

# Southwestern Oregon Community College

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

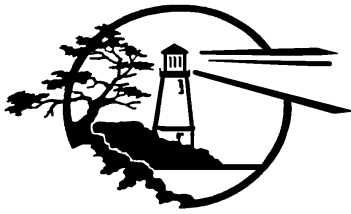
*“Southwestern leads and inspires lifelong learning.”*

## **Board of Education**

### **Regular Meeting**

**Monday, September 8, 2008, 6:00 p.m.**





# Southwestern Oregon Community College

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

*“Southwestern leads and inspires lifelong learning”*

## Board of Education Meeting – Regular

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon  
Monday, September 8, 2008, 6:00 p.m.

### REVISED AGENDA –

### Action Items



1. CALL TO ORDER  
*Chair Anderson*
2. AGENDA CHANGES (*BP 113*)
  - Audit Committee – ADDED under New Business
3. INTRODUCTIONS (*BP 302*)
  - Karina Smith, Coordinator of Student Life and Events
4. STUDENT REPORT (*BP 201*)
  - A. Associated Student Government  
*Presenter: Drew Jones*
5. BOARD REPORTS/INFORMATION
  - A. Important Dates/Items
    - 10/03-05/08, Board Retreat – Brookings
    - 10/04/08, 2:00 p.m., Regular Meeting – Brookings Campus
    - 10/29/08-11/01/08, ACCT Annual Leadership Congress - New York
    - 11/21/08-11/23/08, OCCA Convention – Salishan Resort, Gleneden Beach
    - 11/24/08, 5:00 p.m., Executive Session – Tioga 505
    - 11/24/08, 6:00 p.m., Regular Meeting – Tioga 505
    - 05/16/09, 6:00 p.m., Employee Banquet
  - B. Board Meeting Dates
    1. 2008-09, #5 B 1
    2. 2009-10, #5 B 2
  - C. Board Operations (*BP 104*)
    1. Board Policy Review  
*Presenter: Roger Gould*
    2. Facilitation Team Update  
*Presenter: Chair Anderson*
  - D. Board Retreat  
*Presenter: Chair Anderson*
  - E. OCCA Report  
*Presenter: Cherie Mitchell*
    - New Markets Tax Credits
6. COLLEGE REPORTS (*BP 202, BP 307*)
  - A. Institutional Performance Measurements  
*Presenters: Valerie Martinez and Robin Bunnell*
  - B. Oregon Community College Data  
*Presenter: Judith Hansen*
  - C. New Curry Campus  
*Presenter: Judith Hansen and Jason Wood*



- D. Strategic Plan Update, #6 D  
*Presenter: Judith Hansen*
  - E. Financial Report (*see #12A 1*)  
*Presenter: Leigh Stiles*
7. CONSENT AGENDA (*BP 113*)
- A. Minutes
    - 1. July 28, 2008, Executive Session, #7 A 1
    - 2. June 28, 2008, Regular Meeting, #7 A 2
  - B. Expenditures
    - 1. ORCA Maintenance, #7 B 1
  - C. Grants
    - 1. Title III, Strengthening Institutions Program, #7 C 1
    - 2. Small Business Administration, #7 C 2
    - 3. Oregon Economic and Community Development, #7 C 3
8. OLD BUSINESS
- A. Public Safety and Security Update
  - B. Residence Hall Audit
9. NEW BUSINESS
- A. Fiscal Office Authorizations, #9 A
  - B. Dellwood and Prosper Hall Heating and Ventilation Systems, #9 B
  - C. Storage Area Network, #9 C
  - added* D. Audit Committee
10. PUBLIC COMMENT (*BP 113*)
11. EX-OFFICIO REPORTS (*BP 202*)
- A. Foundation  
*Presenter: Carol Oelke*
  - B. Classified Union  
*Presenter: Wayne Chandler*
  - C. Faculty Senate  
*Presenter: Bernadette Kapocias*
  - D. Faculty Union  
*Presenter: Tim Dailey*
  - E. Exempt  
*Presenter: Tom Nicholls*
12. INFORMATION/ADMINISTRATIVE REPORTS (*BP 201, BP 202*)
- A. Unit Reports
    - 1. Administrative Services, #12 A 1
    - 2. Communications, #12 A 2
    - 3. Curry County, #12 A 3
    - 4. Foundation, #12 A 4
    - 5. Human Resources, #12 A 5
    - 6. Instructional Services, #12 A 6
    - 7. Integrated Technology Services, #12 A 7
    - 8. Student Services, #12 A 8
    - 9. Workforce Development, #12 A 9
13. ADJOURNMENT (*BP 113*)  
*Chair Anderson*



