

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 Meetings

Monday, March 28, 2011





Southwestern Oregon Community College


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Board of Education Meetings

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, March 28, 2011

AGENDAS with Estimated Timelines–

Action Items = 

- | | | |
|----|---|-----------|
| 1. | CALL TO ORDER | 4:00 p.m. |
| 2. | WORK SESSION | 4:00 p.m. |
| | A. Labor Attorney Interviews | |
| | • Garrett Hemann Robertson P.C. | |
| | • Williams, Zografos & Peck Associates | |
| | B. Insurance Agent Interviews | |
| | • Wilson-Heirgood Associates | |
| | • Abel Insurance Agency | |
| | • Juul Insurance Agency | |
| 3. | RECESS INTO EXECUTIVE SESSION | 5:00 p.m. |
| | <i>Pursuant to:</i> | |
| | 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 | |
| 4. | RECONVENENE INTO OPEN SESSION | 6:00 p.m. |
| 5. | AGENDA CHANGES | |
| 6. | PUBLIC COMMENT | |
| 7. | INTRODUCTIONS / INTERVIEWS | |
| | A. Women’s 2010-11 Basketball Team | |
| | <i>Presenter: Mike Herbert</i> | |
| | B. National Women’s Wrestling Champion – Kendra Nelson | |
| | <i>Presenter: Kyle Croy</i> | |
| | C. Student-Athletes of the Month | |
| | • Kristina Hossley, Women’s Track & Field | |
| | • Kevin Weidemann, Men’s Track & Field | |
| | D. Student of the Month - February | |
| | • Jumpei Iiyama | |
| 8. | PRESENTATIONS | |
| | A. Business Development Center | |
| | <i>Presenter: Arlene Soto</i> | |
| | B. Integrated Technology Services | |
| | <i>Presenter: Kat Flores</i> | |
| 9. | BOARD REPORTS/INFORMATION | |
| | A. Important Dates/Items | |
| | • 04/04/11, 4:00 p.m., Board Work Session – Tioga 505 | |
| | • 04/25/11, 6:00 p.m., Board Meeting – Tioga 505 | |
| | • 05/01/11, 2:00 p.m., College 50 th Celebration Kick-Off – Quad | |
| | • 05/06/11, 7:00 p.m., Foundation Speaker Series Kickoff -
Dr. David Frohnmayer, “Who Inspired You?” | |
| | • 05/09/11, 6:00 p.m., Board Budget Meeting – Tioga 505 | |
| | • 05/19/11, 3:30 p.m., Annual Employee Recognition – OCCI | |
| | • 05/23/11, 5:00 p.m., Board Budget Meeting (if needed) – Tioga 505 | |
| | • 05/23/11, 6:00 p.m., Board Meeting – Tioga 505 | |
| | • 06/08/11, 4:00 p.m., GED Graduation – Empire Lakeview E/F | |
| | • 06/10/11, Graduation Activities | |

- 06/27/11, 3:00 p.m., Board Meeting – Brookings
 - 07/28/11 and 07/29/11, 1:30 p.m. and 8:00 a.m., Board Retreat – OCCI Lobby
 - 07/29/11, 2:00 p.m. Board Meeting – Tioga 505
 - 09/24-25/11, Recognition of Past ASG Presidents
 - 10/08/11, 50th Community Celebration, Recreation Center
 - 01/27/12, Curry Building Dedication
 - 04/23-25/12, Accreditation Visit
 - 06/08-10/12, Recognition of the 50th Class of Nursing
- B. Board Reports
- 1) Legislative Teleconferences
Presenter: Rick Howell
 - 2) President's Evaluation Committee Report
10. COLLEGE REPORTS
- A. President's Report
- B. Financial Reports, Exhibit # 10 B
Presenter: Ron Olson
- 1) MA #18, Fiscal: Statement of Budget and Actual Revenues and Expenditures, Exhibit # 10 B 1
 - 2) MA #16, Fiscal: Statement of Revenues and Expenditures – All Funds, Exhibit # 10 B 2
 - 3) MA #15, Fiscal: Statement of Cash Flows YTD – All Funds, Exhibit # 10 B 3
 - 4) MA #17, Fiscal: Balance Sheet – All Funds, Exhibit # 10 B 4
 - 5) MA # 20, Enterprise Funds Activity, Exhibit # 10 B 5
 - 6) Routine Expenditures, Exhibit # 10 B 6
11. CONSENT AGENDA
- A. February 28, 2011 Meeting Minutes, Exhibit # 11 A 
- B. 2011-12 Faculty Tenure, Exhibit # 11 B
12. OLD BUSINESS
- A. Board Policy 2nd Reading
- 1) BP 7155, Tobacco Use Environment, Exhibit # 12 A 1 
13. NEW BUSINESS
- A. 2011-12 Tuition, Exhibit # 13 A
Presenter: Linda Kridelbaugh 
- B. 2011-12 Fees, Exhibit # 13 B
Presenter: Linda Kridelbaugh 
14. EX-OFFICIO REPORTS
- A. Classified Union, *Vickie Brumit*
 - B. Faculty Senate, *Mike Turner*
 - C. Faculty Union, *Renee Menkens*
 - D. Exempt, *Cari Friesen*
 - E. Associated Student Government, *Caitlin Portinga*
15. UNIT REPORTS
- A. Executive Team Reports
- 1) Student Services, *Tom Nicholls*, Exhibit # 15 A 1
 - 2) Administrative Services, *Linda Kridelbaugh*, Exhibit # 15 A 2
 - Human Resources Hiring Matrix
 - 3) Instructional Services, *Patty Scott*, Exhibit # 15 A 3
 - 4) Integrated Technology Services, *Kat Flores*, Exhibit # 15 A 4
 - 5) Foundation, *Karen Pringle*, Exhibit # 15 A 5
 - 6) Curry Campus, *Janet Pretti*, Exhibit # 15 A 6 *
16. CORRESPONDENCE/INFORMATION
- A. February 19, 2011 Letter from Senator Merkley, Exhibit # 16 A
 - B. March 9, 2011 Letter from Marshfield Principal Greg Mulkey, Exhibit # 16 B
 - C. Thank You Card from Colleen Cumberland, Exhibit # 16 C

Shaded Exhibit included in meeting materials

* Materials may be distributed at the meeting

Board policy states that requests must be made by contacting the Clerk of the Board at least nine 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
BOARD OF EDUCATION GOALS
2010-2011**

1. Engage in Curry Campaign fundraising campaign.
2. Schedule a Work Session with the Foundation Board in October 2010.
3. Invite an Ex-officio Foundation Board member to participate in Board of Education meetings by December 2010.
4. Complete review of Board policies by February 2011.
5. Conduct State of the College Planning during quarterly work sessions covering Facilities Master Plan, Enrollment Management, College Advancement, Student Services, Integrated Technology Services, Administrative Services, and Instruction relative to Mission fulfillment of Accreditation Standard One.
6. Actively advocate community colleges at the local, state and federal level.
7. Actively participate and support the 50th Anniversary celebration.

Adopted on 07/10/10

Southwestern Oregon Community College

January 2011 Financial Statements

General Fund Statement of Budget and Revenue and Expenditures:

Federal Support: Family Center USDA Food Program - \$2,091

Tuition & Fees: Student Tuition and Fee waivers - \$221,113, Employee Tuition and Fee waivers - \$38,103

Other Income: Child Care Services - \$10,995, Student Recreation Center facility use - \$6,601, Curry County books sales - \$6,829

Materials & Services: \$4,125 to Coquille Valley Hospital for nursing faculty, \$2,847 to Bay Area Hospital for part time nursing clinical faculty, \$4,916 to Pacific Airgas Inc. for cutting machine and supplies, \$4,083 to Brenda Brecke for contracted services, \$6,374 to Shelton Turnbull for marketing CD mailer, \$13,789 to ORCA Communications for two months of internet service, \$6,182 to NW Natural Gas Company for gas, \$40,640 to Pacific Power for electrical power, \$2,000 to Daniel J. Summers for ASG hypnotist entertainment

Statement of Revenue and Expenditures – All Funds:

Special Projects Fund: Tuition & Fees are primarily for Curry County Special Projects, Online BNA Program, High School Credit Recovery, Extended Learning, International Students and the Korean Program. Other Income includes Family Center Program income, facility use, and Foundation and miscellaneous expense reimbursements. Other Grant Income is primarily foundation grants.

Plant Fund: State Support includes Curry State bond proceeds and Go Oregon maintenance. Interest Income is for the Curry bond proceeds which are held in a separate Local Government Investment Pool account.

Enterprise Fund: Tuition & fees – OCCl and Conferencing revenue; Other Income – Newmark rent, Student Housing, Bookstore revenue and other building rent.

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.

Statement of Cash Flows:

Restricted cash is primarily Special Projects and Trust & Agency funds, and private grants and loans for students.

Balance Sheet:

General Fund: Accounts Receivable as of January 31, 2010 were \$3,151,849. Deposits are for the Nursing Program and gift certificates.

Enterprise Fund: Prepaid Expenses are unamortized bond issuance costs. Inventory is Bookstore inventory. "Deposits Held in Custody" is for Student Housing and OCCl.

Trust & Agency: "Deposits Held in Custody" is the beginning balance of all funds held in trust.

Enterprise Fund

Bookstore:

Materials & Supplies – general supplies, credit card fees

Purchased Services – shipping

Contracted Services – equipment maintenance, software maintenance

Newmark Operations:

Payroll – maintenance staff

Contracted Services – maintenance expenses (pest, fire extinguishers)

Newmark Tenant Services:

Payroll – custodial staff

Purchased Services – heat, lights, water, sewage, sanitation

Contracted Services – building maintenance & repair

Student Housing:

Tuition/Fees – activity fees, deposit fees, other fees

Sales – vending

Purchased Services – telephone, meeting expense, heat, lights, water, sewage, sanitation, cable TV,

Contracted Services – food service from Dining Services, resident assistant room & board

Dining Services:

Materials & Supplies – general supplies, food costs, catering supplies, equipment <\$5,000

Purchased Services – water, sewage, sanitation

Contracted Services – routine restaurant maintenance services

Transfers to Other Funds – student chefs paid by General Fund

Conferences Other:

Revenue – athletic camps, Upward Bound housing, Korean Project housing

Payroll – Service Learning coordinator, part time temp employees

Conferences Projects:

Revenue – Elderhostel

Payroll – Elderhostel presenters, part time temp employees

Purchased Services – food service from Dining Services

Internal Services – SWOCC bus

Oregon Coast Culinary Institute:

Sales – sale of bakery items for fund raiser

Miscellaneous Revenue – building rent, Chef's Table & other food service

Materials & Supplies – uniforms, paper products, promotional material, postage, class materials & supplies, equipment <\$5,000

Travel – recruitment, professional development

Purchased Services – advertising, dues & fees, heat, lights, water, sewage, sanitation

Contracted Services – routine restaurant maintenance services, special event expenses

Materials for Resale – textbooks, knife sets

Southwestern Oregon Community College
GENERAL FUND
Statement of Budget and Revenues and Expenditures
For the period ending January 31, 2011

