

SOUTHWESTERN OREGON COMMUNITY COLLEGE

STRATEGIC PLAN 2007-2010

Approved by the BofE on 04/23/07

Revised 07/23/07, 08/01/07, 09/05/07, 09/19/07, 10/03/07,

11/07/07, 12/05/07, 01/09/08, 01/16/08, 02/20/08, 03/05/08,

03/06/08, 03/19/08, 04/03/08, 04/16/08, 04/22/08, 04/23/08

and 05/07/08

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

VISION STATEMENT

Southwestern leads and inspires lifelong learning.

MISSION STATEMENT

Southwestern provides quality learning opportunities.

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

CORE VALUES

*Quality
Access and Opportunity
Teaching and Learning
Innovative Change*

*Student Satisfaction
Sense of Community
Social Responsibility*

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

Goal: Leadership

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

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

Goal: Students

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

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Goal 2: Students Cont'd

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

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**SOUTHWESTERN OREGON COMMUNITY COLLEGE
STRATEGIC PLAN**

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

Goal: Educational Programs and Experiences

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
2007-2008		
1. To assess and analyze existing Southwestern educational programs at the class, course, department, program, division, and institutional levels.	<p>1. <i>Measure:</i> Quantitative – 100% of all scheduled reviews completed and reported; identification of % of programs below thresholds/identified as at-risk.</p> <p><i>Timeframe:</i> Quarterly measures each term; Annual identification of at-risk programs early in Fall Term. All assessments, analysis, and recommendations made prior to budget entry deadline.</p> <p><i>Responsibility:</i> Vice President, Instruction/St. Services, Instructional Researcher, Instructional Directors, Instructional Council, and Faculty.</p> <p><i>Progress:</i> In progress. First year of CAAP Student Outcomes data showing graduates meeting national mean in math, communication and critical thinking set baseline that will be used for review of math, communication and critical thinking contribution to programs and recommendation for improvement beginning this year. Presentation of new review process to meet accreditation standards completed winter inservice and scheduled for January Board meeting. Integration of state and federal program objectives into program review has begun. Benchmark for CAAP targets being set winter term for spring and summer assessment. CAAP test dates May 21-June 5. Faculty members setting proposed benchmarks for CAAP test by discipline.</p>	<p>\$21,000</p> <p>\$31,000</p> <p>\$175,000</p> <p>\$217,000</p> <p>All indirect costs</p>

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Goal: Educational Programs and Experiences

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
2. Expand learning opportunities through program innovation and development in response to emerging needs.	<p>2. <i>Measure:</i> Qualitative – collaborations established and/or strengthened in developing programs, and degree new programs enhance the overall curricular offerings.</p> <p><i>Timeframe:</i> Programs, study options, and articulations adopted by January.</p> <p><i>Responsibility:</i> Faculty, Instructional Directors, Pathway Coordinator and Instructional Council.</p> <p><i>Progress:</i> Complete. Turf Management/Horticulture, Truck Driver Training, Physical Therapy, Electrical Apprenticeship, distance Nursing for four counties and two states, Early Childhood Education, dual high school enrollment in Brookings, Medical Assistant programming added this fiscal year. Meetings with Bandon Dunes for new initiatives in January, Coast Guard and Bay Area Hospital expanded programming, South Coast Business Employment Corporation, Coos Curry Communities Empowering Youth grant, Knowledge Delivery Systems, EMT-Paramedic with Bay Cities Ambulance, CBJT Hospitality grant with Del Norte Workforce Center and College of the Redwoods. Curry County General Hospital, Chetco Federal Credit Union employee associate degree, Bandon Dunes/College Foundation speed golf partnership.</p>	<p>\$31,000</p> <p>\$175,000</p> <p>\$63,000</p> <p>\$269,000</p> <p>All indirect costs</p>

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Goal 3: Educational Programs and Experiences Cont'd

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

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Goal 3: Educational Programs and Experiences Cont'd

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

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

Goal: Physical, Fiscal, and ITS Resources

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
2007-2008		
1. Aggressively pursue all sources of revenue	<p>1. Increase special projects and alternative resources revenue by 5%/July 2007-June 2008/Leadership</p> <p><i>Progress: Complete. Bond resale approved by Board completed. Grant received from VISTA, Even Start, Title III, Career Pathways, Hewlett Packard Equipment, Ford Family Jump Start, and JOBS. Foundation hiring a Capital Campaign Consultant Spring 2008. Alternative resources provided Curry IPTV equipment, one additional Smart classroom in Eden Hall lecture room; a new Smart Board for Curry campus; new computers for the Title III Math Lab; furniture and white boards; new truck and trailer for Truck Driver Training program; and Hewlett Packard computer equipment. New property purchased with loan from the Foundation Board. <u>Metals in Transportation Pathway Cluster Partnership Grant received.</u></i></p>	\$0
2. Meet facilities and innovative infrastructure resource needs	<p>2. Start Master Plan implementation/Leadership</p> <p><i>Progress: Complete. Focus Groups initiated in Curry County, initial renovations and building needs implemented. Artist rendering for new buildings completed. Property for current Curry Campus purchased. Master Plan proceeding with last focus groups scheduled for fall term. Curry Master Plan draft presentation scheduled for December Board Workshop. The Master Planning Steering Committee meeting held in January with first draft presentation to Board in February. Follow-up meeting with architects on February 14 completed in preparation for February Board meeting presentation. New heating and ventilation system for Empire Hall. Master Planning Workshop completed March 17, Plan draft and budget workshop scheduled for May Board meeting presentation.</i></p>	\$50,000
3. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	<p>3.a. Implement Time Entry and Approval to improve employee success/Winter Term 2007/ITS</p> <p><i>Progress: In progress. Converted to daily time tracking with November Payroll.</i></p>	\$25,000
	<p>3.b. Implement web page Portal solution/Winter Term 2008/ITS</p> <p><i>Progress: In progress. Four servers have been purchased and mounted on rack. IT staff trained. Discovery meeting with Datatel was held on November 27 and 28, 2007. Inservice presentations/training with faculty and staff on going. <u>Installation of Portal shell scheduled for the week of May 19.</u></i></p>	\$75,000

