

# Southwestern Oregon Community College

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

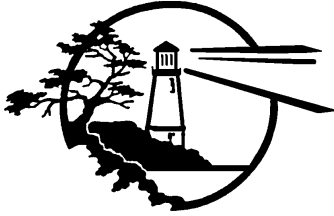
*“Southwestern leads and inspires lifelong learning.”*

## **Board of Education**

### **Regular Meeting**

**Monday, February 25, 2008, 6:00 p.m.**





# Southwestern Oregon Community College

Board Clerk: Judith Hansen  
Campus Contact: Deb Nicholls (541) 888-7400, [dnicholls@socc.edu](mailto: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, February 25, 2008, 6:00 p.m.

### REVISED AGENDA –

### Action Items



1. CALL TO ORDER  
*Chair Anderson*
2. AGENDA CHANGES  
\* Added Items     ~~Deleted Items~~
3. INTRODUCTIONS/PRESENTATIONS
  - A. Employee Introductions
    - ~~Cindy Beek, Bus Driver~~
    - Ron Olson, Business Office Director  
*Presenter: Kat Flores*
    - Janet Basney, Family Liaison  
*Presenter: Blake Bowers*
    - Jacquelyn Hansford, Adult Learning Skills Program Resource Assistant  
*Presenter: Hannah Abraham-Shea*
    - Jan Roberson, Library Technician  
*Presenter: Bruce Locker*
4. STUDENT REPORT
  - A. Associated Student Government  
*Presenter: John Sutton*
  - B. NWAACC (Northwest Athletic Association of Community Colleges) Student Scholars  
*Presenter: John Speasl*
5. BOARD REPORTS/INFORMATION
  - A. Master Plan Draft Proposal  
*Presenter: Mike Crow, Crow/Clay and Associates*
  - B. Important Dates/Items
    - 03/10/08, 5:00 p.m., Foundation Consultant Interview – The Collins Group – Tioga 505
    - 03/11/08, 5:00 p.m., Foundation Consultant Interview – Ketchum – Tioga 505
    - 03/17/08, 5:00 p.m., Executive Session – Tioga 505
    - 03/17/08, 6:00 p.m., Regular Board Meeting – Tioga 505
    - 04/05-08/09, AACC Convention – Philadelphia, PA
    - 04/18/08, 11:00 a.m., OCCA Student Scholar Recognition – Salem, Governor’s Ceremonial Office
    - 04/18/08, 12:00 p.m., OCCA Student Scholar Luncheon – Salem
    - 04/28/08, 5:00 p.m., Executive Session – Tioga 505
    - 04/28/08, 6:00 p.m., Regular Board Meeting – Tioga 505
    - 05/12/08, 6:00 p.m., Board Budget Committee Meeting – Tioga 505
    - 05/17/08, 6:00 p.m., Employee Recognition Dinner – Recreation Center
    - 10/29/08-11/01/08, ACCT Annual Leadership Congress, New York
  - C. Board Community Service
  - D. OCCA Report  
*Presenter: Cherie Mitchell*

- E. National Legislative Summit Report  
*Presenter: Lonny Anderson*
- 6. COLLEGE REPORTS
  - A. ~~South Coast Writer's Workshop~~  
*Presenter: Janet Prett*
  - B. Forty-Sixth Anniversary Celebration  
*Presenter: Marie Simonds*
  - C. New Distance Nursing Programming  
*Presenters: Barbara Davey, Blake Bowers and Susan Walker*
  - D. Travel Writer's Conference  
*Presenter: Rick Osborn*
  - E. Strategic Plan  
*Presenter: Judith Hansen*
  - \* G. Financial Report  
*Presenter: Ron Olson*

7. CONSENT AGENDA

- A. Minutes
  - January 28, 2008 Executive Session
  - January 28, 2008 Regular Meeting
- B. Ready to Read Grant



8. OLD BUSINESS

9. NEW BUSINESS

- A. Faculty Bargaining Agreement
- B. Budget Committee Appointments
- C. 2008-09 Tuition and Fees Discussion
- \* D. City of Coos Bay Working Relationship



10. PUBLIC COMMENT

11. EX-OFFICIO REPORTS

- A. Foundation  
*Presenter: Carol Oelke*
- B. Classified Union  
*Presenter: Wayne Chandler*
- C. Faculty Senate  
*Presenter: Bob Fields*
- D. Faculty Union  
*Presenter: Tim Dailey*
- E. Exempt  
*Presenter: Sharon Smith*

12. INFORMATION/ADMINISTRATIVE REPORTS

- A. Unit Reports
  - Administrative Services
  - Adult Learning Skills
  - Communications
  - Curry County
  - Foundation
  - Human Resources
  - Instructional Services
  - Integrated Technology Services
  - Resource Development
  - Student Services
  - Workforce Development

13. ADJOURNMENT

*Chair Anderson*

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 by 9:00 p.m. unless a motion to continue the meeting is made and approved by a majority vote of the members present.

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

## **STRATEGIC PLAN 2007-2010**

*Approved by the BofE on 04/23/07  
Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08*

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN**

## ***VISION STATEMENT***

*Southwestern leads and inspires lifelong learning.*

## ***MISSION STATEMENT***

*Southwestern provides quality learning opportunities.*

*Progress: Complete. A New Mission Statement was developed at the October Board Retreat following faculty and staff discussion, and approved at the October Board meeting.*

## ***CORE VALUES***

*Quality  
Access and Opportunity  
Teaching and Learning  
Innovative Change*

*Student Satisfaction  
Sense of Community  
Social Responsibility*

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

**Goal 1:** College governance through strong Board of Education and Administration *leadership* provides the vision and structure for long term college sustainability and growth.

### Goal: Leadership

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. Assure administrative pursuit of the Strategic Plan and planning process	1. Schedule of strategic planning workshops and presentation of Strategic Plan to the Board by the President. <i>Progress: Complete. Budget and Planning calendar was distributed at the October Board meeting and distributed campus wide on November 6, 2007.</i>	\$300
2. Assure strong Board leadership	2.a. Annual review of Board Policies. <i>Progress: Complete. Board reviewed Mission Statement and Board Policy Governance at October Board Retreat. The Board will discuss policy governance models throughout the year.</i> 2.b. Evaluate President with self-evaluation of Board <i>Progress: President's evaluation committee appointed at the July Board meeting <u>completed</u> January 21, 2008. Board self-evaluation was completed at the October Retreat.</i>	\$15,000
<b>2008-2009</b>		
1. Assure continued formal/informal update of College Strategic Plan that provides evidence of strategic pursuit	1.a. Summarize Strategic Plan goal/strategy goals in monthly Board agenda 1.b. Develop a strategic plan for each Department and Program/Monthly Report through 08/09	\$300
2. Approve and distribute Master Plan	2. Master Plan distributed to community through forums	\$15,000
<b>2009-2010</b>		
1. Assure continued formal and informal update of College Strategic Plan that require evidence of goal pursuit	1.a. Summarize Strategic Plan goal/strategy goals in monthly Board agenda 1.b. Summarize Departmental Strategic Plan/report goals monthly from	\$300
2. Assure global learning initiatives	2. Annual plan for cultural awareness and global learning	\$15,000

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

**Goal 2: *Student access*** to quality teaching and learning opportunities opens pathways to dreams.

**Goal: Students**

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. Develop and implement marketing plan	1. Increase student access and satisfaction of services and facilities by 2% <i>Responsibility: Enrollment Management and Student Enrollment Committees</i> <i>Progress: Complete. CCSSE Survey documented over 2% gain in student perception of services in all areas over the previous year. Enrollment for summer and fall terms exceeded 2% increase in enrollment. Enrollment Management Committee has identified the CCSSE Survey measurement as a Dashboard measurement for student access. Benchmarks were set with the first CCSSE report four years ago. <u>CCSSE test dates set for March 2008.</u></i>	\$50,000
2. Develop action plan to increase awareness of internal and external barriers to students	2. Enrollment Management Committee and Enrollment and Student Service Leadership Team presents plan to Vision Group for FY07 implementation <i>Responsibility: Enrollment Management Committee and Enrollment and Student Service Leadership Team</i> <i>Progress: Complete. Enrollment Management Committee and Enrollment and Student Service Leadership Team presented to the Vision Group in December.</i>	\$5,000
<b>2008-2009</b>		
1. Implement action plan to reduce internal and external barriers to students	1. Increase retention of students by 3% <i>Responsibility: Enrollment Management Committee and Enrollment and Student Service Leadership Team</i>	\$10,000
2. Assess and refine the marketing plan	2. Increase enrollment by 3% <i>Responsibility: Student Enrollment Committee</i>	\$5,000-\$100,000

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Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

**Goal 2: Students Cont'd**

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2009-2010</b>		
1. Increase diversity of Student Service staff	1. Add one-two people of color to staff to reflect growing student population of students of color <i>Responsibility:</i> Managers, Human Resources	\$5,000
2. One-card system for student and staff use	2. Increase accessibility to campus services by 2%. <i>Responsibility:</i> Enrollment Management Committee and Enrollment and Student Service Leadership Team	\$100,000

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11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08*

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
STRATEGIC PLAN**

**Goal 3:** Exceptional *educational programs and experiences* designed, developed, scheduled, implemented, and assessed.