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|---|
| <p>KEY: Shaded Exhibit included in meeting materials<br/>* Materials to be distributed at the meeting</p> |
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Board policy states that requests must be made by contacting the Clerk of the Board at least seven working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair.

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

Exhibit # 5 B 1  
 Date September 8, 2008  
 Approved YES  
 Motion # 09/08-1

**Southwestern Oregon Community College District  
 Board of Education  
 2008-2009 REVISED Meeting Dates**

*\*work session    \*\* retreat    \*\*\*budget committee*

| <b>Weekday</b> | <b>Date</b>        | <b>Location</b>      | <b>Time</b> |
|----------------|--------------------|----------------------|-------------|
| First Monday   | September 8, 2008* | Tioga Hall, Room 505 | 3:00 p.m.   |
| First Monday   | September 8, 2008  | Tioga Hall, Room 505 | 6:00 p.m.   |
| First Friday   | October 3, 2008**  | OCCI                 | TBD         |
| First Saturday | October 4, 2008**  | OCCI                 | TBD         |
| First Saturday | October 4, 2008    | Tioga Hall, Room 505 | 2:00 p.m.   |
| Fourth Monday  | November 24, 2008  | Tioga Hall, Room 505 | 6:00 p.m.   |
| Second Monday  | December 8, 2008   | Tioga Hall, Room 505 | TBD         |
| Fourth Monday  | January 26, 2009   | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday  | February 23, 2009  | Tioga Hall, Room 505 | 6:00 p.m.   |
| Third Monday   | March 16, 2009     | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday  | April 27, 2009     | Brookings area       | 6:00 p.m.   |
| Second Monday  | May 11, 2009***    | Tioga Hall, Room 505 | 6:00 p.m.   |
| Third Monday   | May 18, 2009       | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday  | June 22, 2009      | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday  | July 27, 2009      | Tioga Hall, Room 505 | 6:00 p.m.   |

Exhibit # 5 B 2  
 Date September 8, 2008  
 Approved YES  
 Motion # 09/08-1

**Southwestern Oregon Community College District  
 Board of Education  
 2009-2010 DRAFT Meeting Dates**

*\*work session    \*\*retreat    \*\*\*budget committee*

| <b>Weekday</b>  | <b>Date</b>         | <b>Location</b>      | <b>Time</b> |
|-----------------|---------------------|----------------------|-------------|
| Second Monday   | September 14, 2009* | Tioga Hall, Room 505 | 3:00 p.m.   |
| Second Monday   | September 14, 2009  | Tioga Hall, Room 505 | 6:00 p.m.   |
| Second Friday   | October 2, 2009**   | TBD                  | TBD         |
| Second Saturday | October 3, 2009**   | TBD                  | TBD         |
| Second Saturday | October 3, 2009     | TBD                  | 2:00 p.m.   |
| Fourth Monday   | November 23, 2009   | Tioga Hall, Room 505 | 6:00 p.m.   |
| Second Monday   | December 14, 2009   | Tioga Hall, Room 505 | TBD         |
| Fourth Monday   | January 25, 2010    | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday   | February 22, 2010   | Tioga Hall, Room 505 | 6:00 p.m.   |
| Third Monday    | March 15, 2010      | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday   | April 26, 2010      | Tioga Hall, Room 505 | 6:00 p.m.   |
| Second Monday   | May 10, 2010***     | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday   | May 24, 2010        | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday   | June 28, 2010       | Tioga Hall, Room 505 | 6:00 p.m.   |
| Fourth Monday   | July 26, 2010       | Tioga Hall, Room 505 | 6:00 p.m.   |