	<u>January</u>	<u>YTD</u>	<u>Adjusted Budget</u>	<u>Variance Favorable (UnFavorable)</u>	<u>Actual YTD % of Budget</u>	<u>Actual YTD % of Budget Prior Year</u>
Begining Fund Balance		\$1,303,716.56	\$900,000.00	\$403,716.56	144.9%	363.2%
Revenues:						
State Support	1,067,000.65	3,666,476.99	6,926,159.00	(3,259,682.01)	52.9%	75.7%
Federal Support	2,090.78	12,545.53	25,500.00	(12,954.47)	49.2%	19.4%
Local Support (Taxes)	67,766.40	4,283,664.94	4,810,064.00	(526,399.06)	89.1%	89.3%
Tuition & Fees (Net of Waivers)	25,487.64	4,202,678.18	5,734,057.00	(1,531,378.82)	73.3%	77.0%
Interest Earnings	2,772.03	16,925.33	24,000.00	(7,074.67)	70.5%	34.4%
Other Income	28,460.87	138,635.11	267,167.00	(128,531.89)	51.9%	72.8%
Loan Proceeds			4,860,000.00	(4,860,000.00)	0.0%	55.7%
Transfers from Other Funds		58,022.45	559,546.00	(501,523.55)	10.4%	0.0%
Total Revenues	<u>1,193,578.37</u>	<u>12,378,948.53</u>	<u>23,206,493.00</u>	<u>(10,827,544.47)</u>	<u>53.3%</u>	<u>72.2%</u>
Total Resources Available		<u>13,682,665.09</u>	<u>24,106,493.00</u>	<u>(10,423,827.91)</u>	<u>56.8%</u>	
Expenditures:						
Personal Services & Benefits	976,516.44	6,621,258.63	12,795,123.00	6,173,864.37	51.7%	53.4%
Materials & Services (Net of Waivers)	240,764.88	2,199,520.54	3,893,929.00	1,694,408.46	56.5%	55.4%
Capital Outlay		33,980.00	75,000.00	41,020.00	45.3%	0.0%
Debt Service:						
Principal			4,860,000.00	4,860,000.00	0.0%	79.0%
Interest & Administrative Fees			50,000.00	50,000.00	0.0%	25.2%
Transfers to Other Funds		326,169.21	1,632,441.00	1,306,271.79	20.0%	31.7%
Total Expenditures	<u>1,217,281.32</u>	<u>9,180,928.38</u>	<u>23,306,493.00</u>	<u>14,125,564.62</u>	<u>39.4%</u>	<u>58.7%</u>
Fund Balance (End of Month)		<u>4,501,736.71</u>	<u>800,000.00</u>			

Southwestern Oregon Community College
Statement of Revenues and Expenditures
Year-to-Date as of January 31, 2011

	<u>General Fund</u>	<u>Financial Aid Fund</u>	<u>Special Projects Fund</u>	<u>Insurance Reserve Fund</u>	<u>Plant Fund</u>	<u>Debt Service Fund</u>	<u>Internal Service Fund</u>	<u>Enterprise Fund</u>	<u>Trust and Agency Fund</u>	<u>Totals</u>
Begining Fund Balance	\$1,303,716.56		\$1,115,431.44	\$446,021.69	\$6,521,168.74			\$334,265.23		\$9,720,603.66
Revenues:										
State Support	3,666,476.99	204,285.00	147,968.56		976,012.21					4,994,742.76
Federal Support	12,545.53	3,901,905.09	1,874,759.37							5,789,209.99
Local Support (Taxes)	4,283,664.94		167,498.00							4,451,162.94
Tuition & Fees (Net of Waivers)	4,202,678.18		203,916.05					1,720,276.05	38,734.00	6,165,604.28
Interest Earnings	16,925.33	10.51	1,290.78	1,180.50	13,565.75			26.55		32,999.42
Other Income	138,635.11		85,008.52	950.89		350,709.95	185,913.03	3,249,701.34	55,749.05	4,066,667.89
Other Grant Income and Workshops			378,163.16							378,163.16
Transfers from Other Funds	58,022.45					219,040.38	105,128.83		2,000.00	384,191.66
Total Revenues	<u>12,378,948.53</u>	<u>4,106,200.60</u>	<u>2,858,604.44</u>	<u>2,131.39</u>	<u>989,577.96</u>	<u>569,750.33</u>	<u>291,041.86</u>	<u>4,970,003.94</u>	<u>96,483.05</u>	<u>26,262,742.10</u>
Expenditures:										
Personal Services & Benefits	6,621,258.63	46,905.09	1,515,128.51				147,547.92	1,090,329.45		9,421,169.60
Materials & Services (Net of Waivers)	2,199,520.54	4,174,059.89	1,124,517.17	8,094.47	609,877.82		155,446.25	1,976,106.89	62,058.31	10,309,681.34
Capital Outlay	33,980.00		386,702.77		2,454,104.66					2,874,787.43
Debt Service:										
Principal						11,756.15				11,756.15
Interest & Administrative Fees						646,842.50		251,816.00		898,658.50
Transfers to Other Funds	326,169.21							58,022.45		384,191.66
Total Expenditures	<u>9,180,928.38</u>	<u>4,220,964.98</u>	<u>3,026,348.45</u>	<u>8,094.47</u>	<u>3,063,982.48</u>	<u>658,598.65</u>	<u>302,994.17</u>	<u>3,376,274.79</u>	<u>62,058.31</u>	<u>23,900,244.68</u>
Revenues Over (Under) Expenditures:	<u>3,198,020.15</u>	<u>(114,764.38)</u>	<u>(167,744.01)</u>	<u>(5,963.08)</u>	<u>(2,074,404.52)</u>	<u>(88,848.32)</u>	<u>(11,952.31)</u>	<u>1,593,729.15</u>	<u>34,424.74</u>	<u>2,362,497.42</u>
Fund Balance (End of Month)	<u>4,501,736.71</u>	<u>(114,764.38)</u>	<u>947,687.43</u>	<u>440,058.61</u>	<u>4,446,764.22</u>	<u>(88,848.32)</u>	<u>(11,952.31)</u>	<u>1,927,994.38</u>	<u>34,424.74</u>	<u>12,083,101.08</u>

Southwestern Oregon Community College
Statement of Cash Flows
Summary of All Funds by Month

	<u>2010</u> <u>January</u>	<u>2010</u> <u>February</u>	<u>2010</u> <u>March</u>	<u>2010</u> <u>April</u>	<u>2010</u> <u>May</u>	<u>2010</u> <u>June</u>	<u>2010</u> <u>July</u>
Revenue Over (Under) Expenditures	747,106.91	(273,010.46)	314,501.53	(261,930.98)	(3,250,000.77)	4,448,817.60	935,509.61
Change in Assets							
Accounts Receivable	(1,491,229.09)	693,214.56	532,900.62	(1,913,807.10)	(165,031.78)	1,526,220.45	(281,043.03)
Prepaid expenses		1,066.68				84,793.65	(131,521.51)
Inventory						(40,337.90)	
Fixed Assets		26,000.00				(62,278.90)	
Subtotal	(1,491,229.09)	720,281.24	532,900.62	(1,913,807.10)	(165,031.78)	1,508,397.30	(412,564.54)
Change in Liabilities							
A/P Payroll/Withholdings	(158,270.03)	101,697.27	143,181.70	93,214.67	102,948.90	(132,594.51)	(47,645.70)
Accounts Payable	102,645.01	(52,668.27)	90,551.55	(13,367.89)	122,244.05	698,645.17	(80,042.48)
Deposits Held in Custody	15,668.19	(4,841.37)	(9,859.04)	54,490.03	(13,266.12)	(36,452.79)	(37,977.55)
Deferred Revenue	1,000.00	0.00	0.00	0.00	889,385.00	1,664,764.77	(2,536,591.77)
Bonds/Notes Payable						(823,706.76)	
Subtotal	(38,956.83)	44,187.63	223,874.21	134,336.81	1,101,311.83	1,370,655.88	(2,702,257.50)
Cash Beginning of Period	3,154,375.56	5,353,754.73	4,430,650.66	4,436,125.78	6,222,338.71	4,238,681.55	8,503,558.47
Restricted Cash	1,013,375.91	1,378,848.71	1,734,998.08	2,476,263.88	1,628,110.90	848,200.42	94,364.80
Unrestricted Cash	4,340,378.82	3,051,801.95	2,701,127.70	3,746,074.83	2,610,570.65	1,628,964.30	1,026,286.75
Curry Construction Bond Funds						6,026,393.75	6,028,723.57
Total Cash at End of Period	5,353,754.73	4,430,650.66	4,436,125.78	6,222,338.71	4,238,681.55	8,503,558.47	7,149,375.12

As of March 21, 2011:

Operating cash on hand	\$1,730,165.53
Accounts payable	\$454,004.54
Curry Project cash	\$3,824,677.99

Southwestern Oregon Community College
Statement of Cash Flows
Summary of All Funds by Month

	<u>2010</u> <u>August</u>	<u>2010</u> <u>September</u>	<u>2010</u> <u>October</u>	<u>2010</u> <u>November</u>	<u>2010</u> <u>December</u>	<u>2011</u> <u>January</u>
Revenue Over (Under) Expenditures	623,382.57	(401,556.54)	(1,000,596.67)	2,106,527.35	1,051,034.39	(951,803.29)
Change in Assets						
Accounts Receivable	394,768.99	870,352.47	(1,208,140.99)	(301,239.59)	2,536,113.49	(2,092,443.55)
Prepaid expenses						
Inventory						
Fixed Assets						
Subtotal	394,768.99	870,352.47	(1,208,140.99)	(301,239.59)	2,536,113.49	(2,092,443.55)
Change in Liabilities						
A/P Payroll/Withholdings	18,124.39	36,869.79	94,264.67	106,901.35	(245,023.08)	74,289.22
Accounts Payable	(375,393.53)	40,542.71	486,195.42	(530,396.58)	(472,536.18)	176,465.63
Deposits Held in Custody	(45,289.17)	(10,835.39)	(419,151.13)	(404,741.53)	935,028.92	(3,986.59)
Deferred Revenue						
Bonds/Notes Payable						
Subtotal	(402,558.31)	66,577.11	161,308.96	(828,236.76)	217,469.66	246,768.26
Cash Beginning of Period	7,149,375.12	6,975,430.39	5,770,098.49	6,138,951.77	7,718,481.95	6,450,872.51
Restricted Cash	406,259.98	416,377.60	1,069,017.01	1,247,805.36	814,367.49	1,381,443.89
Unrestricted Cash	1,324,680.17	1,021,515.59	1,251,497.50	2,650,680.11	1,814,896.35	2,633,615.59
Curry Construction Bond Funds	5,244,490.24	4,332,205.30	3,818,437.26	3,819,996.48	3,821,608.67	3,823,221.55
Total Cash at End of Period	6,975,430.39	5,770,098.49	6,138,951.77	7,718,481.95	6,450,872.51	7,838,281.03

Southwestern Oregon Community College
Balance Sheet
As of January 31, 2010

	General 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	\$2,079,325.41	(\$108,287.44)	\$714,883.94	\$440,058.61	\$3,741,310.35	(\$88,848.32)	(\$4,148.62)	\$913,090.04	\$150,897.06	\$7,838,281.03
Accounts Receivable	3,340,340.30	10,308.39	233,803.49		705,453.87			33,280.46		\$4,323,186.51
Prepaid Expenses								153,554.89		\$153,554.89
Inventory								169,528.73		\$169,528.73
Fixed Assets								14,874,190.99		\$14,874,190.99
Total Assets	<u>5,419,665.71</u>	<u>(97,979.05)</u>	<u>948,687.43</u>	<u>440,058.61</u>	<u>4,446,764.22</u>	<u>(88,848.32)</u>	<u>(4,148.62)</u>	<u>16,143,645.11</u>	<u>150,897.06</u>	<u>27,358,742.15</u>
Liabilities and Fund Balance										
Liabilities:										
A/P Payroll/Withholdings	539,124.55						7,803.69	49,738.88		\$596,667.12
Accounts Payable	362,587.58	7,419.33								\$370,006.91
Deposits Held in Custody	5,000.87	9,366.00	1,000.00					162,015.28	116,472.32	\$293,854.47
Deferred Revenue	11,216.00							20,092.00		\$31,308.00
Bonds/Notes Payable Reserves								13,983,804.57		\$13,983,804.57
Total Liabilities	<u>917,929.00</u>	<u>16,785.33</u>	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,803.69</u>	<u>14,215,650.73</u>	<u>116,472.32</u>	<u>15,275,641.07</u>
Fund Balance	<u>4,501,736.71</u>	<u>(114,764.38)</u>	<u>947,687.43</u>	<u>440,058.61</u>	<u>4,446,764.22</u>	<u>(88,848.32)</u>	<u>(11,952.31)</u>	<u>1,927,994.38</u>	<u>34,424.74</u>	<u>12,083,101.08</u>
Total Liabilities and Fund Balance	<u>5,419,665.71</u>	<u>(97,979.05)</u>	<u>948,687.43</u>	<u>440,058.61</u>	<u>4,446,764.22</u>	<u>(88,848.32)</u>	<u>(4,148.62)</u>	<u>16,143,645.11</u>	<u>150,897.06</u>	<u>27,358,742.15</u>