**Goal: Educational Programs and Experiences**

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. To assess and analyze existing Southwestern educational programs at the class, course, department, program, division, and institutional levels.	<p>1. <i>Measure:</i> Quantitative – 100% of all scheduled reviews completed and reported; identification of % of programs below thresholds/identified as at-risk.</p> <p><i>Timeframe:</i> Quarterly measures each term; Annual identification of at-risk programs early in Fall Term. All assessments, analysis, and recommendations made prior to budget entry deadline.</p> <p><i>Responsibility:</i> Vice President, Instruction/St. Services, Instructional Researcher, Instructional Directors, Instructional Council, and Faculty.</p> <p><i>Progress:</i> In progress. First year of CAAP Student Outcomes data showing graduates meeting national mean in math, communication and critical thinking set baseline that will be used for review of math, communication and critical thinking contribution to programs and recommendation for improvement beginning this year. Presentation of new review process to meet accreditation standards completed winter inservice and scheduled for January Board meeting. Integration of state and federal program objectives into program review has begun <u>Benchmark for CAAP targets being set winter term for spring and summer assessment.</u></p>	<p>21,000</p> <p>31,000</p> <p>175,000</p> <p>217,000</p> <p>All indirect costs</p>
2. Expand learning opportunities through program innovation and development in response to emerging needs.	<p>2. <i>Measure:</i> Qualitative – collaborations established and/or strengthened in developing programs, and degree new programs enhance the overall curricular offerings.</p> <p><i>Timeframe:</i> Programs, study options, and articulations adopted by January.</p> <p><i>Responsibility:</i> Faculty, Instructional Directors, Pathway Coordinator and Instructional Council.</p> <p><i>Progress:</i> Complete. Turf Management/Horticulture, Truck Driver Training, Physical Therapy, Electrical Apprenticeship, distance Nursing for four counties and two states, Early Childhood Education, dual high school enrollment in Brookings, Medical Assistant programming added this fiscal year. Meetings with Bandon Dunes for new initiatives in January, Coast Guard and Bay Area Hospital expanded programming.</p>	<p>31,000</p> <p>175,000</p> <p>63,000</p> <p>269,000</p> <p>All indirect costs</p>

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

**Goal 3: Educational Programs and Experiences Cont'd**

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2008-2009</b>		
1. To assess and analyze existing Southwestern educational programs at the class, course, department, program, division, and institutional levels.	1. <i>Measure:</i> Qualitative –reviews result in positive recommendations and demonstrated improvement; programs added/remained/removed from at-risk category; improvement in identification and address of issues of at-risk programs. <i>Timeframe:</i> Quarterly measures each term; Annual identification of at-risk programs early in Fall Term. All assessments, analysis, and recommendations made prior to budget entry deadline. <i>Responsibility:</i> Vice President, Instruction/St. Services, Instructional Researcher, Instructional Directors, Instructional Council, and Faculty.	21,000 31,000 175,000 217,000  All indirect costs
2. Expand learning opportunities through program innovation and development in response to emerging needs.	2. <i>Measure:</i> Quantitative – addition of one Pathways program, international study options, articulations, nationwide consortium of course offerings, evening/weekend course offerings, Curry program offerings, new certificate or degree program, instructional technology innovation, and cultural and continuing education offerings adopted. <i>Timeframe:</i> Programs, study options, and articulations adopted by January to add in next catalog. <i>Responsibility:</i> Faculty, Instructional Directors, Pathway Coordinator and Instructional Council.	31,000 175,000 63,000 269,000  All indirect costs
<b>2009-2010</b>		
1. To assess and analyze existing Southwestern educational programs at the class, course, department, program, division, and institutional levels.	1. <i>Measure:</i> Quantitative – 100% of all scheduled reviews completed and reporting what % of programs fell below thresholds/identified as at-risk? <i>Timeframe:</i> Quarterly measures each term; Annual identification of at-risk programs early in Fall Term. All assessments, analysis, and recommendations made prior to budget entry deadline. <i>Responsibility:</i> Vice President, Instruction/St. Services, Instructional Researcher, Instructional Directors, Instructional Council, and Faculty.	21,000 31,000 175,000 217,000  All indirect costs

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**Goal 3: Educational Programs and Experiences Cont'd**

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2009-2010 Cont'd</b>		
2. Expand learning opportunities through program innovation and development in response to emerging needs.	<p>2. <i>Measure:</i> Quantitative – addition of one Pathways program, international study options, articulations, nationwide consortium of course offerings, evening/weekend course offerings, “weekend college” program, freshmen “first year” experience pilot, course management system, Curry program offerings, new certificate or degree program, instructional technology innovation, and cultural and continuing education offerings adopted.</p> <p><i>Timeframe:</i> Programs, study options, and articulations adopted by January to add in next catalog.</p> <p><i>Responsibility:</i> Faculty, Instructional Directors, Pathway Coordinator and Instructional Council.</p>	<p>31,000</p> <p>175,000</p> <p>63,000</p> <p>269,000</p> <p>All indirect costs</p>

*Approved by the BofE on 04/23/07*  
*Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,*  
*11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08*

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

**Goal 4:** Adequate *physical, fiscal resources* allocated through continuous improvement and aggressive pursuit of traditional and non-traditional resources to meet the needs of our present and future stakeholders.

### Goal: Physical, Fiscal, and ITS Resources

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. Aggressively pursue all sources of revenue	1. Increase special projects and alternative resources revenue by 5%/July 2007-June 2008/Leadership <i>Progress: Complete. Bond resale approved by Board completed. Grant received from VISTA, Even Start, Title III, Career Pathways, Hewlett Packard Equipment, Ford Family Jump Start, and JOBS. Foundation hiring a Capital Campaign Consultant Spring 2008. Alternative resources provided Curry IPTV equipment, one additional Smart classroom in Eden Hall lecture room; a new Smart Board for Curry campus; new computers for the Title III Math Lab; furniture and white boards; new truck and trailer for Truck Driver Training program; and Hewlett Packard computer equipment. New property purchased with assistance from the Foundation Board.</i>	\$0
2. Meet facilities and innovative infrastructure resource needs	2. Start Master Plan implementation/Leadership <i>Progress: Complete. Focus Groups initiated in Curry County, initial renovations and building needs implemented. Artist rendering for new buildings completed. Property for current Curry Campus purchased. Master Plan proceeding with last focus groups scheduled for fall term. Curry Master Plan draft presentation scheduled for December Board Workshop. The Master Planning Steering Committee meeting held in January with first draft presentation to Board in February. Follow-up meeting with architects on February 14 completed in preparation for February Board meeting presentation.</i>	\$50,000
3. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	3.a. Implement Time Entry and Approval to improve employee success/Winter Term 2007/ITS <i>Progress: In progress. Converted to daily time tracking with November Payroll.</i> 3.b. Implement web page Portal solution/Winter Term 2008/ITS <i>Progress: In progress. Four servers have been purchased and mounted on rack. IT staff trained. Discovery meeting with Datatel was held on November 27 and 28, 2007. Inservice presentations/training with faculty and staff on going.</i>	\$25,000 \$75,000
<b>2008-2009</b>		
1. Aggressively pursue all sources of revenue	1.a. Increase special projects and alternative resources by revenue 5%/July 2008-June 2009/Leadership	\$0
2. Meet facilities and innovative infrastructure resource needs.	2.a. Continue implementing Master Facility Plan/Leadership	\$0
3. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	3.a. Increase technology rich classrooms by 6/Media Services 3.b. Implement a server for ePortfolio/ITS 3.c. Provide data storage for student labs/ITS	\$42,000 \$30,000 \$22,000

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

**Goal 4: Physical, Fiscal, and ITS Resources  
Cont'd**

	<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2009-2010</b>			
1.	Aggressively pursue all sources of revenue	1.a. Increase special projects and alternative revenue by 5%/Leadership	\$0
			\$0
2.	Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	2.a. Implement Learning Management System/ITS and LRD	\$75,000
		2.b. Increase technology rich classrooms by 6/Media Services	\$42,000
3.	Master Facility Plan	3.a. Continue to implement master facility plan/Leadership	\$0

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## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

**Goal 5:** To support all *employees* and the college as a learning organization responsive to individual and organization success with resources, training, tools and feedback.