Exhibit # 7 A 1  
Date September 8, 2008  
Approved YES  
Motion # 09/08-4

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

**July 28, 2008**

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

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

**Staff**

Judith Hansen (President) Deb Nicholls (Recording Secretary)  
Kat Flores Rick Osborn  
Val Martinez  
Sheldon Meyer

**Guest**

Alexander Rich

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 5:04 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

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

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

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M. L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 7 A 2  
Date September 8, 2008  
Approved YES  
Motion # 09/08-4

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

**July 28, 2008**

**ATTENDANCE**

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

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

**Staff/Ex-Officios**

Judith Hansen (President)                              Valerie Martinez  
Hannah Abraham-Shea                              Sheldon Meyer  
Wayne Chandler    Tom Nicholls  
Ray Daniels    Ron Olson  
Barbara Davey    Rick Osborn  
Kat Flores    Patty Scott  
James Fritz    Marie Simonds  
Carole Howland    Arlene Soto  
Drew Jones    Susan Walker  
Bernadette Kapocias

**Guests**

Mike Gaudette    Alexander Rich  
Adam Gould    Rob Wall  
Sarah Recken

**CALL TO ORDER**                      Chair Anderson called the regular meeting to order at 6:00 p.m.

**AGENDA CHANGES**                      No changes were made.

**ANNUAL  
ORGANIZATIONAL  
BUSINESS**

**ELECTION OF OFFICERS**

**Board Chair**

**M07/08-5**                      Cherie Mitchell's motion to *nominate Lonny Anderson as Board Chair* was seconded by Carol Oelke. Upon call for the vote, the **MOTION PASSED** unanimously.

**Board Vice-Chair**

M07/08-6

Carol Oelke’s motion to *nominate Cherie Mitchell as Board Vice-Chair* was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED** unanimously.

**Board Representatives/Committees**

OCCA REPRESENTATIVES

Chair Anderson appointed Cherie Mitchell to serve as the Board of Education representative to the *Oregon Community College Association* for the 2008-09 academic year and David Bridgham to serve as the alternate.

FOUNDATION REPRESENTATIVE

Chair Anderson appointed Carol Oelke to serve as the Board of Education representative to the *Southwestern Foundation’s Board of Trustees* from July 1, 2008 to June 30, 2009. The Board Chair automatically serves as a representative.

PRESIDENT’S EVALUATION COMMITTEE

Chair Anderson appointed Harry Abel and David Bridgham to serve with him on the *President’s Evaluation Committee*.

CLERK AND DEPUTY CLERK OF THE BOARD/CUSTODIANS OF FUNDS/BUDGET OFFICER, Exhibit #3 A

M07/08-7

Rick Howell’s motion to *appoint the College President as Clerk and the Vice President of Administrative Services as Deputy Clerk of the College District; the College President and the Vice President of Administrative Services as the Custodians of Funds for the College District; the President of the College as the Budget Officer for the College District* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

**INTRODUCTION**

**EMPLOYEE INTRODUCTION**

President Hansen introduced Valerie Martinez, Vice President of Instruction, to the Board.

**BOARD REPORTS/  
INFORMATION**

**IMPORTANT DATES/ITEMS**

Discussion occurred on the following important dates:

- 09/08/08, 3:00 p.m., Board Work Session – Tioga 505
- 10/03-05/08, Board Retreat – Brookings
- 10/04/08, 2:00 p.m., Regular Meeting – Brookings Campus

**2008-2009 BOARD MEETING DATES, Exhibit #6 B**

Copies of the meeting dates were included in the meeting materials. It was noted that a tentative schedule for 2009-2010 would be presented for review at the September Board meeting.