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund
Financial Summary Comparison for Period Ending January 31

	Bookstore		Newmark Operations		Newmark Tenant Services	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
Revenues:						
Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales	921,226.90	880,646.52	-	-	-	-
Interest	-	-	6.25	5.17	-	-
Rent	-	-	160,912.99	163,185.78	36,601.88	37,148.93
Miscellaneous	5,243.48	2,367.74	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
Total Revenues	\$ 926,470.38	\$ 883,014.26	\$ 160,919.24	\$ 163,190.95	\$ 36,601.88	\$ 37,148.93
Expenditures:						
Personal Services	\$ 41,547.26	\$ 47,094.99	\$ 5,629.77	\$ 2,602.55	\$ 33,868.24	\$ 38,322.85
Payroll costs/Benefits	16,448.62	20,550.76	3,127.66	1,479.81	19,303.99	19,577.76
Material & Supplies	7,395.35	10,250.06	1,044.04	500.79	2,312.26	537.34
Travel	915.99	1,058.59	-	-	-	-
Purchased Services	27,989.28	21,890.73	320.00	-	34,865.49	34,362.03
Internal Services	69.22	315.05	-	-	-	-
Contracted Services	3,839.64	3,739.19	-	1,621.00	5,705.82	21,206.53
Professional Services	-	-	-	-	-	-
Insurance	-	-	9,018.00	8,763.00	-	-
Leases	-	-	-	-	-	-
Materials for Resale	645,386.04	563,936.98	-	-	-	-
Student Aid Grants	-	-	-	-	-	-
Employee Tuition Waivers	-	-	-	-	16,354.25	2,190.00
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	250.00	-	2,223.95	-
Interest Expense	750.00	-	35,978.50	32,649.17	-	-
Principal Payment	-	-	-	-	-	-
Debt Service Admin	700.00	80.42	321.67	321.67	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-
Total Expenditures	\$ 745,041.40	\$ 668,916.77	\$ 55,689.64	\$ 47,937.99	\$ 114,634.00	\$ 116,196.51
Revenues over (under) Expenditures	\$ 181,428.98	\$ 214,097.49	\$ 105,229.60	\$ 115,252.96	\$ (78,032.12)	\$ (79,047.58)
Beginning Fund Balance	\$ 1,011,825.75	\$ 687,150.41	\$ 544,474.68	\$ 585,183.39	\$ (79,327.11)	\$ 15,401.80
Ending Fund Balance	\$ 1,193,254.73	\$ 901,247.90	\$ 649,704.28	\$ 700,436.35	\$ (157,359.23)	\$ (63,645.78)

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund
Financial Summary Comparison for Period Ending January 31

	Student Housing		Dining Services		Conferences Other	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
Revenues:						
Tuition/Fees	\$ 46,279.01	\$ 42,588.91	\$ -	\$ -	\$ 29,378.96	\$ 32,179.14
Sales	5,265.13	4,370.88	295,407.96	287,449.15	-	-
Interest	16.48	17.05	-	-	-	-
Rent	1,809,159.05	1,753,756.13	-	-	-	-
Miscellaneous	-	-	33,968.42	78,496.24	-	-
Transfer from other funds	-	-	-	-	-	-
Total Revenues	\$ 1,860,719.67	\$ 1,800,732.97	\$ 329,376.38	\$ 365,945.39	\$ 29,378.96	\$ 32,179.14
Expenditures:						
Personal Services	\$ 149,234.13	\$ 169,963.40	\$ 107,814.75	\$ 161,494.46	\$ 25,412.69	\$ 8,759.50
Payroll costs/Benefits	58,454.30	64,979.56	18,699.95	60,563.15	9,641.93	2,160.03
Material & Supplies	35,312.10	29,855.48	218,250.00	203,834.94	342.76	-
Travel	1,800.00	20.00	706.41	1,667.20	-	-
Purchased Services	126,178.07	146,823.14	13,915.89	8,688.09	188.16	645.33
Internal Services	753.41	1,625.99	-	164.08	822.00	-
Contracted Services	356,991.80	337,934.16	952.73	5,688.23	-	-
Professional Services	465.83	-	-	-	-	-
Insurance	26,122.00	26,122.00	-	-	-	-
Leases	1,294.67	390.75	-	-	127.09	-
Materials for Resale	-	-	-	-	-	-
Student Aid Grants	-	-	-	-	-	-
Employee Tuition Waivers	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	10,269.21	2,788.60	-	-
Interest Expense	158,118.14	153,854.78	-	-	-	-
Principal Payment	-	-	-	-	-	-
Debt Service Admin	687.88	1,422.39	-	-	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	58,022.45	-	-
Total Expenditures	\$ 915,412.33	\$ 932,991.65	\$ 370,608.94	\$ 502,911.20	\$ 36,534.63	\$ 11,564.86
Revenues over (under) Expenditures	\$ 945,307.34	\$ 867,741.32	\$ (41,232.56)	\$ (136,965.81)	\$ (7,155.67)	\$ 20,614.28
Beginning Fund Balance	\$ (552,073.86)	\$ (425,354.55)	\$ 179,167.16	\$ 187,355.46	\$ (19,126.37)	\$ (9,713.80)
Ending Fund Balance	\$ 393,233.48	\$ 442,386.77	\$ 137,934.60	\$ 50,389.65	\$ (26,282.04)	\$ 10,900.48

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund
Financial Summary Comparison for Period Ending January 31

	Conferences Projects		Oregon Coast Culinary		3/22/11 Neighborhood Facility Bldg.	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
Revenues:						
Tuition/Fees	\$ 39,652.50	\$ 46,133.00	\$ 1,689,190.00	\$ 1,599,375.00	\$ -	\$ -
Sales	-	-	1,992.22	5,229.57	-	-
Interest	-	-	2.34	3.99	0.56	0.34
Rent	-	-	-	-	17,500.00	17,500.00
Miscellaneous	-	-	5,167.17	19,550.40	-	-
Transfer from other funds	-	-	-	-	-	-
Total Revenues	\$ 39,652.50	\$ 46,133.00	\$ 1,696,351.73	\$ 1,624,158.96	\$ 17,500.56	\$ 17,500.34
Expenditures:						
Personal Services	\$ 1,700.00	\$ 10,887.25	\$ 269,080.92	\$ 373,278.19	\$ -	\$ -
Payroll costs/Benefits	494.12	863.88	96,669.68	107,751.31	-	-
Material & Supplies	266.72	587.77	293,334.13	317,823.50	-	-
Travel	7,305.24	6,101.70	29,419.46	26,347.81	-	-
Purchased Services	8,190.06	13,726.73	67,560.02	46,902.03	-	-
Internal Services	91.60	2,634.11	6,241.07	8,575.91	-	-
Contracted Services	532.14	-	8,175.34	17,486.58	-	-
Professional Services	-	-	-	-	-	-
Insurance	-	-	4,001.00	4,001.00	1,533.00	1,533.00
Leases	-	-	381.26	409.67	-	-
Materials for Resale	-	-	35,591.21	39,941.06	-	-
Student Aid Grants	-	-	45,810.00	43,952.00	-	-
Employee Tuition Waivers	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	18,230.79	9,464.74	-	-
Interest Expense	-	-	59,239.40	58,070.49	4,653.25	4,549.25
Principal Payment	-	-	-	-	-	-
Debt Service Admin	-	-	509.50	867.83	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-
Total Expenditures	\$ 18,579.88	\$ 34,801.44	\$ 934,243.78	\$ 1,054,872.12	\$ 6,186.25	\$ 6,082.25
Revenues over (under) Expenditures	\$ 21,072.62	\$ 11,331.56	\$ 762,107.95	\$ 569,286.84	\$ 11,314.31	\$ 11,418.09
Beginning Fund Balance	\$ (5,726.28)	\$ 11,072.97	\$ (1,197,484.01)	\$ (803,593.40)	\$ 78,055.83	\$ 86,762.95
Ending Fund Balance	\$ 15,346.34	\$ 22,404.53	\$ (435,376.06)	\$ (234,306.56)	\$ 89,370.14	\$ 98,181.04

ROUTINE AND CUSTOMARY PAYMENTS OVER \$25,000 January-11

CHECK NUMBER	CHECK DATE	P A Y E E	CHECK AMOUNT	DESCRIPTION
EFT	1/7/2011	Federal Employment Taxes	193,267.37	Federal Withholding, FICA, Medicare
EFT	1/7/2011	State Employment Taxes	52,069.00	State Withholding
EFT	1/7/2011	PERS	58,285.70	Retirement
EFT	1/7/2011	OEBB	264,823.42	Medical/Dental Insurance
196766	1/10/2011	Ing-State of Oregon	27,455.00	Employee Contributions

Exhibit # 11 A
Date March 28, 2011
Approved YES___ NO___
Motion # _____

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

February 28, 2011

ATTENDANCE

Board of Education/Staff (Quorum Present)

David Bridgham (Chair) *
Harry Abel *
Lonny Anderson *
Rick Howell *
Marcia Jensen *
Julie Kremers *

Deb Nicholls (Recording Secretary) *

Absent: Cherie Mitchell

Staff/ExOfficios

Patty Scott (President) *
Vickie Brumit
Robin Bunnell
Floyd Chase
Kris Crusoe
Tim Dailey
Karl Easttorp *
Mary Jane Fisher
Kat Flores *
Vickie Hennessey
Linda Kridelbaugh *
Renee Menkens
Denese Morris
Tom Nicholls *
Ron Olson
Pat Parker

Patrick Platt
Caitlin Portinga
Janet Pretti
Karen Pringle
Diana Schab
Avena Singh
Karina Smith
John Speasl
Rachele Summerville *
Mike Turner
Susan Walker
Jeff Whitey
Adam Whitlatch
Karen Whitson

Guests

Steven Brown
Cynthia Christensen
Gail Elber
Zach Martin
Quinn Myers
Noah Nicolle

DeDee Peterson
Haley Rose
Alyssa Sidener
Sarah Smith
National Wrestling Team

*Also present at Executive Session

CALL TO ORDER

Chair David Bridgham called the meeting to order at 5:07 p.m.

**RECESS INTO
EXECUTIVE
SESSION**

The Board recessed into Executive Session under ORS 192.660 (2) from 5:07 p.m. to 5:55 p.m.:

- (d) Labor Negotiations – The administrative negotiating teams updated the Board on the recently concluded processes and the status of upcoming sessions.

- (e) Property – The Board was updated on the status of various real properties within the district.
- (h) Legal Rights – Administration briefed the Board on a current litigation matter.
- (i) Personnel – The Board was updated on various personnel issues.

RECONVENED Chair Bridgham reconvened the open session at 6:03 p.m.

AGENDA CHANGES None were made.