### Goal: Employees

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. A learning environment, with career management strategies, results in employees who have acquired competencies to meet current and future college challenges.	1. Evaluate the current performance evaluation process and recommend a new system. Establish career planning and mentoring programs to assist employees with managing their career while preparing them for future employment.  <i>Responsibility: Human Resources</i> <i>Progress: <u>Complete</u>. New process has been identified for pilot beginning February 2008. Exempt Task Force recommendations for consistent titles and salaries adopted by Vision Group for implementation in the '09 fiscal year. New performance evaluation process distributed in February for March implementation. Salary recommendations for exempt category minimums adopted for July 2008 implementation.</i>	\$0
<b>2008-2009</b>		
1. Leveraging technology to maximize personal and professional development opportunities, streamline administrative processes, enhance capture of and access to information.	1.a. <u>Electronic search process.</u> 1.b. Implement functionality to allow electronic processing and screening of applications for applicants by updating the Human Resources website and module to allow employees access to services and products electronically and to facilitate communication with campus.  <i>Responsibility: Human Resources and Integrated Technology Services</i> <i>Progress: In progress. Software identified.</i>	Novus software for <u>Electronic Search</u> \$30,000 <u>\$35,000</u>
<b>2009-2010</b>		
1. To establish and provide cross-cultural exchange with our sister colleges in Korea, China and Brazil for staff to enhance career development and understanding of other cultures	1. Explore exchange opportunities and establish application process for eligibility if exchange opportunities are feasible.  <i>Responsibility: <u>Resource Development, Student Services, ALSP</u></i> <i>Progress: In progress. New grant support identified for Brazil exchanges. Service Learning opportunities for China and Korea being explored.</i>	\$0 for first phase <u>\$10,000</u>

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

**Goal 6:** Premier *collaborative relationships* initiated with educational institutions, economic and workforce development, business and industry alliances, health care alliances, government agencies, and community groups.

### Goal: Collaborative Relationships

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2007-2008</b>		
1. Initiate plans for Capital Campaign in response to Master Plan needs identified for Curry Campus, health sciences and child/family programming	1. President will present monthly progress reports to Board on Curry, Health and Child/Family program Capital Campaign by December 31, 2007. <i>Progress: Complete. Capital Campaign proposals have been received from four firms and have been reviewed for selection. Timetable for renovation of Neighborhood Facility Building has moved to Summer '09. Presentation to Brookings City staff scheduled for February 28, 2008 for new Curry campus. Interviews with Capital Campaign Consultants scheduled for March 10 and 11.</i>	\$50,000
2. Develop community partnerships in response to emerging economic/workforce needs.	2. Workforce Director reports increase of community partnerships and resulting programs at January and June Board meetings during the fiscal year. <i>Progress: Workforce Director began July 30, 2007, with priority to expanded community economic development response and partnerships. Additional reports of partnerships will be presented at regular monthly Board meetings as developed. DOLETA on-line nursing project, Pathways expanded with high schools and businesses. Hospitality and Tourism collaboration with northern California on Community Based Development Grant. Partnerships with Salmon Run Golf Course, U.S. Coast Guard, and Oregon Institute of Marine Biology. Additional partnerships initiated through Instruction, Student Services, and Foundation to over 500 new members of the Laker Club. Manufacturing clusters grant submitted to state for local collaboration.</i>	\$60,000
<b>2008-2009</b>		
1. Increase community citizen access to college information.	1. Vice President of Administrative Services and IT Director implement front door, transportation and information access plan to Board of Education by June 30, 2009.	\$200,000
2. Complete Capital Campaign to meet Curry, health and child/family programming	2. Result of Capital Campaign reported to Board of Education and Foundation Board by Foundation Executive Director at January and June meetings.	\$50,000

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,  
11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08

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**Goal 6: Collaborative Relationships Cont'd**

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
<b>2009-2010</b>		
1. Complete plans for Capital Campaign in response to needs identified for Curry Campus, health sciences and child/family programming	1. President will present monthly progress reports to the Board of Education on Curry, Health and Child/Family program Capital Campaign during the fiscal year.	\$50,000
2. Build Curry Campus, Regional Marine Science Health and Science buildings.	2. Progress of construction will be reported to Board of Education and Foundation Board by Vice President of Administrative Services monthly.	\$??????

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 11/07/07, 12/05/07, 01/09/08, 01/16/08 and 02/20/08*

Date February 25, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**January 28, 2008**

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

Harry Abel  
Lonny Anderson  
Rick Howell (via web cam)  
Cherie Mitchell

Carol Oelke

*Absent: David Bridgham  
Marcia Jensen*

**Staff**

Kat Flores  
Judith Hansen  
Bruce Locker

Sheldon Meyer  
Deb Nicholls  
Patty Scott

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 4:32 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 public meeting notice was provided.

**DISCUSSION** Members of the Board 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 of Education during the Executive Session.

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 6:00 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M. L. Hansen, Clerk

Date February 25, 2008  
Approved YES\_\_ NO\_\_  
Motion # \_\_\_\_\_

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

**January 28, 2008**

**ATTENDANCE**

**Board of Education (Quorum Present)**

Harry Abel  
Lonny Anderson  
Rick Howell (via web cam)  
Cherie Mitchell  
Carol Oelke

*Absent: David Bridgham  
Marcia Jensen*

**Staff/Ex-Officios**

Ron Bell  
Renee Menkens  
Blake Bowers  
Brenda Brecke  
Daniel Brouse  
Wayne Chandler  
Chris Coles  
Megan Corriea  
Tim Dailey  
Ray Daniels  
Nilda Dovale  
Bob Fields  
Kat Flores  
Megan Franko  
James Fritz  
Theresa Garner  
Judith Hansen  
Aimee Higgins  
Cindy Holland

Carole Howland  
Bernadette Kapocias  
Bruce Locker  
Mary Loiselle  
Kareema Mattson  
Sheldon Meyer  
Deb Nicholls  
Rick Osborn  
Caoimhin O'Fearghail  
Julia Rose  
Patty Scott  
Marie Simonds  
Sharon Smith  
John Speasl  
Arlene Soto  
Kathy Walsh  
Jeff Whitey  
Bill Winfield  
Jason Wood

**Guests**

Danielle Batson  
Lela McArthur  
Emily Matekel

**CALL TO ORDER**

Chair Anderson called the meeting to order at 6:05 p.m.

**CHANGES TO  
THE AGENDA**

None made.

**INTRODUCTIONS/  
PRESENTATIONS**

**EMPLOYEE INTRODUCTIONS**

President Hansen introduced the following new employees:

- Cindy Holland, Programming Coordinator
- Kareema Mattson, ALSP JOBS Adjunct Faculty

Dean Scott introduced the following new employees:

- Mary Loiselle, Community Education and Events Director
- Chris Coles, RSVP Director
- Julia Rose, VISTA Service Learning Volunteer

Carole Howland introduced Theresa Garner, Human Resources Recruitment Coordinator.

Professor Locker introduced the following new employees:

- Aimee Higgins, Assistant to the Instructional Directors and Nursing Coordinator
- Caoimhin O’Fearghail, Tenure Track Criminal Justice Instructor

**STUDENT REPORTS**

**ASSOCIATED STUDENT GOVERNMENT**

Megan Franko reported on the various activities scheduled.

**SERVICE LEARNING**

Rose and Megan Corriea, Softball Coach, introduced the following student-athletes that were involved in service learning projects and reported that a hunger banquet was scheduled on campus in honor of Martin Luther King, Jr. Day:

- Danielle Batson
- Lela McArthur
- Emily Matekel

**COLLEGE REPORTS**

**STUDENT LEARNING OUTCOMES**

Hansen, Locker, Scott and Kat Flores presented a short PowerPoint presentation that was presented at the January 4, 2008 Inservice. Discussion occurred.

**DASHBOARD ELEMENTS**

Hansen briefed the Board on the Dashboard elements that were developed to show how well the College is doing in specific measurement areas.

**STRATEGIC PLAN**

Hansen presented the revised 2007-2010 Strategic Plan with progress as of January 16, 2008.

**BOARD REPORTS/  
INFORMATION**

**IMPORTANT DATES/ITEMS**

Chair Anderson and Hansen highlighted some of the important dates and added the following:

- 02/05, 10:30 a.m. – OCCA National Legislative Summit Conference Call
- 02/15 and 16 – South Coast Writer’s Conference – Gold Beach
- 02/20 – 46<sup>th</sup> Anniversary / Tailgate party

**BUDGET AND PLANNING CALENDAR**

Copies of the Budget and Planning Calendar were distributed.

**BOARD COMMUNITY SERVICE**

Board Members reported on their activity within the community over the past couple of months.

**OCCA REPORT**

Cherie Mitchell reported on the recent OCCA Board meeting that she and Dean Jason Wood attended. Copies of some of the meeting documents were distributed to Board members.

