Director of the Office of Community, Business and Workforce Development participated in allocating Employer Workforce Training Funds to eight regional companies in conjunction with the Regional Workforce Investment Board. Over \$93,000 was allocated for employee training that will occur over the next year.
- The biggest priority for the Retired Seniors Volunteer Program (RSVP) is the second year of a three year grant for The Corporation for National and Community Service due by January 20th, 2009. Researching areas of funding as in grant and fund raising events. RSVP Director submitted a letter of support for the grant that Julia Rose wrote for Martin Luther King Day. A \$1,000 grant has been received that will be used for a project at The Bay Area Senior Center. We are excited about this as a great opportunity and will require 100 volunteers.
- In December 2008, RSVP staff distributed the Presidential Awards for hours of service at the Bandon Senior Center. RSVP Volunteers receive awards for the following: Gold is 500 or more hours, Silver is 250-499 hours and Bronze is for 100-249 hours of volunteering in a year period. The balance of the awards will be distributed in February 2009 at other senior centers throughout the county.
- In 2008, the Business Development Center served 219 businesses through one-on-one counseling and had 315 participants in training events. Client reported impacts as a result of assistance received were 46 jobs created, 66 jobs retained, 16 businesses started and loans invested in client businesses of \$1,513,700.
- On December 30th, The World newspaper ran a front page article about PEG Broadcasting, a tenant in the business incubator. Services provided by the Business Development Center were highlighted.
- Former U.S. Congressman and Oregon Legislator, Les AuCoin spoke at the Hales Center for the Performing Arts on January 16th sponsored by the Arts and Lectures Committee. Many members of the College community became acquainted with Les AuCoin's insights into state and national politics by listening to his commentaries on Jefferson Public Radio during the years 2002 through 2004. Mr. AuCoin gave a commentary on the incoming Obama administration, the outgoing Bush administration and the political landscape in which we find ourselves as a nation.

**Southwestern Oregon Community College
Board of Education
Integrated Technology and Research Report**

Prepared by: Kat Flores, Director of Integrated Technology Services

Instructional Research – Robin Bunnell:

- Attended TracDat Training – Strategic Planning, Outcomes, Assessment, Accreditation tracking software purchased with Title III Funds
- Attended FRx training and produced many reports
- Accreditation webpage content preparation for end of Fall rollout – site is live and updated
- Outcomes development and preparation – Instructional and Administrative
- Submitted Title III Annual Performance Report – all objectives for Grant Year 2 were achieved
- Data warehouse: configure new student and enrollment reports; archived from 1997-98 to present
- Responded to numerous HelpBox and ad-hoc data requests

Instructional Computer Labs and Media Services – Carl Gerisch:

- Moved computer lab aides to areas will help create easier access for student support
- Mary Graham is now Nursing Lab Technician and really enjoys her new job

Systems, Security, and Telecommunication – Rocky Lavoie:

- 1098's made available in WebAdvisor
- SAN in production – iSCSI (fast) connection to servers
- FRx financial software online
- HP-UX UNIX patches and upgrades installed
- EZ Spooler, or Colleague printing software, updated
- Campus closure information phone (888-1503) procedure in place
- UPS maintenance preformed
- Emergency notification system tested
- Updated ITS emergency planning procedures
- Spam filters firmware updated

Colleague Programming, Training and Support – Cari Friesen and Dawn Richardson:

- Researched, tested, and applied Software Updates weekly to keep the Colleague system up to date
- Completed payroll checks for laser printing
- Completed changes in AAI (Admissions Application Interface), moved to production for user final test
- Attended training on new FRx (Financial Reporting) software

- Installed Colleague Studio for participation in Beta Trial 4 (Colleague programming software)
- Researched and implemented changes to WebAdvisor Ids and which students are automatically assigned a login.
- Addressed issues with National Student Clearinghouse data extraction procedures
- Installed and testing UI version 2.3
- Addressed issues with security and access in Colleague
- Troubleshoot, repair and tested EDI (electronic transcripts) issues.
- Provided support to Distance Learning, Transcript Evaluator, Business Office, Counseling and Testing
- Assisting Human Resources with the documentation and revision of payroll processes
- Building budget “tree” for budget management process

Web Systems – Pat Davidson:

- Launched new Accreditation site website
- Changed the Dashboard website to Institutional Effectiveness (IE)
- Had second meetings with new Web Prioritization committee & Web Structuring committee
- Continued work on the new SOCC redesign project
- Supervised student worker assisting me with SOCC redesign
- Winter term website updates
- Changes to Bruce Locker & Ron Metzger’s faculty websites
- Changes to the SOCC Student Journal pages. Update students and give access
- Met with Mike Turner on developing a Music Department website
- Developing a faculty website for Cathy Meier
- Athletic website changes for fall/winter sports
- Updates to the South Coast Writers Conference website

**Southwestern Oregon Community College District
Board of Education
Curry Program Report**

Prepared by: Janet Pretti, Interim Curry Dean

In keeping with the Curry Mission Statement -**The Curry County Program is dedicated to providing quality lifelong learning opportunities for Curry students, inspiring them to reach for and achieve their goals**, the Curry program continues to make progress towards its 2008/2009 unit outcomes.