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

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
2008-2009		
1. Aggressively pursue all sources of revenue	1. Increase special projects and alternative resources by revenue 5%/July 2008-June 2009/Leadership	\$0
2. Meet facilities and innovative infrastructure resource needs.	2. Continue implementing Master Facility Plan/Leadership	\$0
3. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	3.a. Increase technology rich classrooms by 6/Media Services	\$42,000
	3.b. Implement a server for ePortfolio/ITS	\$30,000
	3.c. Provide data storage for student labs/ITS	\$22,000
2009-2010		
1. Aggressively pursue all sources of revenue	1. Increase special projects and alternative revenue by 5%/Leadership	\$0
2. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	2.a. Implement Learning Management System/ITS and LRD	\$75,000
	2.b. Increase technology rich classrooms by 6/Media Services	\$42,000
3. Master Facility Plan	3. Continue to implement master facility plan/Leadership	\$0

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

Goal: Employees

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget</i>
2007-2008		
1. A learning environment, with career management strategies, results in employees who have acquired competencies to meet current and future college challenges.	<p>1. <i>Measure:</i> Evaluate the current performance evaluation process and recommend a new system. Establish career planning and mentoring programs to assist employees with managing their career while preparing them for future employment.</p> <p><i>Timeframe:</i> Spring 2008 <i>Responsibility:</i> Human Resources <i>Progress:</i> Complete. New process has been identified for pilot beginning February 2008. Exempt Task Force recommendations for consistent titles and salaries adopted by Vision Group for implementation in the '09 fiscal year. New performance evaluation process distributed in February for March implementation. Salary recommendations for exempt category minimums adopted for July 2008 implementation.</p>	\$0
2008-2009		
1. Leveraging technology to maximize personal and professional development opportunities, streamline administrative processes, enhance capture of and access to information.	<p>1.a. <i>Measure:</i> Electronic search process 1.b. <i>Measure:</i> Implement functionality to allow electronic processing and screening of applications for applicants by updating the Human Resources website and module to allow employees access to services and products electronically and to facilitate communication with campus.</p> <p><i>Timeline:</i> September 30, 2009 <i>Responsibility:</i> Human Resources and Integrated Technology Services <i>Progress:</i> In progress. Software identified.</p>	Novus software for Electronic Search \$35,000
2009-2010		

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SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

Goal: Collaborative Relationships

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

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Goal 6: Collaborative Relationships Cont'd

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

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Date May 19, 2008
Approved YES___ NO___
Motion # _____

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

April 28, 2008

ATTENDANCE Board of Education (Quorum Present)

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

Staff

Judith Hansen (President)	Deb Nicholls (Recording Secretary)
Kat Flores	Rick Osborn
Carole Howland	Patty Scott
Bruce Locker	Jason Wood (via IPV)
Sheldon Meyer	

Guests

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

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

ADJOURNMENT Chair Anderson adjourned the Executive Session at 5:30 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M. L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Date May 19, 2008
Approved YES___ NO___
Motion # _____

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

April 28, 2008

ATTENDANCE

Board of Education (Quorum Present)

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

Staff/Ex-Officios

Judith Hansen (President)	Julie Johnson
John Berman	Linda Kridelbaugh
Blake Bowers	Rocky Lavoie
Brenda Brecke	Bruce Locker
Sharilyn Brown	Mary Loiselle
Vickie Brumit	Sheldon Meyer
Robin Bunnell	Deb Nicholls (Recording Secretary)
Carolyn Byrd	Tom Nicholls
Wayne Chandler	Ron Olson
Tim Dailey	Rick Osborn
Dora Daniels	Julia Rose
Ray Daniels	Diana Schab
Bob Fields	Patty Scott
Mary Jane Fisher	Marie Simonds
Kat Flores	Sharon Smith
Megan Franco	John Speasl
James Fritz	Arlene Soto
Karen Helland	Suzanne Wash
Carole Howland	Jason Wood (via IPV)

Guests

Jon Barton	David Johnson
Chelsey Clawson	John Knutson
Roger Craddock	Don McIntosh
Chuck Freeman	Jeff McKeown
Roger Gould	Clara Radcliffe
Marcia Hart	Alexander Rich
Drew Jones	Ryan Spencer

CALL TO ORDER

Chair Anderson called the meeting to order at 6:00 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

Chair Anderson explained the extra verbiage listed on the Board Agenda. He noted that referencing Board Policies was important, but that just a number reference would be used in the future.

AGENDA CHANGES

As a result of the conversations, the March 17, 2008 regular meeting minutes were removed from the Consent Agenda and moved to New Business, six resolutions were added to the end of the Process for Resolving College Concerns section, and the following items were added to the agenda:

- Old Business – Program Development
- New Business – RSVP Grant
- New Business - Budget Documentation

**BOARD REPORTS/
INFORMATION****IMPORTANT DATES/ITEMS**

Discussion occurred on the following important dates that were highlighted, added or modified:

- 05/12/08, 6:00 p.m., Board Budget Committee Meeting – Tioga 505
- 05/17/08, 6:00 p.m., Employee Recognition Dinner – Recreation Center
- 05/19/08, 3:00 p.m., Work Session, Master Planning Workshop – Tioga 505
- 05/19/08, 4:30 p.m., Teaching and Learning Center and Math Lab Tour
- 05/19/08, 5:00 p.m., Executive Session – Tioga 505
- 05/19/08, 6:00 p.m., Regular Board Meeting – Tioga 505
- 06/13/08, 4:00 p.m., GED Graduation – Hales Center
- 06/13/08, 7:00 p.m., Graduation – Hales Center
- 07/10-12/08, OCCA New Board Member Training – Newport
- 10/17-19/08, Board Retreat – Gold Beach area
- 10/24-26/08, Board Retreat – Gold Beach area

Discussion occurred on Retreat dates.

STUDENT REPORT**ASSOCIATED STUDENT GOVERNMENT**

Megan Franko reported on the activities that the students scheduled and briefed the Board on the Spring Preview Weekend. She informed the Board that the student leaders voted against the Budget being presented. ASG disagrees that their Advisor position is being reduced to three-quarter time as they feel that the position is warranted at full-time. Franko and Drew Jones also expressed concerns with the budget reductions in program areas.

**BOARD REPORTS
CONT'D****BOARD OPERATIONS****Policy Numbering**

Copies of a 'draft proposed' policy numbering scheme were included in the meeting materials. President Hansen stated that the detailed verbiage was added to link agenda items to Board Policies.

Chair Anderson added that numbering the Board Policies would ease in referencing. The first reading of Board Policy new numbering scheme was held and additional review will continue in May.