PUBLIC COMMENT Sarah Smith from ASG briefed the Board on the Pennies Campaign – “The Change We Need” to benefit the new Curry Campus. Karina Smith challenged the Board to donate as the Foundation donated over \$60 at their recent meeting.

INTRODUCTIONS **INTRODUCTIONS**

Employees

The following employee *New to the College* was introduced to the Board:

- Doug Williams, Dining Services Dishwasher (not in attendance)

The following employees *New to their Position* were introduced to the Board:

- Vickie Hennessey, Educare Assistant/Parent Facilitator
- Karen Whitson, Family Liaison – Family Support Connections and Teen Parenting Program
- Denese Morris, Title III Activities Director

Student Athletes of the Month – February ‘11

- The following honored student-athletes were introduced to the Board:
 - Alyssa Sidener, Cheer
 - Zach Martin, Wrestling

National Wrestling Team

Members of the SWOCC Wrestling team and just returned from Nationals were introduced.

Students of the Month

The following students were introduced to the Board:

- Michael Donaldson, December ‘10 (not in attendance)
- Haley Rose, January ‘11

PRESENTATIONS **PRESENTATIONS**

Athletics

Athletic Director John Speasl briefed the Board on the teams’ activities and standings.

- Women’s basketball qualified for the NWAACC tournament, which they have not done since 2001. They have four student-athletes with GPAs of 3.5 or better; sophomore night was held this weekend at which 12 girls were recognized.
- Men’s basketball finished their season over the weekend. There were four teams tied for 2nd place in the Southern Region and we beat two of those teams during the season. They have two student-athletes with GPAs over 3.5.
- Spring sports are just getting started.
 - Track – Has over 40 kids on the team

Speasl referred to a document that was provided to the Board previously (chart on each of the teams’ cost and FTE breakdown). It was noted that of the 272 athletes on campus there are 22 that are dual sports athletes.

Nursing

Nursing Director Susan Walker and several first and second year nursing students addressed the Board from the Coos Bay Campus as well as via IPV at the Curry Campus. They shared their

personal experiences with the program and the school. One student that drives from Gold Beach to attend classes in Brookings. Another expressed her gratitude in having distance methods to attend classes so that she can stay close to family in her Coquille community and work at the local hospital. Her testing is conducted on the Coos Bay Campus, but the rest of the program is offered via IPV.

The new Curry Medical Facility in the Brookings area just opened and is very impressive. We hope to schedule clinical hours for our nursing students at the new facility.

DeDee Peterson, 2nd year nursing student, briefed the Board on the various activities that the Nursing Club members are involved in:

- Stocking of campus first aid kits
- Volunteering at the free ear, nose and throat clinic with Dr. Shimotakahara

Second year nursing student, Noah Nicolle, was honored for his dedicated service to our nation and his education. Noah just returned from his second tour of duty in the Middle East.

Financial Aid

Financial Aid Director Avena Singh briefed the Board on the financial aid process. Since last year's update, consultants were brought in during August to take a close look at the office and their procedures. She added that although not all of the suggestions that resulted from the audit can be implemented at this time to help with the 2010-11 awarding process, they will move forward with them for the 2011-12 process. However, one significant change implemented has been the removal of human intervention from the process - letting the Colleague system do some of the work; moving communications, except for a couple of important letters (award letter), to electronic dissemination, which will reduce printing and postage costs. We are working to reduce what we are asking the students for as well. They are streamlining processes and forms.

Singh noted that they were struggling to get students to use their SWOCC email accounts. It's an important communication system and it's essential that they access it.

Discussion occurred on the possible reduction and other changes in PELL grants. Chair Brigham encouraged people to contact legislators and explain the importance of these funds for our students.

It was noted that student borrowing was growing immensely, which may result in increased default rates. They are working to address these issues should they arise.

Deadlines:

- March 1, FASFA due date
- July 1, paperwork due date

BOARD REPORTS/ INFORMATION

IMPORTANT DATES/ITEMS

Discussion occurred on several upcoming meetings. The following dates/events were added:

- Annual Recognition Event - Wednesday, May 11, 2011 at 2:00 p.m.
- GED Graduation - Wednesday, June 8, 2011 at 4:00 p.m.

BOARD REPORTS

Accreditation

President Scott explained that the Year One report was submitted last week and that we received notification on who the readers will be already. Once their reading is completed they will submit a response to the Commission and we should hear something in April. We are moving on to Standard Two next!

OCCA

Chair Bridgham reported on the Legislative Summit, OCCA Board meeting, and meetings with our local legislators (Senators Kruse and Verger, Co-Speaker Roblan and Representative Krieger). He noted that they were all very supportive of the College and would work to get us more funding, if possible.

OCCA Board meeting – Two bills around the development of charter schools are under review. These bills threaten the ADM money of the other schools. OCCA is neutral on these bills. Two other bills are circulating on governance of community colleges and their relationship with higher education. There seems to be a lot of overlap with these two bills. OCCA is neutral on these bills as well.

Rick Howell reminded everyone about the legislative teleconferences that are held every over Tuesday morning at 7/730 a.m., noting that questions for next session are due Friday and that interested participants should contact Deb Nicholls.

COLLEGE REPORTS

PRESIDENT’S REPORT

President Scott briefed the Board on the College handout that she shared with local and national legislators during her visits to Salem and DC. She added that there was a lot of optimism in Salem regarding the budget – much more positive than during the 2009-11 biennium.

Budget

President Scott informed the Board that they were building the 2011-12 budget on \$410 million, which is a reduction from our current funding level. The affected staff have been notified and meetings with each of the employee group leaders have occurred. An All-Campus staff meeting is scheduled for Wednesday, March 2, 2011 to update them on the budget situation.

Grants

Foundation Executive Director Karen Pringle shared the following list of grants that the College is currently pursuing to secure additional funding for the Curry Campaign. Approximately \$700,000 is needed.

<u>Donor</u>	<u>Request</u>	<u>Award</u>
The Autzen Foundation	\$ 5,000	
The Kresge Foundation	\$ 200,000	
Ann & Bill Swindells Charitable Trust	\$ 25,000	
Chetco FCU	\$ 5,000	
Atkins Foundation	\$ 100,000	
Meyer Memorial Trust	\$ 100,000	
The Hearst Foundations	\$ 25,000	
Ford Family Foundation	\$ 300,000	Pending
Collins Medical Trust	\$ 15,000	
Oregon Cultural Trust	\$ 10,000	
US Bank	\$ 2,000	
West Family Foundation	\$ 10,000	
Oregon Community Foundation	\$ 25,000	\$ 25,000
The Leightman Maxey Foundation	\$ 10,000	
Gordon Elwood Trust	\$ 10,000	Pending

Wells Fargo	\$	5,000	
Umpqua Bank			\$ 1,000
	\$	847,000	

M02/11-1

Rick Howell's motion to *pledge the Board's support in pursuing the grants, as presented*, was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

Pringle added that Ford Family Foundation representatives would be visiting campus and the Curry site in this week.

FINANCIAL REPORTS, Exhibits # 9 B 1-6

Copies of the financial reports were included in the meeting materials and Business Manager Ron Olson briefed the Board on the reports. Olson was asked to distribute the 'current' cash flow figures at the meeting in the future.

MEASURE OF ACHIEVEMENT

Measure # 1, FTE Credit and Non-Credit, Exhibit # 9 C 1

Copies of the Measure were included in the meeting materials. Executive Director Tom Nicholls briefed the Board on the Measure.

Measure # 2, Enrollment Credit and Non-Credit, Exhibit # 9 C 2

Copies of the Measure were included in the meeting materials. Executive Director Tom Nicholls briefed the Board on the Measure.

Measure # 7, Course Credit and Non-Credit, Exhibit # 9 C 3

Copies of the Measure were included in the meeting materials. Executive Director Tom Nicholls briefed the Board on the Measure.

Measure # 8, Employer Perceptions, Exhibit # 9 C 4

Copies of the Measure were included in the meeting materials. Institutional Researcher Robin Bunnell briefed the Board on the Measure. She shared that several employers expressed concern with responding to the survey for confidentiality reasons even though they were totally anonymous.

Measure # 14, Structured Work Experience, Exhibit # 9 C 5

Copies of the Measure were included in the meeting materials. Cooperative Work Experience Coordinator Patrick Platt briefed the Board on the Measure.

Strategic Plan Update, Exhibit # 9 C 6

Institutional Researcher Robin Bunnell briefed the Board on the progress on Strategic Goals made during fall quarter. All of the Strategic Goals and Annual Priorities are tied together.

CONSENT
AGENDA

CONSENT AGENDA, Exhibits # 10 A - C

Copies of the items were included in the meeting materials.

M02/11-2

Marcia Jensen's motion to *approve the Consent Agenda, as presented*, was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the meeting minutes dated January 24, 2011, Exhibit # 10 A.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved revising the borrowing agreement with Umpqua Bank to a Tax and Revenue Anticipation Note (Taxable), Series 2011 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of \$4,860,000, to meet working capital needs for the 2011 calendar year, Exhibit # 10 B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of \$3,936.44 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, Exhibit # 10 C.

OLD BUSINESS

BOARD POLICIES

Board Policies – 2nd Reading

Following the first reading of policy sections 1000, 2000, and 3000 on January 24, 2011, the Board's second reading and adoption moves the policies forward to implementation.

M02/11-3

Marcia Jensen's motion to *adopt Board Policies Sections 1000, 2000, and 3000, as amended*, was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED** unanimously.

- Section 1000, Exhibit # 11 A 1
 - 1010 – Vision, Mission , Values and Core Themes
 - 1011 – Governance
 - 1015 – Equal Opportunity
 - 1020 – Equal Educational Opportunity
 - 1025 – Equal Employment Opportunity

- Section 2000, Exhibit # 11 A 2
 - 2005 – Board Goals
 - 2010 – Board Legal Status
 - 2011 – Board Powers and Duties
 - 2012 – Board Operations and Governance Style
 - 2016 – Board Elections
 - 2020 – Board Ethics and Conflicts of Interest
 - 2025 – Board Organization
 - 2031 – Board Officers
 - 2035 – Board Policy Development
 - 2036 – Adoption and Revision of Policies
 - 2037 – Administrative Rules
 - 2038 – Board Policy Review
 - 2040 – Regular Board Meetings
 - 2041 – Executive Sessions
 - 2045 – Board Meeting Agenda
 - 2050 – Special and Emergency Board Meetings
 - 2055 – Board Vacancies
 - 2056 – Orientation of New Board Members
 - 2060 – Board Member Standards of Conduct
 - 2061 – Individual Board Member's Authority and Responsibilities
 - 2063 – Board Committees
 - 2065 – Board Member Development
 - 2070 – Compensation and Expenses
 - 2072 – Board-Staff Communications
 - 2080 – Staff and Public Complaints

- Section 3000, Exhibit # 11 A 3
 - 3010 – Chief Executive Officer
 - 3020 – Duties of the President

- 3025 – President’s Job Description
- 3030 – Evaluation of the President
- 3035 – College Organization
- 3040 – Evaluation of Administrators
- 3045 – Approval of Handbooks and Directives
- 3050 – Temporary Administrative Arrangements

Board Policies – 1st Reading

It was noted that the first reading of the following policies occurred. The policies will move forward for second reading during the March 28, 2011 meeting.

- 5065 – Veterans Waivers, Exhibit # 11 B 1

Executive Director Tom Nicholls explained that SB 1066 did not include community colleges so OCCA requested that each of the 17 community colleges adopt board policies pertaining to Veterans Waivers during their February '11 meetings. The Board actually passed a resolution on these waivers on April 27, 2009, but an official Board policy with specific language has been requested.