**BOARD MEETING DISTANCE CONNECTIVITY**

Flores reported on the Curry County request for connectivity. Pictures of the polycom equipment purchased for future use were distributed.

**MASTER PLANNING STEERING COMMITTEE**

Copies of the Coos/Douglas County Focus Group Synthesis were distributed. Harry Abel reported on the process. Discussion occurred on the dissemination of the information.

**CONSENT AGENDA**

*M01/08-1*

Harry Abel’s motion to approve the Consent Agenda, as presented, was seconded by Carol Oelke. Upon call for the vote to approve the Consent Agenda business, as presented, the motion passed unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the executive and regular meeting minutes dated November 26, 2007.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the work session minutes dated December 10, 2007.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted a grant in the amount of \$91,506 from the Oregon Department of Community Colleges and Workforce Development under the US Department of Labor, WIA Title V, Incentive Grant and the Community College Support Fund – Strategic Reserve funds and authorized adjustments to the Special Project fund budget.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved a contract for \$394,485 from South Coast Business Corporation and authorized adjustments to the Special Project Fund budget.

**OLD BUSINESS**

None presented.

**NEW BUSINESS**

**SAFETY AND SECURITY DISCUSSION**

Anderson stated that the Board’s primary concern was the safety and security of the students as well as staff and visitors. He added that the College staff should continue to pursue avenues to assure a safe environment at Southwestern. He stated that no motion from the Board was needed, as it was just an open discussion on safety and security at Southwestern and direction to staff.

Abel added that everyone needed to know that the Board felt the issue was very important and was looking into it very carefully. He stated that the Board was very encouraged to make sure that the safety and security at Resident Housing was taken care of and that there was proper protection.

Anderson added that it was a complicated matter, but felt very confident in what the staff was currently doing and what they will be doing in the future to provide safety and security at Southwestern.

Hansen mentioned that Safety/Security and Residence Halls staff were in attendance and noted their concern for students and felt that their presence validated their commitment to the Board's request for adequate safety on the campus.

**PUBLIC  
COMMENT**

None heard.

**EX-OFFICIO  
REPORTS**

**FOUNDATION**

Carol Oelke reported on the activities of the Foundation and highlighted the Performing Arts Center (Hales Center) 'seat campaign' at \$500/seat; the Laker Club alumni mailing; two new endowments - Friends of Coos Bay Artists and truck driver training; a plaque from the Foundation for the donors to be placed near the entrance of the auditorium; and the 46<sup>th</sup> anniversary tailgate party on 02/20 at 5 p.m.

**CLASSIFIED UNION**

Wayne Chandler reported that he was trying to find members to sit on the Budget and Planning Committee and that he wanted the president to meet with the membership in the near future.

**FACULTY SENATE**

Bob Fields reported that the faculty's main focus recently had been centered on the Vice President of Instruction position and organizational structure.

**FACULTY UNION**

Tim Dailey and Daniel Brouse addressed the Board in regards to faculty negotiations. Dailey acknowledged that faculty were in attendance and thanked the administrative negotiation team of Kat Flores, Bill Winfield, Robin Bunnell and Carole Howland for their efforts. They distributed copies of a document titled Salary and Health Insurance Benefits for Faculty at Southwestern, which Brouse stated he developed and tried to keep fact based. He briefed the Board on the document.

Abel asked if Howland knew what the average salary was for Coos County. Howland did not have that information.

**EXEMPT**

Sharon Smith reported that the exempt staff would be meeting on Wednesday morning with Hansen to discuss the Exempt Task Force, exempt staff salary recommendations, and organizational structure.

**INFORMATION/  
ADMINISTRATIVE  
REPORTS**

**UNIT REPORTS**

**Administrative Services**

Copies of the report were included in the meeting materials. Vice President Meyer briefed the Board on the report, highlighting the progress on the heating units for Empire Hall. Discussion occurred.

**Adult Learning Skills**

Copies of the report were included in the meeting materials.

### **Communications**

Copies of the report were included in the meeting materials. Rick Osborn briefed the Board on the report, highlighting the work he conducted with Beaver Hill Productions to produce the localized workforce community oriented version of the College marketing video presented at the recent Economic Outlook Forum. He also shared the new legislative brochure recently developed.

### **Curry County**

Copies of the report were distributed in the meeting materials. Woods briefed the Board on the report and thanked his 'well-trained staff' for enabling him to visit campus for his meetings.

### **Foundation**

Copies of the report were distributed in the meeting materials. Marie Simonds briefed the Board on the report, highlighting the capital campaign consultant hiring process. She added that the Foundation Board wanted to invite the College Board to the presentations being scheduled with the consultants.

### **Human Resources**

Copies of the report were distributed in the meeting materials. Howland briefed the Board on her report. Abel asked Howland to elaborate on the internal climate survey – it is about the campus, campus atmosphere that the staff may want to provide feedback on.

### **Instructional Services**

Copies of the report were distributed in the meeting materials. Locker briefed the Board on the report, highlighting the Math Technology Lab through the Title III Grant. Anderson requested a demonstration of the math lab tutoring center in the future. Abel inquired on Chef Roberts' experience in Korea. Hansen noted that there was a brownbag scheduled for OCCI in February during which the Chef's experience would be shared.

### **Integrated Technology Services**

Copies of the report were included in the meeting materials. Flores briefed the Board on the report, highlighting the Portal.

### **Resource Development**

Copies of the report were included in the meeting materials.

### **Student Services**

Copies of the report were included in the meeting materials. Scott briefed the Board on the report, highlighting some of the activities taking place on campus in honor of Martin Luther King, Jr. Day as part of Black History Month. Abel asked about the Student First Stop Center statistics.

### **Workforce Development**

Copies of the report were included in the meeting materials. Soto briefed the Board on the report. She highlighted the Economic Outlook Forum and the truck driver training program being piloted.

### **ADJOURNMENT**

Chair Anderson adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M.L. Hansen, Clerk

Date February 25, 2008  
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 \$6,391 from the Oregon State Library.

**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-eight years.

The Extended Services office has received a \$6,391 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 the grant funds will be used to support early literacy services for children ages 0-5. The District will partner with the *Even Start Family Literacy Program* to provide items for kits for Even Start participants, parent/caregiver educational videos, bilingual collection development for children 0-5, contract someone to present early literacy training for librarians and other providers, and develop a webpage highlighting Coos County Library Service District early literacy resources and activities.

**TIMING**

This grant budget period begins January 1, 2008 and ends December 31, 2008.

**RECOMMENDATIONS**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, accepts a grant in the amount of \$6,391 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.

**BUDGET IMPACT**

There is no impact to the general fund budget.

Date February 25, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**Prepared by: Judith Hansen, President**

**ACTION UNDER CONSIDERATION**

Select individuals to fill vacant Budget Committee positions and direct administration to advertise for the remaining vacancy.

**HISTORY**

The College has three vacant Budget Committee positions. The term for the positions currently held by Doug Fletcher, Donna Nichols and Timm Slater expired on June 30, 2007. Fletcher and Slater have indicated interest in reappointment.

**TIMING**

The first Budget Committee meeting will be held on Monday, May 12, 2008 at 7:00 p.m. in Tioga 505.

**BUDGET IMPACT**

In public meetings, the Budget Committee meets to review, discuss and make additions or deletions to the proposed budget presented by the Budget Officer. Upon completion of the Budget Committee's deliberations, the budget is approved by the Committee and forwarded to the Board of Education. The Board of Education formally adopts the budget during a budget hearing, which is held by June 30 each year.

**RECOMMENDATION**

BE IT RESOLVED that the Board of Education of Southwestern Oregon Community College District appoints Doug Fletcher and Timm Slater to three-year terms of office as Southwestern Oregon Community College Budget Committee members, with their terms expiring June 30, 2010; and directs the administration to advertise for the remaining vacancy.

Date February 25, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

Presented by: Lonny Anderson, Board Chair

**ACTION UNDER CONSIDERATION**

Approve working relationship between Southwestern Oregon Community College and City of Coos Bay that provides the best safety and security for College students, faculty, staff, and community.

**DISCUSSION / HISTORY**

The City of Coos Bay and Southwestern Oregon Community College have enjoyed a strong historical working relationship for campus safety and security. It is imperative that the strong relationship continue through new initiatives and dialogue that meets the needs of the Community College District and the City of Coos Bay.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District provide a strengthened collaborative working relationship between Southwestern Oregon Community College and the City of Coos Bay that provides the best safety and security for College students, faculty, staff, community, and other interested stakeholders.

**BUDGET IMPACT**

Strong safety and security for Southwestern Oregon Community College may include training for staff, increased time and effort, and increased initiatives. The cost of the initiatives is not known at this time.