LETTER OF COMMENDATION

Cherie Mitchell requested that a Letter of Commendation be sent to Nicholls for her work on the numbering scheme.

40-40-20

Copies of a document were distributed. Hansen briefed the Board on the 40-40-20 policy statement information. Discussion occurred. Rick Howell mentioned the "Quality Ed Model" and it was noted that the State Board of Education had adopted this as their model.

Marcia Jensen's motion to *“support, at the OCCA level, the Board supporting the 40-40-20”* was seconded by Cherie Mitchell.

Discussion occurred with serious concerns about the implementation, tracking, funding, and a draft conditional letter of support.

M04/08-1

Rick Howell's motion to *“table the motion”* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED**.

Health Insurance

President Hansen briefed the Board on the research underway on health insurance and noted that new legislation did not allow schools in negotiations to make a decision later so the Oregon School Boards Association (OSBA) was considering continuing their insurance for another year.

ORS Referencing for Board Policies

Discussion occurred on the College Board policies referencing ORSs, that OSBA offered a policy review system, and forming a committee to work on the policies.

Chair Anderson suggested that Gould contact OSBA for the cost of the policy review service and report back to the Board.

OCCA REPORT

Howell reported on the recent OCCA Student Scholar event and OCCA Board meeting.

COLLEGE REPORTS TALENT SEARCH AND UPWARD BOUND PROGRAM

Sharilyn Brown distributed copies of her report and briefed the Board on the programs in TRIO.

HOSPITALITY/TOURISM

Copies of the Rural Human Resources program were distributed. Jason Wood joined the meeting via IPV in Brookings and briefed the Board on the program.

STRATEGIC PLAN

Copies of the revised 2007-2010 Strategic Plan with progress as of April 23, 2008 were included in the meeting materials. Hansen briefed the Board on the revised plan. It was noted that the results of CAAP and CSSEE testing at the end of the school year would be posted to the website in the fall.

TRUCK DRIVER TRAINING PROGRAM

Arlene Soto introduced the following advisory committee members and briefed the Board on the activities surrounding the program:

- John Barton
- John Knutson
- Marcia Hart

Soto noted that, with the approval of the Department of Community Colleges and Workforce Development (CCWD), a pilot course was offered winter and spring term '08 with John McIntosh as the instructor. Elaine Yandel-Roth, CCWD, has assured State approval once Southwestern Board of Education approval is obtained. It was noted that the statewide consortium through Clackamas Community College was working through adverse impact issues and that Southwestern had approval from CCWD to offer the classes until December 2008.

Bridgham expressed concerns with Southwestern's program and verified with Soto that CCWD approved the pilot program.

FINANCIAL REPORT

Ron Olson reported on the College financials. Copies of the financial reports were included in the Administrative Report.

Discussion occurred on whether or not the \$800,000 projected carryover would be realized this year.

DEPARTMENT OF JUSTICE INQUIRY

Roger Gould, College Attorney, reported on the Department of Justice's inquiry on the conduct at 28 different institutions of higher learning in the State of Oregon to determine whether they were engaged in inappropriate relationships with student loan companies. The Department of Justice presented the Codes of Conduct to 20 of the 28 institutions. Southwestern was not found in violation.

LETTERS OF COMMENDATION

The Board requested Letters of Commendation for Patty Scott, Tom Nicholls and Avena Singh for their efforts in assuring Southwestern's compliance.

CONSENT AGENDA

M04/08-2

Marcia Jensen's motion to "*approve the Consent Agenda, as amended,*" was seconded by Carol Oelke. Upon call for the vote, the **MOTION PASSED**.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the work session and executive session minutes dated March 17, 2008.

OLD BUSINESS

SAFETY AND SECURITY COMMUNICATIONS WITH THE CITY OF COOS BAY

Dean Patty Scott and Vice President Sheldon Meyer gave an update on the meetings that had occurred with the campus group that was appointed by the Board and the City group. Two meetings were held where both groups clarified the processes for dealing with student conduct issues. Scott requested clarification on how the Board wanted the group of employees appointed by the Board to proceed as the College group thought that they were charged with improving the working relationship with the City and that the Board Committee was to negotiate with the City on financial issues. Chair Anderson affirmed that Administration should be negotiating.

Copies of the packet that Chief Craddock brought to the meeting were distributed. A lengthy discussion occurred regarding the City representatives returning for an official presentation next month. Mayor Jeff McKeown clarified that the information was provided to the Board for review not for a presentation at tonight's meeting

STUDENT CONCERNS PROCESS

President Hansen shared that there was a process for airing student concerns. Dean Patty Scott informed the Board that she was now acting as the Associated Student Government's advisor since the former advisor's departure. She described that the normal process for student concerns is for students to talk with the advisor and then to her as the Dean of Students. She added that the Student Handbook addressed a process for concerns that effect students. It is a process of teaching the student groups the chain of command on how to handle situations and only severe situations should make it to the

President as efforts to resolve the issues should occur at other levels. Scott noted that in her role as a student advocate she updated the group on this year's budget process as it affects them and their governance. It was clarified that student leaders were invited to attend the entire Board meeting if their schedule allows.

PROCESS FOR RESOLVING COLLEGE CONCERNS

Discussion occurred on the process that should be followed for resolving complaints or concerns. It was determined that no written procedure on how to handle complaints/concerns about the President existed.

Gould reminded the Board that there was a procedure for students to bring complaints forward through the Student Grievance Process, but that the former Administrative Policy #2.040 that discussed how the Board was to address hearings had been eliminated years ago. He suggested that the Board reinstitute the policy as a Board Policy.

Clarification was made on previous Board actions noting that:

- Discussions regarding concerns about the President were held during an Executive Session previously
- The Board voted to have OSBA investigate the concerns
- The Board then rescinded its previous action at the following meeting stating that the concerns were not specific

Howell stated that he voted for the rescission because he did not feel all of the Board Members had the information they needed. However, he understood that the Board would go through someone else to ascertain what the facts were and once the facts were received that the Board would then meet with the President on the issues. He added that he felt that the resolutions put forward tonight were specific enough to move forward and that the Board would be viewed as not doing their job if they were not to follow-up on the concerns.

Harry Abel voiced concern with the process, adding that the detailed resolutions were prepared and sent to the Board Chair ten days ago for inclusion in the Board Packet allowing all of the Board Members time to review the same information.