Nicholls added that the College had been issuing the waivers, that there are currently three students utilizing them, and the budget impact is expected to be minimal. He asked that the Board waive the second reading on the policy as the language was provided by the state and approval at this time would ensure consistency among all 17 community colleges.

M02/11-4

Rick Howell’s motion to ***approve waive the second reading Board Policy # 5065 and adopt it as presented*** was seconded by Marcia Jensen. Upon call for the vote, the ***MOTION PASSED*** unanimously.

- 7155 – Tobacco Use Environment, Exhibit # 11 B 2

Two versions of the policy were included in the meeting materials (draft and proposed). Chair Bridgham explained that he was part of the work that the tobacco use task force had conducted and shared some of the history of smoking on campus (smoking used to be allowed in buildings and in classrooms). He added that the proposed Tobacco Use Environment (proposed) policy was similar to what other colleges are doing as well.

- Newmark Center – designated smoking areas (sidewalk) was the first phase.

Bridgham indicated that the ‘tobacco-free’ campuses issue needed to take place in Salem.

It was noted that tobacco-free campuses were hard to enforce. The July 1, 2012 date will allow time for determining the location of the designated smoking areas, design of them, budgeting for them, educating people (cessation), and also how to enforce them.

NEW BUSINESS

EARLY RETIREMENT

Executive Director Rachele Summerville indicated that one request had been received, but that we were over the cap of expenditures so it could not be granted. She added that the 26.5% increase in insurance premiums caused the overage.

2011-2012 HOUSING RATES, EXHIBIT # 12 B

Vice President Linda Kridelbaugh briefed the Board on the proposed increase noting that SWOCC would be higher than Treasure Valley and lower than Central. The only other college in the state that has apartment style housing is the University of Oregon. This is a modest increase in comparison to what increases other colleges are planning.

M02/11-5

Lonny Anderson’s motion to ***approve the increase in student housing rates for the 2011-2012 academic year, as presented***, was seconded by Rick Howell. Upon call for the vote, the ***MOTION PASSED*** unanimously.

**EXOFFICIO
REPORTS**

ASSOCIATED STUDENT GOVERNMENT

Caitlin Portinga reported on several activities:

- ASG handbook for future groups
- Campaign week
- Intramural bowling
- Clubs Rush
- Spirit Week
- Searching for Past ASG Presidents

Harry Abel inquired whether students were supportive of the College and Portinga responded positively.

CLASSIFIED UNION

Vickie Brumit reported that the union submitted the letter to open the contract recently. Three delegates will be attending the annual convention in Bend. She expressed concern over reports she'd received from classified that management was involving themselves in union issues, which may be result in unfair labor practice.

FACULTY SENATE

Mike Turner reported that Senate was working on committee restructuring, advising assessment, tobacco policy, recording of the lectures and the issues of copyrighting. He also added that there were several end-of-term concerts planned for next week.

FACULTY UNION

Renee Menkens reported that she, Turner, Sean Hutcherson, and Carolyn Byrd met with management on labor management issues. She expressed appreciation for Vice President Linda Kridelbaugh and President Scott meeting with her regarding recommendations for staffing changes and recognized their thoughtfulness in finding ways to minimize the impact on staff and students.

EXEMPT

No report given.

UNIT REPORTS

EXECUTIVE TEAM REPORTS

Administrative Services, Exhibit # 15 A 1

Copies the report and other documents were included in the meeting materials and Vice President Kridelbaugh highlighted that very few incidents had occurred in housing due to the efforts of the housing staff and the cooperation with campus security.

Harry Abel thanked the staff for their efforts in repairing and strengthening the relationship with Coos Bay Police Department from what had transpired during the previous administration.

Instructional Services, Exhibit #15 A 2

Copies of the report were included in the meeting materials and Associate Dean Kris Crusoe reported on the geology lecture series, advising, and the faculty peer evaluation process.

Integrated Technology Services, Exhibit # 15 A 3

Copies of the report were included in the meeting materials and Executive Director Kat Flores highlighted that advisors could now email all of their students at one time, which is a big accomplishment. The Board requested that her report be accompanied by a glossary of terms for better understanding to the reader.

Foundation, Exhibit # 15 A 4

Copies of the report were included in the meeting materials and Executive Director Karen Pringle highlighted Dr. David Frohnmayer’s lecture on education and leadership on May 6, 2011 @ 7 p.m. The event is scheduled in conjunction with the Foundation’s annual meeting. She shared the story of an anesthesiologist donating funds recently to purchase defibrillators for each of the ball fields and the track/soccer field (three total) and the speed in which it all came about.

50th Celebration Kickoff:

- May 1, 2 p.m. – Legacy Brick Dedication (installation ceremony)

Curry Campus, Exhibit # 15 A 5

Copies of the report were included in the meeting materials and Curry Dean Janet Pretti Highlighted the Pennies Campaign noting that one person donated 34 lbs of change in a gallon jar and the success of this year’s South Coast Writers Conference.

Student Services, Exhibit # 15 A 6

Copies of the report were distributed and Executive Director Tom Nicholls highlighted the work that is done to personally contact students and attract them to attend SWOCC. He announced that there were 12-15 students in OCCI’s new spring cohort as of this morning.

Community Engagement

Marcia Jensen shared the positive experience that local youth have with the Laker baseball team during t-ball season. She added that it and the recent Saturday Fair had been great ways to get people on campus that wouldn’t normally be here. Karina Smith explained that the Spirit Week is a collaborative event that involves numerous departments as well as community kids.

CORRESPONDENCE

CORRESPONDENCE/INFORMATION

No correspondence was included in the meeting materials.

ADJOURNMENT

Chair Bridgham adjourned the meeting at 8:30 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit# 11 B
Date March 28, 2011
Approved YES___ NO___
Motion # _____

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

Prepared by: Anna Chavez for Office of Instruction

ACTION UNDER CONSIDERATION

Grant tenure to Michael Herbert, Health/PE Instructor and Women's Basketball Coach, effective with his 2011-12 employment contract.

HISTORY/ DISCUSSION

The Faculty Collective Bargaining Agreement states that a tenure track faculty appointment is probationary until tenure is granted in accordance with the terms of Article 15, Probationary Period and Tenure. In accordance with the Faculty Collective Bargaining Agreement, Article 15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer probationary tenure track faculty members tenure after the successful completion of the probationary period, including an extension, if any. After successful and positive peer and administrative review in 2010-11, one (1) probationary faculty is eligible for tenure appointment.

In accordance with the Faculty Bargaining Agreement, Article 15.3, Probationary Tenure Track Faculty Members: Probationary Tenure Track Faculty Members who have successfully completed their probationary period and/or any extensions described in 15.1, and have been granted tenure by the Board of Education shall be designated as tenured faculty.

In accordance with the Faculty Bargaining Agreement, Article 11.2, Tenure and/or Positive Administrative Evaluation Adjustments: (a) Effective Date: Pay increases as set forth in this section shall be effective on the first day of the appointment year immediately following the academic year in which the evaluation was conducted, and (b) Eligible faculty members shall receive pay increases according to the following formula: All Faculty members will be granted one (1) yearly step increase except in the case of a negative evaluation. In accordance with Faculty Bargaining Agreement, Article 11.3, Transition to 2010-11 Salary Schedule: Faculty members who in academic year 2010-2011 who receive a positive tenure evaluation and are granted tenure will receive an additional step at the beginning of 2011-2012 contract. This is a one-time adjustment to base salary to take into account the transition from a 3 year evaluation/raise cycle to an annual step cycle.

TIMING

Consideration for this recommendation began during the 2010-11 academic year. The recommendation is being made after a positive peer and administrative evaluation. If approved, the 2011-12 employment contract will become the effective date of the tenure appointment.

BUDGET IMPACT

Funds available to cover the increase in salary due to approval of each tenure appointment is derived from the College General Fund totaling \$3,400 in the proposed 2011-12 Budget, pending approval by the Board of Education in June 2011.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District grants tenure to Michael Herbert effective with his 2011-12 employment contract.

BOARD POLICY**BP: 7155****TOBACCO USE ENVIRONMENT**

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the Board to establish a tobacco-free environment. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The Board or its designee shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and collection of such fines. No tobacco-related advertising or sponsorship shall be permitted on the College property, at College-sponsored events or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by the College and which is lawfully sold, bought or distributed on campus property. For the purposes of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. Exceptions may be granted by the president or designee.

The tobacco free policy may not apply to specific cultural activities used in connection with the practices by Native Americans that are in accordance with the American Indian Religious Freedom Act.

The College President will develop administrative policies and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement. Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. Procedures will also be developed to offer or promote programs and services that include practical evidence-based approaches to end tobacco use for students and employees who want to quit.

This policy will take effect July 1, 2012.

END OF POLICY**Legal Reference(s):**[ORS 163.575\(1\)\(d\),\(e\)](#)[ORS 192.710](#)[ORS 341.290\(2\)](#)[ORS 336.222](#)[ORS 336.227](#)[ORS 339.240](#)[ORS 339.250](#)[ORS 431.840](#)[ORS 431.845](#)[ORS 433.835 - 433.990](#)[OAR 581-021-0050 to -0075](#)[OAR 581-022-0413](#)[OAR 581-021-0110](#)[OAR 581-053-0015](#)[OAR 581-053-0545\(4\)\(c\)\(R\)-\(T\)](#)[OAR 581-053-0550\(5\)\(q\)-\(s\)](#)

Exhibit # 13 A
Date March 28, 2011
Approved YES ___ NO ___
Motion # _____

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

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Increase the Tuition Per Credit Rate from \$73 per credit to \$79 per credit becoming effective summer term 2011.

DISCUSSION/HISTORY

At the September 28, 1998 Board of Education meeting, Administrative Policy #9.014 was revised as follows:

“Tuition shall be adjusted for inflation by the July-to-July change in the consumer price index (Portland CPI-U) rounded to the nearest dollar. A copy of the revised tuition schedule will be forwarded to the Board of Education for review during the January Board of Education meeting. A CPI adjustment to tuition does not prevent the Board of Education from considering and approving other changes in the tuition schedule.”

The projected Portland-CPI for fiscal year 2011 ranges from 1.5% to 2.2% which would result in an increase to \$75 per credit. The Higher Education Price Index is projecting 2.3% increase which would result in an increase to \$75. The increase will keep Southwestern comparable to other Oregon Community Colleges (see attached chart) and is necessary due to extreme reductions in state support.

By Board policy, International Tuition Rate is three times Tuition Per Credit Rate and the Audit Tuition Rate is one-half of Tuition Per Credit Rate.

Additional Information:

HEPI: http://www.commonfund.org/CommonfundInstitute/HEPI/HEPI%20Documents/HEPI_2010_Table.pdf
<http://en.wikipedia.org/wiki/HEPI>
<http://www.forecasts.org/cpi.htm>

BUDGET IMPACT

It is projected this increase will result in \$360,000 to help offset the decrease in state funding of \$1,706,159. The temporary Per Credit Surcharge of \$8 per credit approved for winter 2011 and spring 2011 will expire at the end of spring quarter 2011.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the increase the Tuition Per Credit Rate to \$79 per credit to be effective summer 2011.