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

Submitted by: Kat Flores, Integrated Technology Services Director

The month of January initiated and finalized activity in Administrative Services to include:

***Administrative Services***

- Renewed College music licenses
- Attended OSHA 300 recordable incidents training (OSHA 300)
- Staff attended budget training

***Physical Plant/Grounds***

- Installed new name plates on seat backs at the Hales Center
- Installed wood floor in the Black Box Theater
- Working on the dirt floor at the batting cages for a better playing surface
- Clearing brush at new Pine Street property
- Cleared brush at the east entrance for improved visibility
- Installed new whiteboards in Coaledo Hall
- Cleared brush north of the baseball field for Track and Field
- Working on heat systems in Dellwood, Sumner and Stensland Halls
- Installing new HVAC duct work in the Black Box Theater starting Feb. 11
- Removed kiosk in quad that was rotting away and a safety hazard
- Installed new door in Tom Nicholls's office area
- Removed wall on the 3rd floor library between two small offices to make room for IPV equipment
- Installed new locks on 4th floor of Tioga Hall
- Annual Fire Sprinkler Suppression testing done on February 6, 2007.

***Bookstore***

• **Retail Sales:**

January 2006 - \$218,919

January 2007 - \$222,754

January 2008 - \$250,410

• **On-line student textbook orders:**

January 2006 – 30 orders

January 2007 – 47 orders

January 2008 – 50 orders

Orders were shipped to: Germany, Alaska, Washington, Florida, Nevada, California, Idaho, New Jersey, Texas, Arizona, and all over Oregon.

***Public Safety***

- Nothing to report this month.

***Business Office:***

***Athletics***

• **Men's Basketball**

Men's Basketball is in the middle of their season and has a chance at going to the play-offs. They are currently ranked 3<sup>rd</sup> in the Southern Region.

- **Women's Basketball**

Women's Basketball is in the middle of their season

- **Wrestling**

Wrestling is ranked 15<sup>th</sup> in the nation

- **Other Athletic News**

Spring sports are just beginning

***Mail & Print Services***

- December was a short month; January 2008 was a heavy month for MPS. Mail and packages came in by the van loads! MPS handled 91,272 pieces of mail and parcels of which student mail consisted of 5,882, plus forwarded or returned 1,500 pieces. Students received 464 packages.
- Processed 31,160 pieces of standard mail.
- Made 285,851 copies in December/January plus all the bindery services that were needed to complete each work order. Copiers served by MPS totaled 110,248.

***Student Housing***

- Student Housing reports winter term 2007 occupancy is holding at 302 students at the fifth week of the term. The Student Housing offices have successfully relocated from student services in Dellwood Hall to the Lighthouse Depot in an adjacent apartment. Resident Director Interviews are taking place the week of February 11, 2008, to fill two vacant positions. The Resident Assistant (student positions) selection process for 2008/2009 is scheduled with advertising beginning on February 22 and selection process being held the week of April 17.

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

2/20/2008

	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
<b>** ASSETS **</b>											
Cash and Investments	3,820,505.97	2,772.36	(113,775.94)	102,373.07	374,890.21	1,559,174.94	314,230.44	1,362.32	763,752.69	132,973.85	6,958,259.91
Accounts Receivable	1,777,358.88	0.00	10,008.00	206,600.36	0.00	22,501.30	0.00	0.00	40,983.26	0.00	2,057,451.80
Prepaid Expenses	37,080.00	0.00	0.00	0.00	0.00	0.00	3,800.00	0.00	193,584.52	0.00	234,464.52
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161,113.62	0.00	161,113.62
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,260,702.03	0.00	16,260,702.03
Interfund Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b>5,634,944.85</b>	<b>2,772.36</b>	<b>(103,767.94)</b>	<b>308,973.43</b>	<b>374,890.21</b>	<b>1,581,676.24</b>	<b>318,030.44</b>	<b>1,362.32</b>	<b>17,420,136.12</b>	<b>132,973.85</b>	<b>25,671,991.88</b>
<b>** LIABILITIES AND FUND BALANCE **</b>											
<b>Liabilities:</b>											
A/P Payroll/Withholdings	406,288.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406,288.21
Accounts Payable	293,405.37	0.00	2,000.00	0.00	0.00	0.00	0.00	7,971.41	45,218.86	0.00	348,595.64
Deposits Held in Custody	1,955.50	0.00	30,560.13	0.00	0.00	0.00	0.00	0.00	123,573.16	0.00	156,088.79
Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,753.00	0.00	12,753.00
Bonds/Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,045,608.69	0.00	16,045,608.69
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>701,649.08</b>	<b>0.00</b>	<b>32,560.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,971.41</b>	<b>16,227,153.71</b>	<b>0.00</b>	<b>16,969,334.33</b>
<b>Fund Balance</b>	<b>4,933,295.77</b>	<b>2,772.36</b>	<b>(136,328.07)</b>	<b>308,973.43</b>	<b>374,890.21</b>	<b>1,581,676.24</b>	<b>318,030.44</b>	<b>(6,609.09)</b>	<b>1,192,982.41</b>	<b>132,973.85</b>	<b>8,702,657.55</b>
<b>Total Liabilities and Fund Balance</b>	<b>5,634,944.85</b>	<b>2,772.36</b>	<b>(103,767.94)</b>	<b>308,973.43</b>	<b>374,890.21</b>	<b>1,581,676.24</b>	<b>318,030.44</b>	<b>1,362.32</b>	<b>17,420,136.12</b>	<b>132,973.85</b>	<b>25,671,991.88</b>
<b>Revenues:</b>											
State Support	6,673,777.70	0.00	289,228.00	179,917.08	0.00	0.00	0.00	0.00	0.00	0.00	7,142,922.78
Federal Support	11,742.63	0.00	1,198,837.85	1,583,344.34	0.00	0.00	0.00	0.00	0.00	0.00	2,793,924.82
Local Support (prop. tax)	3,944,964.10	0.00	0.00	162,017.33	0.00	0.00	0.00	0.00	0.00	0.00	4,106,981.43
Tuition and Fees (Net)	2,065,357.16	374,156.00	0.00	177,012.74	0.00	300,000.00	0.00	256,875.00	1,100,157.08	18,394.00	4,291,951.98
Other Income	205,102.26	1,971.52	1,393.60	341,153.33	24,048.77	303,809.29	687,454.77	27,746.48	2,545,572.54	92,784.72	4,231,037.28
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
<b>Total Revenues</b>	<b>12,900,943.85</b>	<b>376,127.52</b>	<b>1,489,459.45</b>	<b>2,443,444.82</b>	<b>24,048.77</b>	<b>603,809.29</b>	<b>687,454.77</b>	<b>284,621.48</b>	<b>3,645,729.62</b>	<b>111,178.72</b>	<b>22,566,818.29</b>
<b>Expenditures:</b>											
Personnel Services & Benefit	6,367,526.99	171,287.02	42,171.01	1,928,982.55	0.00	0.00	0.00	110,452.22	759,336.42	0.00	9,379,756.21
Materials and Services	2,379,146.38	202,068.14	1,585,616.51	853,780.45	2,128.41	170,358.99	0.00	164,191.71	1,531,290.29	75,267.34	6,963,848.22
Capital Outlay	30,964.17	0.00	0.00	68,996.00	0.00	815,359.93	0.00	0.00	1,358.89	0.00	916,678.99
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	369,424.33	16,586.64	312,844.97	0.00	698,855.94
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
<b>Total Expenditures</b>	<b>8,777,637.54</b>	<b>373,355.16</b>	<b>1,627,787.52</b>	<b>2,851,759.00</b>	<b>2,128.41</b>	<b>985,718.92</b>	<b>369,424.33</b>	<b>291,230.57</b>	<b>2,604,830.57</b>	<b>75,267.34</b>	<b>17,959,139.36</b>
Revenues Over(Under) Exp.	4,123,306.31	2,772.36	(138,328.07)	(408,314.18)	21,920.36	(381,909.63)	318,030.44	(6,609.09)	1,040,899.05	35,911.38	4,607,678.93
<b>Beginning Fund Balance</b>	<b>809,989.46</b>	<b>0.00</b>	<b>2,000.00</b>	<b>717,287.61</b>	<b>352,969.85</b>	<b>1,963,585.87</b>	<b>0.00</b>	<b>0.00</b>	<b>152,083.36</b>	<b>97,062.47</b>	<b>4,094,978.62</b>
<b>Ending Fund Balance</b>	<b>4,933,295.77</b>	<b>2,772.36</b>	<b>(136,328.07)</b>	<b>308,973.43</b>	<b>374,890.21</b>	<b>1,581,676.24</b>	<b>318,030.44</b>	<b>(6,609.09)</b>	<b>1,192,982.41</b>	<b>132,973.85</b>	<b>8,702,657.55</b>