Chair Anderson reiterated that:

- If an individual Board Member has a concern it should go to the President first
- If an employee has concerns about the President they should visit with their direct supervisor
- If resolution is not reached, employees should follow the grievance procedure

Chair Anderson stated that the concerns brought forward tonight should be discussed with the President first.

M04/08-3

David Bridgham's motion to ***“give the resolutions to President Hansen tonight to consider and respond to and call a special meeting in a week to resolve the issues”*** was seconded by Rick Howell. Upon call for the vote, the ***MOTION PASSED.***

A special open meeting was scheduled for May 5 at 5 p.m. in Tioga 505.

Gould suggested that if the Board is unable to resolve the dispute amongst themselves, they could elect to hire a third party hearings officer as a fact finder to report back to the Board.

PROGRAM DEVELOPMENT

Bridgham briefed the Board on his concern regarding the approval process of the Inside Electrical Apprenticeship program and requested clarification from Hansen on if a contract for the apprenticeship program had been signed. Hansen stated that a revised contract was being submitted. He stated that ORS 341 on program development was very specific in that local boards have the direct responsibility to the State Board of Education on program development. Therefore, it is important that the approval process be followed properly. It was noted that contract language was key to accreditation.

It was requested that the resolution of the Inside Electrical Apprenticeship program approval be brought to the Board. Hansen noted that the intent was to have the process completed by June.

NEW BUSINESS

TRUCK DRIVER TRAINING PROGRAM

President Hansen recommended approval of the Truck Driver Training Program.

It was noted that the pilot program was approved by CCWD as part of the Clackamas Community College program pending local Board and State approval.

Clarification was given on the fiscal impact of the program. It was noted that the program would be priced to break even or possibly create a small amount of revenue. The College will have to advertise for students, but local firms have indicated that there will be openings in the future due to retirements.

Jon Barton addressed the Board stating that there were no guarantees, but that there was a recognized shortage of drivers in the area. John Knutson added that the program would meet a great need and would benefit the community.

Soto added that Financial Aid would be available to students once it was approved by the State.

M04/08-4

Marcia Jensen's motion to ***“accept the Truck Driver Training as presented” and furthermore, direct the Administration to solicit program approvals from the Oregon Department of Education*** was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED.**

2008-2011 STRATEGIC PLAN

Copies of the draft 2008-2011 Strategic Plan were included in the meeting materials. Hansen briefed the Board on the Plan.

Chair Anderson requested that the strategy to define the core values in Leadership Goal #1 be moved from the 2010-2011 year to the 2008-2009 year.

M04/08-5

Lonny Anderson's motion to ***“accept the 2008-2011 Strategic Plan, as amended”*** was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED.**

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (RSVP GRANT)

President Hansen briefed the Board on the RSVP program and continuation of the grant.

M04/08-6

Rick Howell's motion to ***“approve the award of \$61,841 from the Corporation for National and Community Service”*** was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED.**

BUDGET DOCUMENTATION

Jensen reminded the Administration that last year the Budget Committee requested a 'summarized' budget not a 'summary' budget. The Committee wanted the Budget book and a list of each of the funds' income and expenses. Concerns were expressed at the recent faculty meeting that a 'summarized collapsed' budget was being prepared.

Chair Anderson agreed that the Committee requested a summary of expenses and revenues for each budget area and added that Board Members needed to also have the full Budget document in addition to the summary information.

It was the consensus of the Board that the Budget Committee receive full budget documentation for all accounts in addition to a summary.

Discussion occurred on the formatting changes in the budget document materials. Concern was expressed over the format changing.

M04/08-7

Harry Abel's motion to ***“approve the recommendation as presented” instructing the President to provide all budget committee members in their first budget packet: (1) Full budget documentation for ALL accounts and for ALL funds except for Special Projects, which generally are funded by grant money, but to include other projects that produce revenue through tuition and fees and their associated expenses; 2) The personnel inventory; and 3) A summary of all funds showing total revenue and expenses*** was seconded by David Bridgham. Upon call for the vote, the ***MOTION PASSED.***

MOTION TO EXTEND THE MEETING TIME

Board policy states that a motion must be made to extend the meeting of the Board of Education past the three hour time limit.

M04/08-8

Marcia Jensen's motion to ***“continue to 9:30 p.m.”*** was seconded by Harry Abel. Upon call for the vote, the ***MOTION PASSED.***

MARCH 17, 2008 REGULAR MEETING MINUTES

Discussion occurred on a necessary revisions.

M04/08-9

Marcia Jensen's motion to ***“approve the March 17, 2008 meeting minutes as amended”*** was seconded by Lonny Anderson. Upon call for the vote, the ***MOTION PASSED.***

PUBLIC COMMENT

John Speasl asked for clarification on whether an employee was to go to the President if their concern was the President. The Board stated that an employee should go to their immediate supervisor to try to resolve their concern and if resolution was not reached they should go to the next level. If the concern is with the President, the employee is directed to try to resolve the problem with the President. If resolution is not reached, they are directed to Human Resources for the 'official process.' It was noted that employees are to follow the procedure in the Employee Handbook.

Roger Gould stated that the Board needed to reinstate, as a Board Policy, the old Administrative Policy #2.040 on how to function as a Board to conduct hearings.

EX-OFFICIO REPORTS

FOUNDATION

Carol Oelke reported on the activities of the Foundation.

CLASSIFIED UNION

Wayne Chandler reported on the activities of the Union and requested that an AFT representative be involved in the discussions with the City of Coos Bay. He expressed concern with the employee health insurance situation stating that the group wants the best options available to employees.

FACULTY SENATE

Bob Fields reported that the Faculty Senate held a special meeting on Friday to discuss budgetary concerns during which they voted not to support the Budget as being presented.

FACULTY UNION

Tim Dailey reported on the activities of the Union, noting that they recently received three awards (35th anniversary of the Union, highest membership of any other union in the state, and Daniel Brouse - outstanding contribution by a senior member to the Union). He explained concerns that the Union had with employee health insurance. It was noted that the next faculty negotiation meeting was scheduled for May 6 during which Bob Nightingale will help Robin Bunnell facilitate the Interest Based Bargaining (IBB) process.

EXEMPT

Sharon Smith reported that the Exempt group met this afternoon to discuss:

- Contract language (not a formal bargaining agreement) but something to clarify an employee's position description, salary, due process, rights and responsibilities, etc. A committee to research examples of what other colleges may have was formed (Lisa Fletcher-Gordon, Deb Nicholls and Robin Bunnell).
- Concerning the 2008-2009 'bare bones' Budget, the group was asked to consider foregoing COLA and salary adjustments in order to free up money to support Instruction.