Oregon Community Colleges: Projected 2011-12 Tuition and Fees

			2011-12 Tuition and Fees					Total	Revised March 22, 2011
Community College	2011 Spring Term Total	Project Rate Increase	In-District Tuition		Quarterly Fees		2011-12 Term Total	Total 2011-12 Tuition and Fees	
			Charge Per Credit Hour	Charge per 15 cr. Hour	(For typical student taking 15 hours)				
					Tech.	Other		Per Spring Term	Notes
Oregon Coast	\$94.00	\$0.00	\$94.00	\$1,410.00	-	\$105.00	\$1,515.00	\$4,545.00	Continue \$15/credit tuition surcharge.
Treasure Valley	\$82.00	\$4.00	\$86.00	\$1,290.00	\$135.00	\$75.00	\$1,500.00	\$4,500.00	Discussing a \$4/credit tuition increase.
Linn-Benton	\$78.99	\$7.00	\$85.99	\$1,289.85	\$30.00	\$45.15	\$1,365.00	\$4,095.00	Planning for a \$7/credit tuition increase.
Clatsop	\$76.00	\$9.00	\$85.00	\$1,275.00	\$150.00	\$10.00	\$1,435.00	\$4,305.00	Discussing a \$9/credit tuition increase.
Columbia Gorge	\$79.00	\$5.00	\$84.00	\$1,260.00	-	\$135.00	\$1,395.00	\$4,185.00	Planning for a \$5/credit tuition increase.
Lane	\$83.00	\$1.00	\$84.00	\$1,260.00	\$75.00	\$45.00	\$1,380.00	\$4,140.00	Discussing \$1/cr. tuition increase and extending the \$3/cr. surcharge.
Rogue	\$75.00	\$7.00	\$82.00	\$1,230.00	\$60.00	\$50.00	\$1,340.00	\$4,020.00	Discussing \$5-\$10/cr. tuition increase. Used \$7/credit
Tillamook Bay	\$75.00	\$6.00	\$81.00	\$1,215.00	\$75.00	\$88.00	\$1,378.00	\$4,134.00	Discussing \$5-\$7/credit tuition increase. Used \$6/credit
Blue Mountain	\$78.00	\$2.00	\$80.00	\$1,200.00	\$30.00	\$40.50	\$1,270.50	\$3,811.50	Discussing a \$2/credit tuition increase.
Southwestern	\$81.00	(\$2.00)	\$79.00	\$1,185.00	-	\$330.00	\$1,515.00	\$4,545.00	End \$8 temp surcharge, discussing a \$6/credit tuition increase.
Portland	\$76.00	\$3.00	\$79.00	\$1,185.00	\$67.50	\$44.50	\$1,297.00	\$3,891.00	Planning for a \$3/credit tuition increase.
Chemeketa	\$72.00	\$5.00	\$77.00	\$1,155.00	\$0.00	\$150.00	\$1,305.00	\$3,915.00	Planning for a \$5/credit tuition increase, and a \$1/credit fee increase.
Clackamas	\$74.00	\$3.00	\$77.00	\$1,155.00	\$67.50	\$30.00	\$1,252.50	\$3,757.50	Proposed a \$3/credit tuition increase, and a \$1.50/credit tech fee
Mt. Hood	\$76.00		\$76.00	\$1,140.00	\$71.25	\$70.00	\$1,281.25	\$3,843.75	TBD
Central	\$70.00	\$6.00	\$76.00	\$1,140.00	\$45.00	\$21.00	\$1,206.00	\$3,618.00	Proposed a \$6/credit tuition increase, and a \$1/credit tech fee increase.
Klamath	\$68.00	\$6.00	\$74.00	\$1,110.00	\$60.00	\$125.00	\$1,295.00	\$3,885.00	Discussing \$5-\$8/credit tuition increase. Used \$6/credit
Umpqua	\$66.00	\$6.00	\$72.00	\$1,080.00	\$82.50	\$50.00	\$1,212.50	\$3,637.50	Approved a \$6/credit tuition increase, and a \$5/qtr reg fee increase.
Statewide Average	\$76.71	\$4.53	\$80.71	\$1,210.58	\$55.81	\$83.19	\$1,349.57	\$4,048.72	

Exhibit # 13 B
Date March 28, 2011
Approved YES__ NO__
Motion # _____

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

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approve the following fee increases on the College Fee Schedule (see attached):

- *Per Credit Incidental Fee* from \$18 to \$21
- *Distance Education Surcharge Fee* from \$20 to \$30 per class [expires June 2011]
- *ALSP (per term/unlimited courses) Fee* from \$25 to \$50
- *Application for Admission Fee* from \$30 to \$40

Approve the following additional fee on the College Fee Schedule (see attached):

- *Per Sheet Printing Fee Black & White* of \$0.05 per page
- *Per Sheet Printing Fee Color* of \$0.25 per page

DISCUSSION / HISTORY

The *Per Credit Incidental Fee* and the *Per Course Registration Fee* are charged in lieu of the following: Transcript Request Fees, Class and Computer Lab Fees, Student Recreation Center Fees, Graduation Fees, Distance Learning Fees, Public Safety Fee, Technology Fee, Parking Fee, and all associated course costs that are not directly related to support or delivery.

Currently distance education classes incur the same fees as traditional classes plus the surcharge of \$20 per class due to expire June 2011. This proposal continues the *Distance Education Surcharge Fee* for the 2011-2013 biennium. At the end of the biennium, the surcharge will be retired unless approved to continue. The reduction in state funding and the increase in technology costs necessitate this surcharge.

TIMING

These changes will become effective summer term 2011. 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

The Per Credit Incidental Fee is estimated to generate an additional \$202,000; the Distance Education Surcharge Fee \$65,000; ALSP Fee \$18,000; Application for Admission Fee \$15,000; and the Per Page Printing Fees \$4,500.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, approves the changes in the Fee Schedule for the 2011-2012 academic year beginning summer 2011.

Southwestern Oregon Community College Fee Schedule

Fee Title/Description	2010-2011 Fees	PROPOSED 2011-2012 Changes
Per Credit Incidental Fee	18.00	21.00
Per Course Registration Fee	26.00	
Self –Support Courses	At Cost	
Program or Course Associated/Required Fees	At Cost	
ALSP (per term/unlimited courses)	25.00	50.00
Distance Education Surcharge (per course-expires June 2011)	20.00	30.00
Music Individual Lessons (1 credit)	150.00	
Music Individual Lessons (2 credits)	300.00	
Nursing Application	50.00	
Nursing Deposit	50.00	
Nursing Program Fee First Year	3250.00	
Nursing Program Fee Second Year	3,000.00	
Culinary Deposit	250.00	
Student Housing Deposit	250.00	
Challenge Fee Per Credit	1/2 tuition	
CLEP Test Fee	85.00	
Compass/Asset for another school	10.00	
Compass/Asset retake third time	3.50	
GED Testing Fee	75.00	
GED Retest per Test	10.00	
LPGI Test Fee	20.00	
Meyer Briggs Test Fee	10.00	
Strong Interest Inventory Fee	10.00	
Other Test Proctored	20.00	
Application for Admission Fee	30.00	40.00
Calculator Rental Per Term	10.00	
Catalog (Mailed Request)	6.00	
Catalog (Bookstore purchase)	4.00	
Duplicate Diploma	15.00	
Fax Fee	4.00	
NSF Fees	25.00	
Official GED Transcript	7.00	
Transcript Fee (after 7 per academic year)	10.00	
Administrative Withdraw Fee	75.00	
Late Registration (after last day to withdraw w/o grade)	150.00	
Late Registration (after the end of the term)	250.00	
Payment Plan Setup Fee	30.00	
Academic Reinstatement	50.00	
Per Sheet Printing Fee Black & White	N/A	0.05
Per Sheet Printing Fee Color	N/A	0.25

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

Prepared by: Tom Nicholls Executive Director of Enrollment Management

CORE THEME: ACCESS

Strategic Plan Goal 2: *Provide access to support services for students, staff, and the community*

Admissions

- **Ambassadors Events**

Tours: Daily

Calling Campaigns

The ambassadors are calling all the prospective students to answer questions and share more about Southwestern. They have a specific goal of encouraging the prospective student to schedule a campus tour or attend Spring Preview Weekend.

Spring Preview Weekend: April 15, 16 & 17

We have reached our maximum occupancy for spring preview weekend with 50 registered. The students registered are from the following states: Florida, Washington, Oregon (both in and out of district), Nevada, Montana, California, Wyoming, Alaska, and Idaho. We have a variety of activities planned which include: ASG and RA events, meeting with admissions, financial aid, counseling, placement testing and housing.

Campus Life Committee:

Currently working on the Student Scholar of the Month program

New Ambassadors:

Savannah Beckley: Brookings, Oregon. Savannah is a first year student. She heard about the ambassador program during her senior year of high school and applied that year.

Bryan Pillig: Phoenix, Oregon. Bryan is a first year student. He heard about the ambassador program during a tour last summer. He has been interested in the program ever since. Bryan is also a member of the Rugby club at SWOCC.

Student Services Interns:

Student services interns have been hired for the summer. They are comprised of three ambassadors.

April Fischer has been with the ambassador program for three years. She worked as an intern last summer and is extremely familiar with the program and our goals

Christian Rupe has been an ambassador for two years now. Christian is very detailed oriented and focused. He'll provide a great resource for students and work hard to reach our program goals

Amanda Lee is new to the ambassador program, but learns quickly and is efficient. She will work diligently for the admission office this summer.

- **College Fairs**

We're currently registered for college fairs this spring in Northern and Southern California. We'll attend fairs in San Francisco, San Diego, Ontario, Ventura, LA, Orange County, Stockton, Turlock, Rohnert Park, San Rafael, Santa Clara, Hayward, Moraga and Sacramento.

Enrollment

- Graduation Committee has been meeting with planning well under way for both GED (June 8, 4-6 pm in Lakeview rooms) and general commencement (June 10, 7 pm in Prosper Hall).
- We received confirmation of monies from CCWD for First Term to First Year Persistence. These funds will be used to increase by 3% the first-term to first-year persistence rate for first-time, degree seeking, in-district students who have tested into two or more remedial courses, and who are receiving Federal Financial Aid. This will be accomplished by expanding our spring/summer bridge programs for this cohort.

Activities will include efforts of early assistance and intervention with financial aid to ensure that students have completed all steps necessary for the timely awarding of funds. We will accomplish this through individual financial aid counseling via telephone, social networking platforms and group financial aid counseling. Group counseling will be facilitated with scheduled sessions in five outreach communities with the College district. Included will be a series of required orientations consisting of academic skill building workshops in reading, writing and mathematics, group advising and community building/engagement events.

Additionally, we plan to bring 20-25 students from this cohort that have a listed major of undecided or undeclared for a one to two week (June 19-31), intensive summer immersion program. This will involve self-discovery and college success strategies along with academic and career exploration. Students will live on-campus, have an on-campus community service project, and participate in two to three classes/workshops in the academic areas for which they tested below college level. Advisors will then meet with this sub-group throughout the year for intrusive advising/mentoring. Data from this focus group will be used for future student success planning.

- Summer advising will be moved from a mostly informal drop in approach to Mondays for testing and group advising/scheduling for local students. There will of course still be individual appointments for those students who are unable to attend on Mondays or who are from out of the area and visiting on an alternate day.
- The spring cohort for OCCI is in attendance with 16 students eager and ready to begin.
- Review and awarding of Foundation and Institutional Scholarships for the 2011-12 academic year is underway.