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**General Fund**

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

	CURRENT MONTH	ACTUAL YEAR TO DATE	ADJUSTED BUDGET	Variance Favorable (Unfavorable)	ACTUAL YTD % of BUDGET	1 YEAR PREVIOUS YTD %
<b>FUND BALANCE (JULY 1, 2007)</b>		809,989	800,000	9,989	101.2%	102.3%
<b><u>REVENUES:</u></b>						
State Support	2,224,593	6,673,778	8,766,500	(2,092,722)	76.1%	75.0%
Federal Support	4,007	11,743	25,000	(13,257)	47.0%	46.0%
Local Support (Taxes)	147,431	3,944,964	4,417,500	(472,536)	89.3%	90.5%
Tuition & Fees (Net of Waivers)	334,839	2,065,357	2,282,200	(216,843)	90.5%	85.1%
Interest Earnings	14,243	57,738	173,000	(115,262)	33.4%	84.6%
Other Income	88,671	147,365	1,124,600	(977,235)	13.1%	7.5%
Transfers In	0	0	0	0	0.0%	66.7%
<b>TOTAL REVENUES</b>	<b>2,813,784</b>	<b>12,900,944</b>	<b>16,788,800</b>	<b>(3,887,856)</b>	<b>76.8%</b>	<b>75.6%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>13,710,933</b>	<b>17,588,800</b>	<b>(3,877,867)</b>	<b>78.0%</b>	<b>76.7%</b>
<b><u>EXPENDITURES:</u></b>						
Personnel Services & Benefits	1,034,388	6,367,527	12,493,716	6,126,189	51.0%	51.7%
Materials & Services (Net of Waivers)	533,710	2,379,146	3,748,984	1,369,838	63.5%	60.0%
Capital Outlay	8,767	30,964	46,100	15,136	67.2%	15.2%
Transfers Out	0	0	0	0	0.0%	0.0%
Contingency			500,000	500,000	0.0%	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,576,865</b>	<b>8,777,638</b>	<b>16,788,800</b>	<b>8,011,162</b>	<b>52.3%</b>	<b>51.3%</b>
<b>FUND BALANCE End of Month</b>		<b>4,933,296</b>	<b>800,000</b>	<b>4,133,296</b>		

**Southwestern Oregon Community College  
Board of Education List of Checks \$2,500 and Over  
For the Month of December 2007**

The following is a list of non-routine checks \$2,500.00 and over:

Check No.	Vendor / Description	Fund *	Amount
173591	Anytime Travel Inc - airfare for Abel, Anderson, & Daniels	GF	2,721.60
173606	Chetco Federal Credit Union - athletic travel	AF	3,873.95
173628	Ellen Gootblatt - social lecture for students	GF/AF/EF	2,500.00
173633	Houghton Mifflin - tutoring software for Adult Basic Education	GF	3,750.00
173663	Premier Services - student meals and College meetings	GF/PF/EF/SP	28,983.37
173667	Mill Resort and Casino - Lean Thinking Conference for BDC	SP	3,852.19
173697	Sysco Food Services - OCCl supplies	EF	3,251.71
173700	ThyssenKrupp Elevator - elevator maintenance	GF/EF	5,571.95
173707	The World - employment recruiting advertising	GF	3,534.47
173760	College Bound Network LLC - OCCl student recruiting	EF	16,870.00
173769	Crow/Clay & Associates Inc - architectural services	PF	8,152.23
173794	Follett Higher Education Group - Bookstore textbooks for resale	EF	2,608.40
173797	Follett Higher Education Group - Bookstore textbooks for resale	EF	23,242.00
173809	Houghton Mifflin - Bookstore textbooks for resale	EF	34,811.30
173812	Industrial Steel & Supply - stock steel for welding project	GF	2,603.09
173831	McGraw Hill Companies - Bookstore textbooks for resale	EF	2,717.25
173849	Orca Communications - monthly internet services	GF	7,341.46
173865	Reese Electric - Student Housing, Food Service, & Newmark electrical work	GF/EF	6,375.00
173889	Tri County Plumbing Contractor - Sitkum & Rec Ctr repairs & two pumps	GF	3,000.31
173926	Chetco Fed Credit Union - credit card use for travel and supplies	GF/SP/AF/EF	31,724.65
174101	Bio Rad Laboratories - Chemistry equipment and supplies	GF	6,893.93
174107	Bnt Promotional Products - softball uniforms	GF	5,708.00
174112	Chemeketa Community College - on-line classes	TA	7,492.00
174113	Chetco Fed Credit Union - credit card use for supplies and athletic travel	EF	5,615.33
174117	Comfort Flow Heating - Newmark heat pump	PF	6,035.00
174138	4IMPRINT - Communications Dept. promotional items	GF	3,396.91
174155	Kyle Electric Inc - Tioga UPS electrical work	PF	4,489.00
174178	Office Max - office and class supplies	GF/SP/IS/EF	5,443.76
174197	Platt Electrical Supply - lighting supplies	GF/EF	2,908.21
174204	Premier Services - student meals and College meetings	GF/SP/PF/EF	15,690.55
174210	College Bound Network LLC - OCCl student recruiting	EF	2,730.00
174252	Sport & Cycle - Basketball shoes & warm-ups	AF/TA	3,021.00
174254	Stepp Produce Company - oranges for athletics fund raiser	TA	3,564.85
174259	Total Seminars,LLC - Bookstore - computer literacy for resale	EF	3,580.01
174260	Tri County Plumbing Contractor - Sitkum water heater, Student Housing repairs	GF/EF	2,641.79
174272	Oregon Campus Compact - 2008 Vista Program	GF	6,500.00

**\* Fund Key:**

GF - General Fund    AF - Auxiliary Fund    SP - Special Projects Fund    IR - Insurance Reserve

PF - Plant Fund    DS - Debt Service Fund    EF - Enterprise Fund    TF - Trust Fund

IS - Internal Service Fund

\*\* = Prior Board Approval

\*\*\* = Group of invoices paid under one check

Administrative Policy #3.000 "College Contract Review Board" states that notification of purchases between \$2,500 and \$25,000 will be an information item on the agenda. The Board of Education shall approve all purchases in excess of \$25,000, except for those required for the operation of the internal organization; e.g. payroll, withholdings, tax payments, employee benefits, utilities.

**Southwestern Oregon Community College District  
Board of Education  
Adult Learning Skills Program Report**

Submitted by: Hannah Abraham-Shea, Director of Adult Learning Skills Program

- ***Academic and Student Services Program Updates and Educational Partnerships***

The Adult Learning Skills Programs English as a Second Language program has significantly grown the past two quarters from 10 to 35 active students. Eight Coquille Tribe elders have joined our Tuesday/Thursday basic computer classes. The basic construction math evening class is steadily growing. The ALSP will begin the “Count Down to Graduation” March 1, 2008, creating enthusiasm and momentum for those students still working on completing their GED before June.

- ***Community Collaborations and Faculty/Staff Effort Recognition***

Hannah Abraham-Shea attended the CCWD Directors meeting at Chemeketa Community College in Salem February 6-8<sup>th</sup>. Gary Risley attended Tops data base management training in Salem February 6-7<sup>th</sup> Anthony Collins attended EL Civics training in Florence.

- ***Upcoming Events***

The Adult Learning Skills Program has added an early morning (7:00 AM) computer basics class again for spring quarter.

Date February 25, 2008

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

Submitted by: Rick Osborn, Director of Communications

- Kicked off new College Marketing Committee, which includes comprehensive campus representation, including members from Instruction, Communications, Information Technology, OCCI, Enrollment Management, Curry County, Recreation Center/athletics, the Southwestern Foundation and Laker Club Alumni Association, Bookstore and Business Development Center.
- Submitted Request for Proposal to print vendors for publishing of College Catalog publication. Legal advertisement is to be published in The World and possibly other media outlets in the coming week.
- Submitted Request for Proposal to print vendors for publishing of quarterly schedule publications for the main campus and Curry County for one year.
- Assisted with planning, marketing, set-up and collection of memorabilia for the Southwestern 46<sup>th</sup> Anniversary Celebration on Feb. 20, and also oversaw production of the men's and women's basketball team introduction videos for the event.
- Completed production of initial information inserts and folder for legislative packet to be used for College lobbying purposes.
- Met with Katherine Hoppe of the Coos Bay-North Bend Visitor and Convention Bureau to discuss possibilities for College and OCCI participation in efforts to market the Bay Area as a desirable destination, and confirmed Oct. 11 and 17 as dates to host the International Food and Wine Travel Writers Association for dinner events at OCCI.