Smith added that people were concerned about:

- Getting more information about the budget and wanted to know how we reached this point.
- The group sacrificing raises and other compensation on several occasions and absorbing the direct impact of staffing changes.

The group is scheduled to continue discussions on Thursday at 1:00 p.m.

INFORMATION/ ADMINISTRATIVE REPORTS

UNIT REPORTS

Administrative Services

Copies of the report were included in the meeting materials.

Adult Learning Skills

Copies of the report were included in the meeting materials.

Communications

Copies of the report were included in the meeting materials.

Curry County

Copies of the report were included in the meeting materials.

Foundation

Copies of the report were included in the meeting materials.

Human Resources

Copies of the report were disseminated.

Instructional Services

Copies of the report were included in the meeting materials.

Integrated Technology Services

Copies of the report were included in the meeting materials.

Resource Development

Copies of the report were included in the meeting materials.

Student Services

Copies of the report were included in the meeting materials.

Workforce Development

Copies of the report were included in the meeting materials.

ADJOURNMENT

Chair Anderson adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M.L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Date May 19, 2008
Approved YES ___ NO ___
Motion # _____

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

Prepared by: Rick Osborn, Director of Communications

ACTION UNDER CONSIDERATION

Accept a bid of \$105,237.65 from Shelton Turnbull of Eugene for production of 2009-10 marketing publications.

DISCUSSION / HISTORY

Bids were solicited by the College from two different vendors for production of the College's marketing materials. These bids included all materials for general College recruiting and Oregon Coast Culinary Institute. The items were: two different marketing packets for the College (32,500) and OCCI (18,000), large mailing envelopes for the College (30,000) and OCCI (16,000), stationary for the College (100,000) and OCCI (50,000), small mailing envelopes for the College (30,000) and OCCI (18,000), promotional posters for the College (3,800) and OCCI (3,800), business reply cards for the College (115,000) and OCCI (115,000), Tyvek mailing envelopes for the College (3,800) and OCCI (3,800) and college fair "teaser" brochures for the College (6,000) and OCCI (6,000).

The Board is required to approve purchases in excess of \$25,000. Bids were received from two printers: Shelton Turnbull (\$105,237.65) and IP Koke (\$106,191). Shelton Turnbull was the successful bidder.

TIMING

To meet our printing and delivery deadlines the bid needs to be awarded so that production can begin. If acceptance of the bid is delayed, marketing materials will not arrive on campus in time for our mailing campaigns and college fairs.

RECOMMENDATIONS

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts the bid of \$105,237.65 from Shelton Turnbull of Eugene for production of the 2009-10 College marketing publications.

BUDGET IMPACT

This project will be funded from the 2008-09 budget, which has been adopted. Adequate funds have been budgeted for this proposal in the amount of \$61,267.73 from the 2008-09 College Communications budget (Acct. # 10-3105-53312) and \$43,969.92 from the 2008-09 Oregon Coast Culinary Institute budget (Acct. #57-8551-53312).

Date May 19, 2008
Approved YES___ NO___
Motion # _____

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

Prepared by: Dr. Sheldon Meyer, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Extend the appointment of the College Attorney in accordance with Board of Education General Procedures – Appointment of Consultants.

DISCUSSION / HISTORY

In March 2004, Roger Gould was awarded a two year appointment as College Attorney. Mr. Gould should have been appointed to a second two year appointment at the March 2006 Board of Education meeting; this deadline was missed, and in January 2007, the Board of Education appointed Roger Gould as the College Attorney for a second two-year term.

In March 2006, Procedure 2.018 *Appointment of Consultants* was revised to appoint consultants to a three year term followed by a two year term. Prior to this revision, a two year appointment was followed by a second two year appointment, which was succeeded by a one year extension. Because Roger Gould's first term was contracted during the previous version of Procedure 2.018, the 2-2-1 combination of terms is being followed for his contract.

Roger Gould is now eligible for a one year extension to begin on July 1, 2008.

OPTIONS / ANALYSIS

1. Extend the attorney's appointment for one year; OR
2. Direct Administration to develop proposal criteria for a new College Attorney and advertise in *The World* and the *Daily Journal of Commerce* newspaper.

TIMING

Roger Gould's second two-year appointment will expire on June 30, 2008.

RECOMMENDATIONS

BE IT RESOLVED that the Southwestern Oregon Community College Board of Education extends Roger Gould's appointment as the College Attorney for one year.

BUDGET IMPACT

There is no budget impact for this decision. Funds have already been budgeted to pay the College Attorney for his work.

Date May 19, 2008
Approved YES___ NO___
Motion # _____

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

Prepared by: Dr. Sheldon Meyer, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Oregon Local Budget Law provides that a local government may set up a Reserve Fund, a type of special revenue fund, to accumulate money for financing the cost of any service, project, property or equipment (ORS 294.525).

DISCUSSION / HISTORY

The Board of Education has established a Reserve Fund to accumulate funds for athletic insurance, fitness center requirements, vending reserve, equipment replacement, building repairs and remodel, and unanticipated major equipment replacement. The current balance of all accounts in the fund as of 5/08/2008 is \$386,382.

TIMING

At least every ten years after the establishment of a reserve fund, the governing body reviews the fund to decide if it should be continued or abolished.

RECOMMENDATIONS

BE IT RESOLVED that the Board of Education of Southwestern Oregon Community College District approves the continuation of the Reserve Fund for the stated purposes.

BUDGET IMPACT

Funds are accumulated in the Reserve Fund and included in the budget for approval by the Board of Education.

Date May 19, 2008
Approved YES___ NO___
Motion # _____

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

Prepared by: Judith Hansen, President

ACTION UNDER CONSIDERATION

Approve the College Master Plan as presented by Crow/Clay and Associates at the Master Planning Workshop on May 19, 2008.

DISCUSSION / HISTORY

The Board of Education chose Crow/Clay and Associates as the College Master Plan Architect following recommendations from the Master Planning Steering Committee and interviews with Architect applicants. Focus Groups, campus inventory and steering committee meetings held through 2007 and 2008 have resulted in a 16-year plan divided into four 4-year segments to complement state biennial funding processes. With approval of the Master Plan, response to prioritized district wide college needs can proceed.

TIMING

The Master Plan will provide sequenced guidance for physical plant and programming needs with available fiscal resources.