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

Submitted by: Linda Kridelbaugh, Vice President of Administrative Services

The Mission of Administrative Services:

- *Provide effective fiscal management through responsible financial resources stewardship, ethical leadership, and responsive college-wide support.*
- *Maintain and provide a safe working, learning, and living physical environment.*
- *Provide college-wide operational support for staff and students.*
- *Provide human resources functions and professional development opportunities.*
- *Lead entrepreneurial endeavors by developing revenue streams to support financial independence.*
- *Promote and strengthen learning opportunities for students and staff through physical and social activities to foster lifelong wellness.*

The month of February 2011 initiated and finalized activity in Administrative Services to include:

CORE THEME: LEARNING AND ACHIEVEMENT

Dining Services

- Ice Alaska was a huge success as the SWOCC team placed 8th overall out of 25. The formidable SWOCC sculpture reached 23 feet tall at the World Championships ! Congratulations to Martin Condon & Dylan Peden who made great contacts for their future and represented the College with flying colors. Martin is on his way to New York to start his new job working for a 5 Star 4 Diamond Golf Club and Dylan is checking prospects for working as a chef and ice sculptor in California. During the time in Alaska, students were also exposed to the setting of a new Guinness Book of World Records record. The record for the Longest Ice Bar and Tallest Shot Luge was set by a combined team from California and Ohio.
- SYSCO (Who sponsored the SWOCC team with two plane tickets valued at \$1500) is very happy with the exposure and has asked Chef Foltz to represent the school with a student at their annual Food Show in Portland this summer where ice sculpting demos will be conducted at the food show visited by thousands of restaurant, hotel, and hospitality managers and owners.
- Spring break is coming and externs are being rotated out to join Dining Services.

CORE THEME: INNOVATION AND SUSTAINABILITY

Administrative Services

- Attended Accreditation, Institutional Effectiveness, Strategic Planning, Sustainability, General Faculty, Enrollment Management, Foundation, Tobacco Task Force, and several budget meetings.

- Labor Attorney RFP.
- Insurance Agent of Record RFP.
- Met for monthly meeting with Huon Quach from Francis C. Berg Architects hired by CCWD to oversee Curry Campus construction.
- Facilitated bloodborne pathogens training for appropriate staff.
- Performed ergonomic evaluation for one employee.
- Continued revision of 2012 budget.
- Attended Fair Use/Copyright Webinar.

Bookstore

- The online bookstore opened on March 3.
- Winter term buyback was conducted March 14– 18.
- Financial Aid charging began March 21.
- Processed over 200 book adoptions for Spring Term.
- We are in the process of ordering, receiving, and processing book shipments in preparation of Spring Term.
- March marks the one year anniversary of the bookstore’s collaboration with OCCI to carry goods prepared by baking and pastry students. The collaboration continues to be a success.

Campus Security

- The last month has shown a small but noticeable increase in the number of “irate subject” reports security has received from Dellwood (First Stop, Financial Aid), and Newmark Center. This is not surprising as people’s stress and frustration levels tend to rise in response to economic situations and pressures. Security will continue to provide a visible presence near these locations in order to deter disorderly and potentially disruptive behavior.
- Vehicle entry and theft appears to have decreased somewhat from January and February. Security will continue to maintain a high patrol presence in Student Housing and parking areas of campus so this trend continues.
- At the time of this month’s board meeting, security will be completely recertified in First Aid, CPR, and AED use for another two years, and will have also completed bloodborne pathogens training in order to stay compliant with campus policies.

Human Resources

Payroll

Processed 877 W-2’s for 2010.

Contracts (Employment)

- Continuing to get Part Time Faculty Contracts out prior to start of term.
- Working with Associate Deans and Office of Instruction to improve PT Faculty payment process.

Recruitment

- See Hiring Matrix for update on positions hired and opened.
- On line recruitment is up and running. Changes and streamlining are being made as Human Resources continues to get the system set up.

Training

April 12, 2011 Supervisor Work Session scheduled.

Insurance and FMLA/OFLA

- Insurance Committee developed and meeting regularly.
- Week of May 30 meeting with OEBC to receive rates and changes

Classification

Scheduled for March 17, 2011.

HR Staff Projects

- Continuing to review job tasks and reorganize to streamline processes.
- Revising Independent Contractor/Personal Services Agreement Policy and Procedure.
- Exempt Salary Banding almost complete. Will be submitted to E-Team for review.

Misc.

Trip to Curry to provide training and support.

Student Housing/Resident Life

- The RA selection process for the 2011/2012 school year will commence by the end of winter term. All Resident Assistants will be enrolled in ED122 *Introduction to Residence Life* course approved for spring term.
- Student Housing staff is busy working with the Student First Stop on housing residents and their student accounts. Early indications show an increase of spring term cancellations which may be attributed to financial issues.

Mail/Print Services

- Handled 16,377 pieces of mail and parcels during the month of February 2011.
- Processed 9,849 pieces of automated mail.
- Student mail consisted of 2,446 pieces. The students received 313 packages. Pieces forwarded or returned totaled 142. Inserts from on campus offices into student mailboxes totaled 404.
- Made 119,803 copies for the month of February, plus all the bindery services that were needed to complete each work order. There were 68,732 copies made on the satellite machines located on campus, with a total of 188,537 copies made for the total campus.

Facilities Services

- Replaced lighting in the first floor men's restroom in Empire Hall.
- Rebuilt door at the Print Shop.
- Repaired outside door in Dellwood Hall (damaged by student).
- Ran CAT-6 Cable for Laker 1 Card in Dellwood Hall.
- Replaced oven switch for Dining Services.
- Installed plug for phone switch rectifier in Randolph Hall phone room.
- Installed light pole in Parking Lot #2, after the welding class repaired the pole (the pole was damaged by a car).
- Ran CAT-6 for computer station for Human Resources.
- Repaired leak in Recreation Center roof.
- Installed two compressors for fire protection in Empire Hall and Eden Hall.
- Set-up and tear down large set-up for Spirit Week in the Recreation Center.
- Set-up platform for IT to stream video of softball game.
- Replaced parts on ADA toilet on 2nd Floor Tioga Hall.
- Full crew training – First Aid/CPR/AED/BBP (Plant Services and Public Safety are now

OSHA Compliant).

- Maintenance also completed 23 facility use set-ups.
- Added 318 facility use reservations.

Business Office

Please see attached financials

CORE THEME: COMMUNITY ENGAGEMENT

Dining Services

- Dining Services has been invited to be a part of the SYSCO Portland Annual Food Show on stage to demonstrate our world-class skills as ice artists. This food show will be in front of tens of thousands of local chefs, restaurant/hospitality manager and owners, as well as food service supplier executives from around the country. The event is scheduled for May 2011.

Campus Security

- Southwestern Security received a letter of thanks and appreciation from the Oregon State Sheriff's Association for our assistance with the memorial service for retired Sheriff and Commissioner Andy Jackson on February 12. The service went very smoothly with many people from a number of Southwestern departments helping to ensure that the College was well represented.

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

INFORMATION ONLY

Prepared by: Rachele Summerville, Executive Director of Human Resources

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
NONE						

Information: College Recruiting Update

OPEN POSITIONS: The College is currently in the recruitment, screening or interviewing process for the following positions:	Faculty		MASSC		Classified	
	FT	PT	FT	PT	FT	PT
Coos County Parent Education Training Asst.						SP
Adjunct Manufacturing Technology/Welding Instructor	SP					
Recreation Center Technician (3 positions open)						GF
Office Assistant for Grants Office and Title III Program						SP
Director of Athletics			GF			

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

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

Compiled by: Anna Chavez for Instructional Services

CORE THEMES with ASSOCIATED STRATEGIC PLAN GOALS:

Access

IPTV Provides Outreach for Emergency Services Classes

Access to EMT/Paramedic classes will be improved through use of the IPTV technology for outreach to Coquille and Brookings. The EMT/Paramedic programs will utilize the IPTV equipment in Summer 11 that the nursing students use. This will provide courses for both credit and continuing education classes for EMT/Paramedics. The Nursing Program is currently using this technology with excellent results.

- Career awareness and program outline presentations were made to three area high schools. The presentations were made during planned campus visits from area high school students attending the 'Morning's at Southwestern' acquaintance session.
- Karen Helland attended the Community College and Workforce Strategies joint meeting with ABS State Directors at Chemeketa CC. The goal was to bring WIA partners together with community colleges around collaboration, partnership conversations and resource sharing.
- The mobile welding lab began an initial tour of area high schools. The first destination was the program of long-time SWOCC part-time faculty and Coquille HS instructor Don Swenson's welding program. Next, the mobile lab visited Powers HS, Bandon HS, and Brookings-Harbor HS. This was the beginning of a short learning curve about how to implement this unique tool for the trainer and schools in the district.

Learning and Achievement

Part-Time Employment for SWOCC Students

Affiliated Computer Services (ACS) has been working with the Community and Workforce Development Office to create 20 part-time positions for SWOCC students to work at ACS. They received over 10 applications and are placing those students in a cohort for training. Trainees will receive the three credits for customer service and three credits for cooperative work experience, the same as all ACS trainees receive when successfully completing the training.

Promoting Dating Communication and Healthy Relationships

Students from PSY231 (Human Sexuality) taught at Sunset school this month. Our students went into 8th grade advisory classes to do group activities on dating communication and healthy relationships. Most of the activities they do come from the work of Michael Domitrz (the dating violence prevention speaker) who spoke at Southwestern a few years ago. Our students did a great job for such a sensitive topic. They represented Southwestern well. In addition, the psychology department would like to thank Susan Walker and her student DeDee Peterson for coming into the Human Sexuality class this month to talk about prenatal development and the birthing process for mother and baby. Excellent information and the students were "spell bound."

Instructor Submits OCCI Article to Culinary Magazine

Speech Communication Instructor, Dr. Precious Yamaguchi, will have an article she wrote about OCCI's Culinary Olympic Youth Team USA published in the Spring 2011 Issue of *Sizzle, The American Culinary Federation Quarterly* publication. This article focuses on the current status and accomplishments of the Youth Team USA as they continue to compete in national competitions this spring in Bend, Oregon, and Las Vegas, Nevada. The article can be viewed later this month at <http://www.sizzle-digital.com>.

Culinary Teams Place with Medals

Last week our Culinary Student Team placed 1st in the State Championships with a Silver Medal. They will be continuing on to represent Oregon and OCCI at the Regional Competition in April. If the team does well there, they will continue on to the national convention in Dallas in July. Congratulations to team members Kimberly Ream, Mallory Crocker, Diana Jeffs, Justin Clark, and Reilly Meehan on their first place finish! Good luck to the team as they continue training and preparing for the regional conference. This last week OCCI's Youth Team USA was also competing. The team competed as individuals in nine categories. They are proud to bring home eight first place finishes with four gold medals, four silver medals, one bronze medal, and two best in shows. They are excited to continue competing in preparation for the 2012 Culinary Olympics.

Speech Faculty Presents at Communication Convention

Last month, Speech faculty Peter Mantey and Bernadette Kapocias attended the Western States Communication Association annual convention in Monterey, California. The conference offered them a rich opportunity to get ideas for engaging students through exercises and activities in the classroom. These activities get students involved in their education and give them opportunities to think about the concepts of the class, and apply their learning to their lives. While at the conference, Bernadette presented a session titled, "Giving Guidelines for Speech Topics (No More Peanut Butter and Jelly Sandwiches)" as part of a GIFTS (Great Ideas For Teaching Speech) panel.

- Billie Shannon, lead Math faculty, attended an Accelerated Math Conference in Orlando, along with two faculty from the Newmark Center. Innovative and creative ideas to improve student success in Math were learned and are being discussed as positive opportunities on our campus.
- The Nursing Faculty engaged in a strategic planning session, a SOAR process, to develop action plans focused on improving student success related to their NCLEX scores and overall performance in medical-surgical nursing knowledge and skills. Associate Dean Kris Crusoe facilitated the SOAR process.

Innovation and Sustainability

Additional Notice for Mobile Welding Lab

- The mobile welding lab training coordinator and faculty member attended the Oregon Logging, Trucking, and Heavy Equipment Expo at the Lane Event center in Eugene. This gave SWOCC three days of exposure to students, parents of students, and industry from around the state in a business that relies heavily on the skills of welders to keep going. The new mobile lab was introduced to all who attended.
- The business editor from The World through the mobile welding training lab for background on a story. This was followed up with an accurate, positive front page above the fold article about the grant and its efforts.