Date February 25, 2008

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

Submitted by: Marie Simonds, Interim Foundation Director

- Coordinated Southwestern staff to plan and organize College's 46<sup>th</sup> Anniversary Celebration/Laker Club Tailgate event on February 20, 2008.
- Laker Club Board developed mission and vision statements after a multi-month planning process.
- Processed new Laker Club member letters and certificates; Laker Club membership is now over 500.
- Worked with Capital Campaign Consultant committee and scheduled consultants for a day interview on Southwestern campus March 10 and March 11.
- Coordinated with Coos Art Museum and Southwestern staff to plan Visions high school art competition day on Southwestern campus on March 7, 2008.

# Laker Club

SOUTHWESTERN ALUMNI ASSOCIATION

## Vision Statement

The Laker Club Alumni Association will provide opportunities that promote, support, serve, reconnect and celebrate Southwestern students and community.

## Mission Statement

The purpose of the Laker Club is to develop a network to honor Southwestern's history, to instill pride and to create a legacy.

Date February 25, 2008

**Southwestern Oregon Community College District  
Board of Education  
Human Resources Unit Report**

Submitted by: Carole Howland, Director of Human Resources

- Working on Web – Time Entry/Leave Request Online  
Through Web Advisor to be piloted using the classified staff timesheet – August, 2008
- Faculty Negotiations
- Insurance Task force to discuss OEBC (Oregon Educators Benefits Board) and possible  
Community College Insurance Pool.
- Researching Novus Software through Datatel Corporation for Online Applicant Tracking.

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

**INFORMATION ONLY**Prepared by: Carole Howland, Human Resources Director**Information: College Hiring Update**

<b>NEW HIRES:</b> The following staff members have been hired or moved since the last Board of Education meeting:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Jan Roberson, Library Technician						GF
Janet Basney, Family Liaison					SP	
Cindy Beck, Bus Driver					GF	
Ron Olson, Business Office Director			GF			
Jacquelyn Hansford, ALSP Resource Assistant					GF	

**Information: College Recruiting Update**

<b>OPEN POSITIONS:</b> The College is currently in the screening or interviewing process for the following positions:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Vice President Administrative Services/Chief Fiscal Officer			GF			
Vice President of Instruction/Chief Instructional Officer			GF			
Tenure Track Accounting/Business Instructor	GF					
Tenure Track Business/Marketing Instructor	GF					
Tenure Track Horticulture Instructor	GF					
Parent Education Trainer, Curry County						SP
International Student Program Coordinator			SP			
Resident Hall Director			EF			
Math Technology Lab Coordinator			SP			
Educare Teaching Assistant						SP
Coordinator of Student Life & Events			GF			
Public Safety Officer Supervisor			GF			
Financial Aid Program Coordinator (Internal only)					GF	
Coordinator of Student Life & Events			GF			
Gold Beach Center Assistant						GF
Student Housing Facilities Maintenance						SP

KEY: GF=General Fund      \*SP=Special Projects      AF=Auxiliary Fund      \*EF=Enterprise Fund  
\*Contingent on funding

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

Submitted by: Bruce Locker, Instructional Leader

***Student Success and Involvement***

- The Nursing Program would like to share some news of student success: 94% of graduates over the past two years have passed the Registered Nurse examination on first attempt. Congratulations to these accomplished students and faculty who promoted their success!
- OCCI students of the 2006 cohorts have begun submitting externship documents, a requirement for the completion of the program. Active recruiting for fall 2008 has also begun.
- OCCI students of the 2007 cohorts have recently completed a successful transition of instruction; as one of the recommendations from the American Culinary Federation, culinary students received instruction pertaining to baking and pastry from the baking and pastry instructors, while the baking students received culinary instruction from the culinary instructors.

***Community Collaborations and Faculty/Staff Effort Recognition***

- Barbara Bassett – Parent Education Coordinator, has been selected as a speaker at the Oregon Parent Education and Support Conference in April. Her topic is Techniques for Successful Group Facilitation. Thank you Barbara for your contributions to the field of parent education and support.
- Dan Neal represented the Southwestern HPE department at the state Higher Education Conference for Health and Physical Education January 24-25. Thank you Dan for your continued Leadership.
- The Math Technician Lab coordinator position applications have been received and reviewed and it is anticipated that the lab facilities and the person hired will be available to students beginning Spring term.
- The Physics Department was informed in January that Randy Sloper has resigned his position due to his permanent relocation to Korea. This position will be covered by other full and part-time faculty until the position is rehired.
- Chef Shawn Hanlin recently presented and judged for the National Association of College and University Food Services, (NACUFS) at the Pacific Chef Net Conference at Stanford University. Chef Hanlin's activities included a seminar on culinary certification and practical testing, as well as judging the Mystery Competition for University Chefs.
- Chef Hanlin also recently judged the California State Junior Hot Food Team Competition at the Professional Culinary Institute in California.
- Staff and faculty are preparing for the second annual OCCI Invitation to be held in April, 2008.

- The Southwestern Oregon Regional Science Exposition (SORSE) is being held in the Fairview rooms on the SOCC campus on March 1. Ron Metzger and Ann Sylvia are the co-directors this year. Daniel Brouse, Bob Fields and Ann Sylvia are serving on the scientific review board. The exposition includes research projects from high school and middle school students from the southern Oregon region. The students with the two top projects from SORSE will compete in the international fair being held in Atlanta, Georgia.
- The geology lecture series hosted Dr. Kelin Wang from the Geological Survey of Canada, for what has become the annual anniversary lecture of the Great Cascadia Earthquake of 1700. Dr. Wang gave the 200 people in attendance an update on research associated with the Cascadia megathrust earthquakes that are taking place at the Pacific Geoscience Center in Victoria, British Columbia. This followed fall talks by Dr. Lonnie Thompson from Ohio State University, who provided an overview of climate change to 250 people. Dr. Thompson is one of the world's leading authorities on climate change and was the lead scientific advisor on Al Gore's documentary "An Inconvenient Truth". The series kicked off in October with a talk on the search for water and life on Mars by Dr. John Grotzinger from CalTech University, that was attended by over 150 people. The series sponsors have expanded with Oregon Resources Corporation joining continuing supporters Methane Energy Corporation and the Southwestern Oregon Community College Foundation.
- Over the past few months, two community based trainings were provided by Ron Metzger, Geology Professor, including a brief coastal geology overview for 84 participants in Florence for CoastWatch. The purpose was to provide CoastWatchers and interested people with a scientific background of the coastal rocky shore environment. Professor Metzger also provided a geology overview as part of the Shoreline Education for Awareness (SEA) docent training which was attended by over 40 community members.

#### ***Academic and Educational Partnerships***

- Nursing program expansion for Fall 2008 is occurring. The SOCC nursing program will increase from 27 students annually to 36 students. 27 students will be at the Coos Bay campus, 4 students in Florence and 5 students in Brookings.
- Southwestern has updated and renewed the articulation agreement with Oregon Institute of Technology for the Medical Imaging Technology program. This Allied Health field is in demand and SOCC is ensuring the seamless transition of students to achieve their goals.
- Diana Schab participated in an Information Technology Cluster National Advisory Committee for the Career Clusters initiative on February 8<sup>th</sup>. Over the last few years, the committee has updated the Information Technology Cluster knowledge and skill set to reflect industry changes and is now in the process of editing the document to provide assessment-ready performance elements. Measurement criteria will be updated later after the implications of the new Perkins assessment requirements are clarified.
- OCCI and SOCC are currently involved in discussions with Knowledge Delivery Systems (KDS) to provide an on-line platform to allow Army food service cadets to seek a degree in Culinary Arts through OCCI.