RECOMMENDATIONS

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the College Master Plan as presented by Crow/Clay and Associates.

BUDGET IMPACT

The Foundation has pledge support for the Master Planning process. Pursuit of Master Plan recommendations will depend on available fiscal resources.

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

Submitted by: Sheldon Meyer, Vice President of Administrative Services

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

Administrative Services

- Received ambulance donated by Chemeketa Community College.
- Cell Phone procedure composed.
- Insurance quotes for 2008-2009 are forthcoming.
- Surveillance equipment procedure composed.
- Public Safety Director Bill Winfield's retirement was commemorated on April 9, 2008.
- Completed physical inventory of Admin Services equipment.
- Quarterly hazard inspections completed of all but two buildings.
- Negotiated Pepsi contract.
- SWOYA tennis?
- Resolution for College Attorney (see attached)
- MASSC meeting regarding salaries/budget

Physical Plant/Grounds

- Performed set up/take down for Job Expo.
- Set up for Fire Instructor's two day meeting; dug trench and filled back in.
- Set up for Spring Preview.
- Set up for large dance in Prosper Hall.
- Installed blinds in Empire Hall.
- Repaired floors in the Hales Center.
- Installed three emergency phones in OCCI.
- Installed new first aid kits at various places around campus.
- Set up for Skills Day.
- Moved Upward Bound offices from Sumner to Dellwood.
- Replaced air gas regulator for the Chemistry Lab.
- Moved financial aid archives to Umpqua Hall.
- Facilitated Reese Electric to repair both scoreboards for baseball and softball.
- Installed a power outlet on the track.
- Facilitated FM Sheetmetal replacing duct heaters in Sunset Hall.
- Replaced cracked south window in the Fitness Center.

Bookstore

- After lengthy research, the Bookstore is working with a new vendor, First National Merchant Solutions to lower debit card rates from 1.79% to 1.49%. This reduction, along with reduced network and monthly fees, results in an average savings of 25% per month over our current merchant service providers. Credit card machines have also been reprogrammed to be sure they are in compliance with all Visa regulations.
- The use of debit/credit cards continues to rise; negotiating a better deal was a significant cost reduction endeavor.

Public Safety

- Nothing to report this month.

Business Office (detail attached)

- Insurance reserve fund resolution attached.

Athletics

- **Softball**

The current record is 18 wins 29 losses. There is still an opportunity to go to the NWAACC Championships.

- **Baseball**

The Baseball team achieved their first win against Lane on May 6th. Their record is 1 win 23 losses.

- **Track & Field**

Track & Field Championships are coming up on May 10th. This is the first ever home meet on Southwestern's campus.

- **Golf**

Men's golf is 1st in the Western Region. The record is 9 wins 0 losses. Women's golf is 3rd in the Western Region. Their record is 6 wins 5 losses.

Mail & Print Services

- Handled 66,433 pieces of mail and parcels of which student mail consisted of 2,988. Pieces forwarded or returned totaled 536. Students received 195 packages.
- Processed 36,856 pieces of standard mail.
- Made 235,514 copies plus all the bindery services that were needed to complete each work order.
- Copiers served by MPS totaled 81,920.

Student Housing

- Spring term 2008 occupancy is at 257 students.
- The 2008 Resident Assistant Selection process concluded with three current Resident Assistants returning next fall and eight new candidates selected. With the benefit of an excellent candidate pool, we have held four additional students as alternates. All returning new and alternate positions will begin training in May focusing on residence life philosophy, programming, and shadowing current staff members. One open Resident Director Position remains open with screening to begin in mid to late May.
- Letters were recently sent to all housing residents requesting them to begin submitting their reservations for summer and fall terms by completing the 2008/2009 Student Housing Application & Room and Board Agreement.

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

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

Student Success and Involvement

- The next Summit Graduation is June 24th, the 80th community, from 1:00 to 3:00 at the Armory in Coos Bay. All are welcome to attend.

Student Programming and Enrollment

- The new Summit community, the 82nd, started April 28th. There are 17 GED students including 3 ABE students.

Community Collaborations and Faculty/Staff Effort Recognition

- Buz Fourmet is involved with the Teaching and Learning Cohort Committee Title III. Barbara Miles started with the cohort Spring term.
- Anthony Collins is involved with the Teaching and Learning Cohort Title III spring quarter.
- Anthony Collins and Kim Maxwell attended the EL Civics training in Florence.
- Hannah Abraham-Shea attended the Community College and Workforce Development Director's meeting in Roseburg, May 7-9

Grant Awards and Updates

Upcoming Events

- International Students Day Saturday May 3, 2008 showcased our international student population homeland and culture.

Date May 19, 2008

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

Submitted by: Marie Simonds, Interim Foundation Director

- Submitted grant to Oregon Cultural Trust for art education project on campus. This project will include creating a database of existing artwork on campus, making identification plaques for the displayed artwork pieces and developing an artwork brochure and website
- Planned for upcoming graduation barbeque, combination event between the Laker Club and Student Support Services as well as the Foundation Annual Dinner.
- Prepared certificates and letters of acceptance for Foundation scholarship recipients. Coordinated scholarship awards for in-district high school presentations for Foundation and College scholarships.
- Men's golf team won back to back tournaments at Columbia Basin College (CBC) and the Southwestern Invitational. Individually, sophomore Jessica Marcum won the CBC tournament and freshman Sam Ayotte won the SWOCC tournament.

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

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

NEW HIRES: The following staff members have been hired or moved since the last Board of Education meeting:	Faculty		MASSC		Classified	
	FT	PT	FT	PT	FT	PT
N/A						

Information: College Recruiting Update

OPEN POSITIONS: The College is currently in the screening or interviewing process for the following positions:	Faculty		MASSC		Classified	
	FT	PT	FT	PT	FT	PT
Vice President Administrative Services/Chief Fiscal Officer			GF			
Vice President of Instruction/Chief Instructional Officer			GF			
Dean of Resource Development			SP			
Tenure Track Accounting/Business Instructor	GF					
Tenure Track Business/Marketing Instructor	GF					
Tenure Track Horticulture Instructor	GF					
Tenure Track Art Instructor	GF					
Tenure Track English Language Institute Instructor	SP					
Visiting Culinary Arts Instructor	EF					
Equipment & Supplies Attendant PT						GF
Director of Public Safety			GF			
Director of Nursing and Allied Health			GF			
Resident Hall Director			EF			
OCCI Student Services Representative					GF	
Coordinator of Student Life & Events			GF			
Office Assistant & Facilities Scheduler					GF	
Visiting Adult Learning Skills (JOBS) Instructor	SP					
(Anticipated opening) Paramedic Instructor	GF					
(Anticipated opening) Fire Science/EMS Instructor	GF					