## **BOARD OPERATIONS**

### **Board Policy Review**

College Attorney, Roger Gould was not in attendance. However, Attorney Adam Gould informed the Board that work was underway on policy review with the Oregon School Boards Association (OSBA) and that further discussion would occur at the September Board meeting.

### **Pre-Audit Discussion**

College Auditor, Rob Wall briefed the Board on the current audit process and explained the responsibilities and functions of an independent auditor. Materials were distributed. He explained that it was required that an auditor be independent in actuality and appearance in order to enable the firm to have no opinion. An auditor cannot provide management decisions or procedures. However, they can advise as to what some procedures should be and can consult to a certain degree.

Chair Anderson asked Wall for clarification on an auditor's responsibility for preparation or interpretation of the budget as a financial document. Wall stated that auditors review the budget document for compliance with publications and the process according to ORS 294. Discussion occurred on audit committees and Wall added that it was not uncommon for municipalities/agencies to form audit committees. Further discussion on this topic will be held during the September 8, 2008 Work Session with the auditor.

### **Facilitation Team Update**

Chair Anderson reported that Mike Holland would be on campus August 4 and 5 and that he and the full facilitation team from OSBA would be back on campus August 18 and 19. He stated that someone from campus was needed to arrange the interviews and noted that a list was forthcoming from Holland on who he wants to interview. He announced that he had not received the list of team members, but noted that the Team's objective was to have the process completed by September 1. Anderson has provided the Team with background information.

## **COLLEGE REPORTS NEW CURRY CAMPUS**

Hansen and the Dean of Curry County, Jason Wood reported that the Detailed Development Plan had been submitted and that an August 5 hearing was scheduled with the Planning Commission. Wood added that the Curry County Fair concluded last weekend. Hansen stated that the Grants Office was working to secure additional funding for the campus project.

### **PHLEBOTOMY**

Director of Nursing, Barbara Davey reported on the one-year certificate program noting that a student must complete 200 successful venipunctures for certification. The College will initially allow 12 students into the program. Davey explained that she conducted a mini DACUM that involved phlebotomists, and lab/clinic directors from Brookings to Florence. The curriculum has been finished and, upon Board approval, will be sent to the State Board of Education for approval.

### **CERTIFIED NURSING ASSISTANT II**

Director of Nursing, Barbara Davey reported on the Certified Nursing Assistant II (CNA2) course. The curriculum has two focuses: Long-term care and acute care. The curriculum for long-term care includes skills related to caring for Alzheimer's and Dementia patients, while acute care is for acute care facilities and provides additional skills than to what were learned in the basic CNA class. All the hospitals in our College district will be hiring the CNA2 acute care assistant and are asking the College to start a CNA2 class ASAP. The College has a faculty member for this course and plans to start it in the fall, upon approval from the Oregon State Board of Nursing in August. The basic nursing assistant course is being taught by many long-term care facilities and the College does not plan to offer it at this

time. A student must be a CNA to take the CNA2 course. Due to the shortage of nurses, the need for higher trained CNAs is growing and small hospitals are in desperate need.

#### **NURSING PROGRAM UPDATE**

Interim Director of Nursing, Susan Walker reported that 26 out of 27 students graduated in June, that State Board exams were starting this week. It was noted that there were 27 second year students and the distance delivery program starts in the fall with 36 students in the program. A nurse has been hired for the distance program at the Florence campus. No nurse has been hired yet for the Brookings site, but several individuals have expressed interest. It was noted that there was one vacant full-time nursing faculty position on campus that was being advertised.

#### **STRATEGIC PLAN UPDATE, Exhibit #7 B**

Copies of the revised 2008-2011 Strategic Plan with progress as of July 16, 2008 were included in the meeting materials. Hansen briefed the Board on the revised Plan.

#### **FINANCIAL REPORT, Exhibit #13 A 1**

Copies of the financial reports were included in the meeting materials. Business Officer, Ron Olson briefed the Board on the reports.