1) Provide quality curriculum and student services that will engage students in learning

- The Curry program held their first Transfer Workshop on November 18, 2008. Ten students and one parent attended the workshop, directed by Curry Advisor Michelle Benoit, who was joined by University Center Director Randall Radcliff and Curry Interim Dean Janet Pretti in providing students with important information for getting started on the transfer process and the many options available.
- On November 8, our Fall student retention activity, Rock n' Bowl was held at Azalea Lanes. 57 students, staff attended. A fun time was had by all and pictures are posted on our webpage. Mary Whitaker coordinated the event.

2) Improve and encourage collaboration between students, staff and faculty with their peers on Coos Campus

- Aleta Mankamyer has been working hard to get the most out of our IPTV connectivity. She has arranged with Cap Sharples to switch his HD 105 Finding Funding through Scholarship class to a room that can broadcast to Curry and Marta Wozniak has offered to broadcast her WR 90 class broadcast to Coos Bay to serve the students in Coos Bay who are on waiting lists while our class has room. In the end finalization of these options were completed too late to effectively notify students ... but next time everything will be in place prior to the beginning of student registration.
- IPTV is making it possible for Curry staff to actively participate with committee's on campus. Michelle Benoit is serving on the Enrollment Student Services Leadership Team and Aleta Mankamyer is serving on the Marketing and Safety Committees.

3) Improve outreach and connections to Curry County Communities

- The Curry Program was dealt an unexpected blow in November when Jim Bouley, our long time Curry BDC Counselor passed away. On December 9th, Janet Pretti and Arlene Soto met with community members in Brookings, Gold Beach and Port Orford to reintroduce BDC services, and get input on how to reconfigure BDC services in Curry. As a result of the meetings, all three cities will begin distributing information on the BDC services with their paperwork for business licenses and a core group of interested folks have been identified to act in an advisory capacity for SOCC BDC services and business classes.

- Karim Shumaker began an email notification list as a way of getting the word out for our Port Orford Art lecture series. But it has morphed into a notification method for all the North County classes. Attendance in the watercolor class doubled from previous terms and a basic computer class that was cancelled in fall has sufficient numbers to go winter. 8 people attended our first ever Bird Identification class, 7 as a result of the email reminders.
- Karim Shumaker as been asked to serve on the Port Orford Ocean Resource Team board. POORT's marine reserve proposal was approved to move forward as a pilot project by the Ocean Policy Advisory Committee in November. Karim's presence on their board will facilitate college and POORT collaborations on this important initiative and other POORT projects.
- Aleta Mankamyer and Janet Pretti met with Tim Hoone and Rick Hizer from the Del Norte Workforce Center in Crescent City on the Hospitality 101 project on January 13. 125 Curry students are projected to be served by this joint project with College of the Redwoods and other partners from Port Orford to Klamath, California. Advertisements to recruit instructors will go out shortly with the first classes to be held in March.

4) Improve and maintain safe, welcoming college facilities and strong community partnerships for access to off-site facilities for academic and community education classes

- The Brookings staff has been working hard to rethink our current facility to accommodate growing class sizes and resolve frustrating workspace issues. After intense pre-planning (diligently kept on track by Stacy Bergstedt) and with the much appreciate assistance from maintenance (Rob Thompson and Donny Wright) and IT (Rocky Lavoie and Brian Parker) the front office space and cubicles spaces were reorganized on December 17th. Students no longer partially sit in the corridor while being advised; safety and FERPA needs were addressed; Curry and visiting staff have improved workspaces; there is now an area of the lobby for a transfer and college information center; and both campus teams left fully loaded with unneeded furniture and equipment. We are now focusing on low/no cost ways to improve classrooms and maximize use and efficiency of other areas of the building.

**Southwestern Oregon Community College District
Board of Education
Foundation Report**

Submitted by: Marie Simonds, Foundation Executive Director

Foundation

- Completed and mailed first annual winter direct mail campaign to Foundation constituents to raise money for student scholarships. The Foundation has received \$12,000 from 23 donor gifts and an additional \$125 per month from employee donations – four new donors and five employees who have increased their donations.
- Received notification of \$15,000 grant application awarded by the Gordon Elwood Foundation for Curry County workforce training scholarship funding to the Southwestern Foundation.
- Established two new scholarships for students: Wonderful Professor Scholarship and the Doris Bauer Memorial Scholarship.
- Foundation scholarship applications and scholarship listing was sent to all in-district high schools.