**Southwestern Oregon Community College  
Board of Education  
Integrated Technology and Research Report  
February 2008**

Prepared by: Kat Flores, Director of Integrated Technology Services

**Instructional Research – Robin Bunnell:**

- FTE guidelines presentation and update
- IPEDS submission
- Student learning outcomes development
- Dashboard learning outcomes development

**Instructional Technology – Karen Matson:**

- Prepared final reviews of new online courses
- Monitored enrollments to make appropriate adjustments for Winter term online courses
- Winter term WebCT/SoftChalk/Tegrity training
- 4<sup>th</sup> week FTE reports to OCCDL
- Preparing surveys for hybrid, online, and web-enhanced classes

**Systems, Security, and Telecommunication – Rocky Lavoie:**

- Attended ActiveCampus Administration class – Colleague portal software
- Data and phone wiring installed for student housing offices
- LDAP encrypted synchronization configured for portal single sign-on
- 7Meg DSL line ordered for Brookings to accommodate IPV
- Transcript requests online enabled on WebAdvisor
- Relocated offices for Newmark tenants
- Completed R9 math lab data wiring

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

- Completed budget management administration support and staff training
- End user training and documentation for EDI – (electronic transcript exchange)
- Completed IMC GL import programming and end user training
- Met with Datatel and the Portal Advisory Team for portal Discovery
- Installed new Campus Organizations module and created documentation
- Tested and documented sending text messages via Communications Management

**Web Systems – Pat Davidson:**

- Completed Grants website
- Added Photo Gallery to ELI website
- Revised Board website
- Nursing pages updated

Date February 25, 2008

**Southwestern Oregon Community College District  
Board of Education  
Resource Development Office Report**

Submitted by: Brenda Brecke, Dean of Resource Development

- Awarded Pace- Partners in Prevention Application. Requested \$6,105 to install 12 wireless panic buttons connected to campus operator for emergencies and to install bullet resistant glass for operator's office. Carol Richards - Project Director
- Awarded Contract with Options for Southern Oregon for \$15,625. This special project is intended to serve parents in the Coos County area with evidence-based parenting programs through the Family Center. Laurie Potts – Project Director
- Submitted Coos County RSVP grant to the Corporation for National and Community Service for \$62,191 Christine Coles-Project Director
- Submitted “The Southwestern Oregon Metals in Transportation Pathway Project” to the Oregon Economic and Community Development Department for \$108,210. This grant is in partnership with local businesses, economic development and workforce development. Arlene Soto – Project Manager
- Submitted Oregon House Delegation Appropriations Request to Rep. Peter Defazio's office for Equipment /upgrades for manufacturing program as part of our CREATED initiative. The request is for \$192,500 with \$173,500 for equipment and \$19,000 for electrical and ventilation upgrades to our facility.
- Submitted FY 2009 Oregon Federal Appropriations Request to Senator Ron Wyden's office for Equipment /upgrades for manufacturing program as part of our CREATED initiative. The request is for \$192,500 with \$173,500 for equipment and \$19,000 for electrical and ventilation upgrades to our facility.
- Grants Office web site launched thanks to the efforts of Pat Davidson, Anna Chavez, and Suzanne Wash.

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

Submitted by: Patty Scott, Dean of Students

**Pathways and Perkins**

- The Incentive Grant Three was successfully completed. There was strong collaboration between Southwestern and five high schools: Brookings Harbor, Coquille, Reedsport, North Bend and Marshfield to include six new 2+2 courses; 26 plans of study as advising tools in two schools; and a high school Career Pathways advising tool based on a statewide template.

**Student Activities and ASG**

- Fear Factor was held in the cafeteria with the overflow crowd filling the second floor of Empire to catch a glimpse of the 24 competitors making their way through such culinary treats as country breakfast flavored baby food, SpaghettiOs combined with maple and chocolate syrup, a treat of SPAM and Perrier and of course the caramel covered onion – all in an effort to win the grand prize of a Nintendo Wii.
- Other activities for the month included a trip to a Portland WinterHawks hockey game, which 40 students enjoyed, intramural bowling every Monday night, two movie nights, East Coast Swing Dance night, Dodgeball and Open Mic night in OCCI.

**Service Learning**

- Julia Rose collaborated with Pat Davidson on a Service-Learning web-site, which will debut prior to the start of spring semester.
- Julia Rose is in the process of developing materials for faculty, student, and community partner handbooks, which will be available on the Service-Learning web-site.
- Julia Rose is collaborating with Tom Bennett to develop a database of volunteer opportunities in the community
- Julia Rose has partnered with RSVP Director Chris Coles to create a Service-Learning and civic engagement course, which will be offered in fall of 2008.
- Julia Rose has developed promotional materials regarding service-learning opportunities on campus for distribution at the Spring Preview weekend in April. Julia is coordinating a Service Saturday event with Kari Robison, which will take place in March and be led by the Ambassadors.

**Rec Center**

- The Recreation Center is in the midst of a Winter Term full of new activities. An intramural basketball league has six teams competing for seeding in the season-ending tournament. The league has dramatically increased the popularity of basketball in the Recreation Center.
- About 20 skilled players competed in a ping pong tournament for prizes and prestige.
- For staff, a program simply called “The Challenge” has motivated better than 20 staff and faculty to participate in a calorie burning contest for prizes.
- The Rec Center flat screen TV’s in the fitness center have been a very popular addition. The facility also now has a Wii, the Nintendo gaming system that uses body motion to control the games.
- The facility supervisory staff have begun training and planning for climbing wall maintenance and wall supervision with the hope of operating some limited form of open climbing hours on the indoor climbing wall in the near future.

### **Educational Support and Enrollment Management**

- Tom Nicholls and Kari Robison attended the 25<sup>th</sup> annual Student Success and Retention Conference in Portland on February 7 and 8.
- Tom Nicholls, Kari Robison and Jamie Peck will be attending the annual DataTel users group conference in Arlington VA on March 10, 11, and 12 and will be researching methods to improve our processes for prospective student follow-up using communications management, e-mail and the Active Campus Portal.
- The Enrollment Management Committee is currently reviewing and addressing procedures for attendance verification for financial aid students, academic residency requirements for the awarding of degree's, bookstore charging, acceptance of military testing and coursed for college credit and immunizations for certain Southwestern student groups as required by the state of Oregon.
- ESPS helped organize two campus events on Monday, January 28 – Oregon Transfer Days in the morning and Easy Money (a scholarship workshop) in the evening. Representatives from 14 of Oregon's universities and 4-year colleges were scheduled to be here for Oregon Transfer Days, to provide information to SOCC students about transferring to their schools. For the scholarship workshop, students and staff members learned about scholarship opportunities for 2008-09 through the Oregon Student Assistance Commission and the Southwestern Oregon Community College Foundation. Caddie McKeown from ASPIRE and Cathy D'Alessandro from Financial Aid gave valuable tips for completing the scholarship applications and answered questions during and after the presentation.
- Counselor Catherine Hockman has raised \$7, 500 in donations to fund the Career/Job Expo 2008.
- International Student Club will celebrate the Chinese New Year "The Year of the Rat" on Friday, February 8, 2008 in the Lighthouse Depot at 5:00 p.m.
- Tim Dailey gave a presentation to the Southwest Chapter of the American Council of the Blind about the college and its resources to the community.
- The Counseling Dept, the VISTA volunteer, and the Housing Dept. have collaborated on the Valentine Initiative. The goal of VI is to talk about healthy and respective relationships, gender differences and social expectations with the students.
- The advising staff is going to the Coast Guard Air station for advising and testing. Cindy Henry arranged to have COMPASS on the computers at the air station.
- Barbara Johnson, Carolyn Byrd, Patty Scott, Tom Nicholls, and Kari Robison attended the Student Success and Retention conference.
- Barbara Johnson and Sharon Miller are working together on E Tutoring.

### **Community Education & Events Director and RSVP**

- Community Education and Events also includes our annual Elderhostel summer groups. At this time, we are in the final phase of hiring our 3 ACUHO Interns. Our department works with the Housing Department to coordinate all the summer activities and events offered through our Elderhostel program and the ACUHO Interns are key to a successful summer.

### **Student First Stop Center**

- Family Center parents received child care expense letters. This year was the first year we mailed letters to parents breaking down their child care expenses and child care paid for the year. After the letters were mailed we received almost no calls asking for child care breakdowns.
- Students can now order Official Grade Transcripts via WebAdvisor. Ordering transcripts online should be a great time saver for our students.
- The SOCC Student ID Cards are a big hit with our students and our local merchants. Visit [www.socc.edu/discounts](http://www.socc.edu/discounts) to view the list of participating merchants honoring student discounts. The list should be increasing as we are sending out a second letter of interest to local merchants using the Chamber of Commerce newsletter. Plus we have two students marketing the Student ID cards to the community for their work-experience credits.

**Admissions Office**

- The admissions office has completed 10 tours this month, most of which have been done by the ambassadors, 5 more scheduled for the month.
- OCCI has completed 4 tours this month and has 1 more scheduled.
- The ambassadors have made roughly 1500 phone calls in January and February, following up with prospective students who requested information at college fairs.

**Financial Aid**

- Financial Aid is preparing for the 2008-2009 academic year with new grant regulations and increases.

Date February 25, 2008

**Southwestern Oregon Community College District  
Board of Education  
Workforce Development Report**

Submitted by: Arlene Soto, Workforce Development Executive Director and Business Development Center Director

- Workforce Development submitted a Clusters grant to the state
  - Joint project with OECCD, South Coast Economic Development, Pathways program, Freeman Marine, Sause Brothers, American Bridge and other metals and transportation equipment businesses in Coos, Curry and Douglas Counties
- Business Development Center started the 2008 Business Excellence class
  - 12 companies represented
  - 10 sessions covering aspects of growing a successful business enterprise
- South Coast Commercial Driver Institute
  - Instructor Don McIntosh hired and he will attend train the trainer program in Wilsonville, OR February 25-29
  - Initial CDL training scheduled to begin March 7<sup>th</sup> and run 6 weekends