#### **CONSENT AGENDA**

#### **MINUTES, Exhibits #8 A 1, 2 and 3; #8 B; and #8 C**

Amendments were noted.

*M07/08-8*

Rick Howell's motion to *approve the Consent Agenda, as amended*, was seconded by Cherie Mitchell. 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 executive session and regular meeting minutes dated June 23, 2008; and special conference call meeting minutes dated July 1, 2008.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved receipt and expenditure of \$148,466 through Workforce Investment Act, Title II Adult Education and Family Literacy-CFDA 84.002A for the period of July 1, 2008-June 30, 2009.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of \$27,084 to the Oregon Community College Association for the 2008-2009 Membership Dues and 2009 Legislative Session Assessment.

#### **OLD BUSINESS**

#### **PUBLIC SAFETY AND SECURITY UPATE**

Vice President Meyer noted that the committee would be meeting with City of Coos Bay officials on July 30.

#### **NEW BUSINESS**

#### **AUGUST PAYROLL LINE OF CREDIT, Exhibit #10 A**

Meyer briefed the Board on the line of credit stating that the College was almost two months into the fiscal year and had not received the funding payment from the State. Therefore, money was needed to meet the August payroll.

**Correction noted by the Board during the approval of minutes on 09/08/08:**

***The statement that the payment from the State was late was made in error. The disbursement was delivered at the time specified by the Department of Community Colleges and Workforce Development and for the anticipated amount.***

M07/08-9

Rick Howell's motion to *authorize the establishment of a credit agreement with Umpqua Bank to meet August 2008 payroll*, was seconded by Carol Oelke. Upon call for the vote, the **MOTION PASSED** unanimously.

**PHLEBOTOMY CERTIFICATE APPROVAL, Exhibit #10 B**

Martinez briefed the Board on the certificate.

M07/08-10

Lonny Anderson's motion to *approve the Phlebotomy Technician Certificate, as presented, and direct the administration to solicit program approvals from the Oregon Department of Education* was seconded by David Bridgham. Upon call for the vote, the **MOTION PASSED** unanimously.

**CERTIFIED NURSING ASSISTANT II COURSE APPROVAL, Exhibit #10 C**

Martinez briefed the Board on the course.

M07/08-11

Rick Howell's motion to *approve the Certified Nursing Assistant II: Acute Care (CNA II) course, as presented, and direct the administration to solicit program approvals from the Oregon Department of Education and the Oregon State Board of Nursing*, was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED** unanimously.

**PUBLIC COMMENT**

James Fritz, Southwestern Art Professor, addressed the Board reminding them of the recent votes of no-confidence passed by over 75% of the employees; stated that Hansen failed to hire a Vice President of Administrative Services and Director of Public Safety; and was now asking the Board to approve a \$1.5 million dollar line of credit to cover the August payroll because the College does not have enough carryover. He expressed concern with the Board not presenting an action plan to monitor presidential overspending. He asked for the termination of President Hansen and encouraged the Board to develop a severance package, noting that most of the employees did not expect to start fall term with Hansen at the institution.

**EX-OFFICIO REPORTS**

**FOUNDATION**

Carol Oelke reported on the activities of the Foundation Board noting that the next meeting was planned for September 30 and that the Ketchum Group, hired to facilitate the capital campaign, would be on campus in early September.

**CLASSIFIED UNION**

Wayne Chandler expressed concern with the public safety situation on campus and requested resolution. He noted that events such as the shooting in Phoenix, AZ last Friday concerned his staff and that visibility of the public safety officers was needed. He repeated his request to be involved in the meetings with the City as it affects his staff and Union members.

Hansen mentioned that the committee meeting with the City was set and that new uniforms were being selected to help with visibility of the public safety officers.

Chandler brought up an additional concern of the OSBA investigation being held on campus in a building with surveillance cameras and requested that the cameras be disabled. People were encouraged to attend the Union's campout on the Sixes River - August 8 and 9.