KEY: GF=General Fund
*Contingent on funding

*SP=Special Projects

AF=Auxiliary Fund

*EF=Enterprise Fund

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

Submitted by: Bruce Locker, Instructional Leader

Student Success and Involvement

- OCCI student culinary team competed in the Western Regional Junior Hot Food in Salt Lake City Utah. They came in 5th out of twelve states garnering silver medals for all.
- Six OCCI students along with Chef Hanlin, traveled to Portland to assist in the preparation of the 64th annual Hillarie's' Wild Game Dinner on April 26th. The students were able to work with CMC Roland Henin. For OCCI's participation the dinner donates \$2000.00 to the school.
- OCCI held its second annual OCI (Oregon Coast Invitational) on April 12th. Six high schools competed with West Salem High taking top honors.

Community Collaborations and Faculty/Staff Effort Recognition

- The six full-time faculty members of the mathematics department (George Elkins, Jeff Hayen, Sean Hutcherson, Carol McKillip, John Christiansen and Billie Shannon) attended the twenty-second annual Oregon Mathematics Association of Two-Year Colleges (ORMATYC) conference, which was held in Lincoln City on April 24-26. This conference provided opportunities to attend presentations on various topics related to effective and innovative mathematics instruction, interaction with colleagues at other institutions in Oregon and Washington and meet representatives of the major textbook publishing companies and an opportunity to examine their latest products.
- On April 15th, a Celebration for Early Childhood Professionals was held that was co-sponsored by Laurie Potts, Cathy Meier and Julie Entz from the Coos Bay School District with additional help from Childhood Education and Family Center staff Magdalena Salathe and Janet Basney. More than 50 early childhood professionals attended, including the Family Center, Head Start, private preschool, in home day care, Early Intervention and public school representatives.
- On April 19th Cathy Meier, Childhood Education and Family Studies, staff and practicum students, put together a hands on art show and activity center in the Pony Village Mall. Jennifer Thomas and Vicki Hennessey co-chaired the event. Many children and families attended throughout the day creating works of child centered art and were able to view art that was collected for display from the Family Center, Madison School, private preschools and in home care providers.
- On April 26th the Childhood Education and Family Studies Even Start staff, Lynne Lorenzen and Karen Whitson, participated in the Family Fun Day Activities at John Toppits Park interacting with families and sharing the love of literacy with families with young children.

Academic and Educational Partnerships

- Ron Metzger, Geology Professor, reports that the 2007-08 geology lecture series successfully concluded with a lecture on "Evolution and Creation: Conflicting or Compatible?" by Dr. Patricia Kelley from the University of North Carolina-Wilmington. The lecture was attended by approximately 200 people, with a mix of students and community members. For the second straight year the geology lecture series average attendance topped 200 people per event. Dr. Kelley came to Southwestern as a distinguished speaker with the National Association of Geoscience Teachers, and in addition to giving the evening lecture, conducted a workshop on teaching evolution for local K-12 teachers. The series sponsors expanded this year with Oregon Resources Corporation joining

continuing supporters Methane Energy Corporation and the Southwestern Oregon Community College Foundation. The 2008-09 series is in the initial planning stages, and has just received confirmation that Southwestern has been awarded a speaker as part of the Consortium for Ocean Leadership distinguished lecture series.

- Friday, April 19th, Diana Schab attended the spring OCCC (Oregon Council of Computer Chairs) meeting held at Umpqua Community College. Several of the Oregon Universities were present to present their current degree offerings and offer opportunity for articulated pathways for the community colleges. In addition, schools reported their reluctance to adopt the Windows Vista operating system. The next meeting will be held in October at Central Oregon Community College.

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

Submitted by: Brenda Brecke, Dean of Resource Development

- Southwestern received a grant award from Oregon Economic and Community Development Department for \$108,210 for the Oregon Metals in Transportation Pathways in Coos and Curry counties. The grant is designed to link business, economic development, workforce, government and education partners in order to create a comprehensive workforce strategy in the metals and transportation equipment sector. Local partners include Southwestern Business Development Center, Sause Brothers, Freeman Marine Inc, American Bridge Manufacturing, Southwestern Fabrication/Welding Technology Program, Southwestern's Pathways Initiative, Southwestern's Curry Campus, South Coast Regional Workforce, South Coast Business Development Corporation, South Coast Educational Service District, South Coast Development, Oregon Economic and Community Development, Umpqua Community College, and County Commissioners from Coos, Curry, and Douglas.
- Southwestern's Title III is scheduled for a site visit from Caitlin Donnelly for May 20. The evaluation will include a review of progress toward objectives, reporting, internal monitoring, policies and procedures, fiscal accounting, and communication. Caitlin is scheduled to meet with key Title III staff as well as Judith Hansen, the Title III steering committee, and the current faculty cohort. Caitlin will also tour our upgraded classrooms and the newly created Math Lab. Math Lab before and after photos are included.
- The Title III procedures manual is now on the College Website <http://www.socc.edu/grants/pgs/title3/index.shtml>.
- Oregon Cultural Trust Grant will be submitted by mid May. The goal of the project is to enhance public access to and awareness of the works of art at Southwestern. The grant would allow for the development of a computerized database that catalogues Southwestern's permanent art collection, provide accessible information about Southwestern's art collection through an interpretative website, color brochure, campus art tour map and identification plaques for the displayed works, and preserve the metal sculptures throughout campus.



BEFORE



RANDOLPH 9 -DESIGNATED AS MATH TECHNOLOGY LAB



After



RANDOLPH 9 -DESIGNATED AS MATH TECHNOLOGY LAB

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

Submitted by: Patty Scott, Dean of Students

TRIO

- 7 Student Support Services/ TRIO students attended “Duck Days” at the University of Oregon. Additional students visited Southern Oregon University.
- Sharilyn Brown, Tim Dailey and Carolyn Byrd went to Western Oregon University for a state meeting with other TRIO grant providers. The meeting focused on networking with others from around the state, planning for a fall conference.