Thirty Volunteers Plant Trees at Matson Creek Wetland Preserve

On a cold and rainy Saturday in February, Team Resto from Project Management class (CIS 245) executed their team project: 'Volunteer Tree Planting at Matson Creek Wetland Preserve'. The purpose of the overall project is to help restore wetland habitat for the preservation of local wildlife. The team successfully secured funding from the Coos Watershed Association to rent temporary restroom facilities and shovels. They also received funding for trees, supplies, gloves and refreshments for volunteers. The goal was to recruit 25 volunteers for a one day event to plant 300 native trees. The team successfully advertised for and recruited 30 volunteers including two local Boy Scout troops. The project Sponsor, Tyler Pedersen, Lowlands Restoration Project Manager from the Coos Watershed Association, thanked the team for their work preparing for the event and successfully planting 200 trees and potting 250 bare root plants in the nursery during the event. As a side note, the nursery also donated trees to SWOCC to be planted near the Empire Lake dock on campus.

Consultant to Assist Inventors Group

The South Coast Inventor's Group, hosted by the Southwestern Small Business Development Center, is working on a memorandum of understanding with Oregon's MIPO (<http://www.mipooregon.org>), a Portland based inventors group that assists innovators and entrepreneurs through the invention and commercialization process. The memorandum of understanding will allow the South Coast Inventors access to additional resources. The Oregon Small Business Development Center Network has engaged the services of a consultant to assist inventors with SBIR (Small Business Innovative Research) grant applications. Phase 1 SBIR grants can be up to \$100,000 and Phase 2 grants can be up to \$750,000 to assist with the research and development stages of creating new technologies. This consultant will be visiting the Coos Bay area this spring to provide training for the inventor's group in accessing these funds.

Community Engagement

Southwester's First Live Stream Broadcast

The last Friday in February, Christina Alexander, Eleanor Montagna and four of Bridget Hildreth's Journalism students had the first of many lively forum discussions at Sozo's Coffee House in North Bend. The discussion topic was Amber Case's TED lecture, "We're All Cyborgs." The students did an awesome job organizing and producing this forum, and Amber Case even tuned in and engaged in the discussion with us. Both Amber Case's lecture and the discussion were streamed on the Southwester Online site. We can look forward to many more illuminating discussions from the Journalism students on Fridays at Sozo's.

Engaging Future Business Owners

The Southwestern Small Business Development Center is working closely with Diana Schab, Associate Dean of Learning, Department of Business and Technology, on the SWOCC Entrepreneurship degree program. On January 31, a focus group was conducted in cooperation with local business leaders to talk about developing dynamic courses that will be engaging to students in their quest for future business ownership. Many good ideas were generated by the group of 14 participants.

Community and Workforce Development Plans

- Short term welding trainings continues with two offerings at Shutter Creek Correctional facility, offsite custom trainings in Newport for West Coast Contractors, at Georgia Pacific Coos Bay, and an all day on campus training for Laskey Clifton.
- Four conversational language courses will be offered this fall through Community Education. We currently have Spanish and French and will be adding Chinese and Arabic this fall. This will be the first time four different languages will be available.
- We signed a new agreement with Team Oregon, the Association that offers motorcycle safety classes throughout the state. During a five year phase in process all drivers will be required to complete an ODOT safety training course.

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

Prepared by: Kat Flores, Executive Director of Integrated Technology Services

Integrated Technology Services Mission

To support the college mission and strategic plan for Integrated Technology Services by developing, coordinating, and supporting the use of technology to enhance learning and working opportunities.

112 requests opened and 172 requests completed from 2/10/11 through 3/11/11.
134 requests currently open

Core Theme: Access

Strategic Plan Goal 2: Provide access to support services for students, staff, and the community.

Web Systems:

- Continued work on developing a full interactive website for 50th Anniversary
- Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, streaming media, video uploads, directory updates and content changes across southwestern websites

Media Services and Instructional Labs

- Streamed softball games
- Installed PCounter server software
- Installed PCounter software on release stations
- Configured laptops for registration
- Configured VNC viewer for lab monitoring
- Brookings IPV and wireless setup completed

Core Theme: Innovation and Sustainability

Strategic Plan Goal 5: Create the vision and structure for long term college sustainability and growth.

Institutional Research:

- Finalized work on the new Success Indicators and the accreditation Year One Report
- Attended NWCCU Accreditation Workshop
- Provided TracDat training for 6 employees
- Assessment support and database maintenance
- Responded to numerous HelpBox and ad-hoc data requests

- Held meetings to streamline coding and reporting for efficiency and institutional effectiveness
- Wrote twenty-year Sustainability Strategic Plan draft
- Reviewed SIS system RFPs for potential Colleague replacement

Strategic Plan Goal 7: Allocate resources to support continuous improvement for a strong infrastructure of employees, technologies, and facilities

Colleague Programming, Training and Support:

- Continued evaluation of UI 4.2 working on the conversion of programs and reports to replace current UI versions on campus
- Created several Informer reports for use across campus
- Provided support for Communication Management for OCCI
- Addressed issues with student billing
- Researched inaccuracies in billing and reporting in several areas
- Modified several reports, screens, and codes for reporting
- Attended two day demonstration of CAMS SIS
- Attended meetings for Colleague, CORE, eAdvising
- Attended DUG conference for up to date training
- Maintained security setup for existing and new Colleague users
- Maintained up to date test environments
- Researched, tested and installed patches to Colleague system
- Provides support to Office of Instruction, HR, Business Office, Counseling, Admissions, Faculty, Athletics, Financial Aid, Transcripts, Transitional Education

Systems, Security, and Telecommunication:

- Installed new rectifier (power supply) in phone switch
- Installed Sharepoint 2010 on 5 servers
- Installed tape library in server rack
- Conducted energy audit of server room for Energy Trust of Oregon
- Quote for server room Energy Trust project – significant reduction in HVAC operation costs
- Installed new firmware for SAN fabric (multi-path) switches
- Configured additional VoIP phones for Brookings
- Initiated fiber and coax build out for Brookings campus
- Moved phones and faxes for Newmark tenants
- Updated firewall configuration
- Installing updates and service packs to 70 servers
- Setup job information station for HR
- Installed LabTrac software

Glossary:

CAMS SIS – Comprehensive Academic Management System; Student Information System from Three Rivers Systems

Colleague – College-wide software system

Communications Management – Colleague module for communicating with students through letters and email

CORE – College of Remarkable Employees committee

DUG – Datatel Users Group

eAdvising – Colleague online advising module

HelpBox – ITS online job request system

Informer – Reporting software for Colleague

IPV – Internet Protocol Video

Jenzabar – Academic Enterprise Resource Planning System and Student Information System from Jenzabar, Inc.

LabTrac – Lab software that works with the Laker1Card for lab entry

NWCCU – Northwest Commission on Colleges and Universities

PCounter – Lab printer software to work with the Laker1Card, printer server, and printers

SAN – Storage Area Network is very large disk storage area for backup and storage

SharePoint – Microsoft collaboration and content software used for web portals

TracDat – Accreditation database and software for assessment, planning, outcomes, and strategic planning

UI4.2 – Colleague web-based User Interface

VNC – Virtual network control is remote control software for monitoring lab computers from a central point

VoIP – Voice over IP (Internet Protocol)

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

Submitted by: Karen Pringle, Executive Director

STRATEGIC PLAN CORE THEMES with ASSOCIATED ACTIVITIES:

“Access” to education through scholarship or program funding

Foundation staff expanded the availability of scholarship awards to be made this spring by researching Foundation records.

“Innovation” by facilitating charitable intent and promoting “Sustainability” by asking each successive generation of students to help the next generation

The Foundation participated in a site visit from Ford Family Foundation and submitted a new grant application to Gordon Elwood Foundation. Both foundations’ applications are to fund the equipment and furnishings for the new Curry Campus.

Composed a grant report to Oregon Community Foundation for (\$500 Menasha funds for Engineering Dinner.) This 5th annual dinner attracts students to careers in engineering and helps the College with recruitment.

Community Engagement

The Foundation secured three corporate sponsorships for the Foundation Annual meeting including: Northwest Mutual, the Dick Vigue Company, Umpqua Bank and the Mill Casino. Donors and special guest will enjoy Spanish Tapas prepared by Chef Roberts and enjoy soft jazz ensemble (students in the College music program) on May 6, 2011. The Foundation wants to thank our donors and to provide accountability for the Foundation. At 7:00 pm the same evening, the Foundation’s guests and the general public will be invited to a presentation on Leadership by David Frohnmayer, retired President of Oregon University.

Presented a briefing about the College Foundation at the Sunrise Rotary.

Reported to the Faculty Senate progress on the development of a brochure and website to highlight Faculty Excellence awards to showcase the talented faculty.

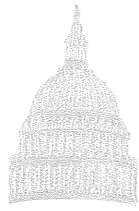
Active participation in planning the festivities for the 50th Anniversary Events Committee.

In partnership with the Laker Club, we are calling for distinguished alumni and preparing the alumni newsletter.

Prepared posters for the C & K Markets “Round Up your Change Campaign for Curry Campus” beginning April 1 in all Rays stores in Port Orford, Gold Beach and Brookings.

Submitted an article to the Retired Senior Volunteers Program (RSVP) newsletter about Visions 2011 Art awards from the Foundation and campus tours.

JEFF MERKLEY
OREGON



United States Senate

WASHINGTON, D.C. 20510

February 19th, 2011

President Patti Scott
Southwestern Oregon Community College
1988 Newmark Ave.
Coos Bay, OR 97420

Dear Patti,

I wanted to thank you for taking the time to meet with me at my Coos County Town Hall on Saturday, February 19th, 2011.

It was wonderful to have the opportunity to meet with you and discuss the issues Oregonians are faced with during these tough times. I appreciate you sharing your ideas on how we can help move Oregon forward.

If you should have any questions or concerns in the future please feel free to contact Amy Amrhein, my Field Representative for Coos County. You can reach her at (541) 608-9102 or email her at amy_amrhein@merkley.senate.gov.

All my best,

A handwritten signature in black ink that reads "Jeffrey A. Merkley". The signature is written in a cursive style with a horizontal line under the name.

Jeff Merkley
United States Senate

MARSHFIELD HIGH SCHOOL

GREGORY J. MULKEY, PRINCIPAL

TENTH & INGERSOLL
COOS BAY, OR 97420
PHONE (541) 267-1401
FAX (541) 269-0161

March 9, 2011

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

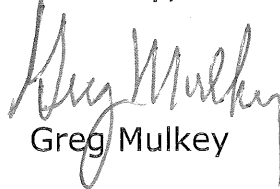
Ms. Scott,

Thanks to the participation by an exceptional group of community businessmen and women, artists, professionals, and educators, the students at Marshfield High School again experienced another very successful career exploration program.

Thank you very much for your individual contribution. Although this is only the second year, feedback from students and staff members indicate it is one of the most popular extracurricular experiences.

Again, thank you for your time and effort. Marshfield students learned a great deal about a variety of career possibilities and opportunities available. I sincerely appreciate your involvement.

Cordially,



Greg Mulkey

mpp:GJM



Dear Dr. Scott,

Thank you so much for coming to Coquille and addressing us during our inservice. I personally enjoyed the information about the college, both past and future. My husband and son both have degrees from Swooco and I attended and have great memories of playing on the basketball team. My sister, Lori, spent two years

there before transferring to OSU where she graduated from the College of Pharmacy. Another one of my sisters played on the Volleyball team. I guess what I'm trying to convey is Swooco has impacted the lives of many of my family members in a positive way.

I don't get to discuss college too much with our students since I am the secretary at our K-2 elementary school, but I very much enjoyed your presentation.
Mrs. Colleen Cumberland