Pathways and Perkins

- Fall, 2008 registration of local high school seniors began May 5th. These students spend a morning on campus learning about the advising and registration process, being advised to pick appropriate classes and learning how to use our Web Advisor system. By the end of the morning, students have talked with a financial aid representative and have a printed schedule for the fall.
- John Berman, Margallee James and Alana Croyle, CTE Regional Coordinator, South Coast ESD, presented to 140 participants at the Perkins IV OACTE Pre-conference Workshop at Sunriver on April 16, 2008. The subject was alignment and articulation with local high schools within Perkins IV.
- Sophomore college placement testing has been completed at Myrtle Point, Marshfield and North Bend high schools. Further testing is scheduled for Coquille and Reedsport high schools. Cindy Henry, Patrick Platt, John Berman, Dora Daniels, Theresia Lans, and Margallee James are on the testing team.
- Margallee James and Mimi Maduro, Pathways Initiative Statewide Director, presented *Career Pathways Roadmaps and Webtool: Visual Tools for Helping Students Make Choices* at a breakout session during the Oregon Association of Collegiate Registrars and Admissions Officers. Several of the participants were from OIT and expressed a strong interest in additional articulation agreements and connections with Southwestern.
- Southwestern’s work with Career Pathways was presented by Margallee James at the Career Pathways Roadmaps and Certificates Trainings on April 23 in Portland and on May 13 in Eugene. This training was provided by the Career Pathways State Initiative “to guide college staff in development of career pathways roadmaps for students and advisors/counselors as well as development of Career Pathways Certificates including the program approval process for the Certificates.”

Student Activities and ASG

- Springfest occurred May 12-16. Events included Big Toys in the Quad, Scoop-a-thon, Decathlon, The Price is Right, Pie Eating and a comedian.
- State Representative Arnie Roblan attended the May 19th ASG meeting to talk with students about the importance of their voice during the legislative session.
- Two movie nights were held in May.
- Many students attended the speech given by President Clinton on April 26th.
- ASG worked with the wrestling team to provide food for the May 10th track meet.

Service Learning

- Julia Rose created a proposal for a book of the year program at Southwestern, which would feature one book from an author in the Northwest per academic year.
- Julia Rose produced the May edition of Education in Action, the newsletter for service-learning and civic engagement at Southwestern.
- Julia Rose went to the Brookings/ Gold Beach campus on May 9. She presented information on service-learning to staff and faculty there, followed by a brainstorming session on possible civic engagement projects.
- Julia Rose coordinated Service Saturday, which was May 10 (Migratory Bird Day) at the South Slough. Students and community members assisted the Cape Arago Audubon Society President in a preliminary bird count. They learned basic aspects of birding and the scientific method for collecting bird data.
- Julia Rose collaborated with VISTAs from Oregon Coast Community Action for Americorps week (May 11-18) to bring a presentation about the Americorps program to Southwestern. On May 13 at 10:30, VISTAs and a VISTA leader led a discussion of the various opportunities for students through Americorps. These include the Students in Service program and the AmericaReads program, both through SOCC.

Rec Center

- The Recreation Center supported and promoted three consecutive days of basketball, featuring the Harlem Wizards, followed by two days of International Basketball League (IBL) professional basketball. The Wizards game on April 28th, sponsored by ASG, was well attended and was a success in donating a large amount of food to the local food bank. The IBL games were an exciting blend of athletic dunks and incredible shooting that led to scores unseen before in Prosper Hall. The Portland Chinook beat the Central Oregon Hotshots 161-134 on April 29th and the Chinook returned to Prosper Hall to beat the West Coast High Flyers 146-119 on April 30th.

Educational Support Program and Services

- The ESPS staff is busy recruiting the in-district high school students to the college.
- Tim Dailey attended the Coos Bay district assistive technology steering committee meeting. The committee's goal is to foster the availability and use of assistive technology with middle and high school students with disabilities. The use of assistive technology has proven a useful tool that leads to student success. The better prepared these students are with using assistive technology the better prepared they will be at Southwestern.

Community Education & Events Director and RSVP

- In the month of May Elderhostel participants are contacted in preparation for the summer Elderhostel programs. There are 4 Elderhostel groups attending this summer. The current number of attendees is 125 with 3 of these groups being intergenerational (grandparents with grandchildren between 9-12 years of age).
- Mary Loiselle will attend the Elderhostel Program Training Conference May 27-31 and online website Elderhostel training throughout the month.

RSVP

- The May 6th RSVP Banquet, which celebrated the 30th anniversary of the partnership between SWOCC and RSVP, was a great success. There were approximately 360 in attendance and many awards and recognitions were presented.
- Chris Coles attended a Grant Writing Seminar in April in Portland put on TACS (Technical Assistance for Community Service.) She also attended the 11th Annual Continuums Conference (Service Learning) the following week in Portland.

Student First Stop Center

- Shawn Liggett and Jennifer Skoglund recently returned from an OrACRAO (Oregon Association of Collegiate Registrars and Admissions Officers) conference. The sessions were very interesting and informative. We heard about the new FERPA updates, full understanding of ATLAS and learned the do's and don'ts in writing procedures to name a few.
- High school registration is going well with First Stop participation with every attending school

Admissions Office

- Applications for admission for Fall Term 2008 number approximately 100 above this time a year ago.
- Housing deposits are near equal with this time two years ago when we began with 362 students in housing.
- OCCI applications at this time are above where we finished for all of last year.
- Kari Robison, Jaime Cook and Chef Doval attended college fairs in southern California for the first time with very good results.

Financial Aid

- Financial Aid is well on their way to processing the 2008-2009 academic year financial aid applications. Many processing changes have been made in hopes to lighten the application process. The office is looking forward to going paperless with online award letters starting July 1st.

Professional Development

- Patty Scott attended the quarterly Council of Student Services Administrators (CSSA) in Bend May 7-9th.
- Patty Scott lead leadership exercises with the current Leadership Coos class at their graduation May 13th.

Date May 19, 2008

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

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

- Workforce Development
 - \$108,000 Clusters grant received from OECDD beginning Summer 2008.
 - 2 of 3 students who completed the pilot truck driver training have passed their CDL and gotten job offers, one student has a pending exam.
 - Coast Guard has contacted workforce office about sending 3 students through the truck driver training course.

- Business Development Center
 - Participated in the Gold Beach Curry County Marketing forum, the South Coast Employers Council's business forum, and the college's Career and Job Expo.
 - Visited Jim Bouley and Susan Brown in Curry County to enhance BDC marketing efforts.