**FACULTY SENATE**

Bernadette Kapocias reported that faculty she had spoken with felt incredulous and unhappy with the investigation being presented as a facilitation team. She added that there were serious problems and felt that the addressing of the problems was being diluted; that their confidence had not improved over the last month; that the College was having difficulty attracting new hires; expressed concern about the

safety on campus and also with borrowing money to make payroll. She noted that the investigation, if held on campus, had the danger of being influenced and urged the Board to have the investigation held off campus. Kapocias requested copies of the Board meeting recordings since January '08.

#### **FACULTY UNION**

Kapocias reported in Tim Dailey's absence stating that the Union was currently in negotiations.

#### **EXEMPT**

Tom Nicholls reported that the Exempt Task Force was continuing to examine the exempt salary adjustments and hoped to have a recommendation by September 1. He asked for clarification on the investigation process to share with the exempt employees.

#### **FACILITATION TEAM DISCUSSION CONTINUED**

Chair Anderson stated that a joint communication through OSBA would be disseminated to the College community this week and clarified that the Board would not be selecting the team as originally stated. It was noted that the process for individuals wanting to meet with the team would be shared over the next few days.

Nicholls indicated that for the sake of everyone involved, including President Hansen, the process needed to be above reproach and therefore, suggested that the person facilitating the interviews not be a College employee. Oelke agreed that the facilitation person be a non-college employee. Discussion occurred on concerns with potential reprisal. Hansen suggested that everyone knowing who speaks to the consultants would be the best action against reprisal.

Chair Anderson stated that the interviews would be recorded and added that he was concerned about there being so much fear of reprisal. Bridgham agreed with Chandler and Kapocias' suggestions of holding the interviews off campus; added that the fear of reprisal was a real concern; and requested that the Board determine a mechanism for a moratorium with actions of possible reprisal. Anderson explained that the interviews were scheduled on campus at OSBA's request, but would share the concerns with them.

Nicholls requested that the Board share as much information as possible with the three employee group representatives so that they can properly field inquiries.

#### **AUGUST PAYROLL LINE OF CREDIT DISCUSSION CONTINUED**

Oelke asked Meyer to explain the borrowing of the \$1.5 million dollars and noted that the State was 1.5 months late in submitting the College's funding payment. Meyer stated that July payroll was made and that the College would be five days late in making the August payroll if it did not secure a line of credit. On August 15, the payment will come from the State that will cover the amount of the loan. He added that the June financials looked solid, but short. The College has to pay on time; however, the State and others do not. Meyer stated that a line of credit was not an unusual business practice.

***Correction noted by the Board during the approval of minutes on 09/08/08:  
The statement that the payment from the State was late was made in error. The disbursement was delivered at the time specified by the Department of Community Colleges and Workforce Development and for the anticipated amount.***

Mitchell asked Olson how often the College had taken out a line of credit in the past to make payroll. It was clarified that the Board had approved the establishment of a line of credit, but had never actually borrowed the money. Meyer reiterated that the action requested of the Board was to authorize the establishment of a line of credit so that money could be borrowed, if needed. Howell noted that the K-12 system also followed this practice until legislation was passed requiring the State to pay K-12 on time. Discussion occurred on the need for lobbying for legislation of timely payments to community colleges.

#### **FACILITATION TEAM DISCUSSION CONTINUED**

Mitchell stated that the Board should ask OSBA to consider the requests of a non-employee being the designated contact and that the meetings be held off campus even if it changed the process currently being developed.

Discussion continued on concerns with reprisal. It was noted that the majority of concern was from the exempt group as both faculty and classified have greater protection through the unions. The exempt group has also indicated concern with structural reorganizations. It was mentioned that the action taken by the Board on June 23, 2008 regarding the review of all personnel matters was 'after the fact' and offered little assurances to staff.

Discussions continued on a moratorium on reorganization. Hansen assured the Board that, with the exception of no deans, no changes were planned this year to the organizational chart distributed in February. With Hansen's reassurance, the discussion ended.

#### **INFORMATION/ ADMINISTRATIVE REPORTS**

##### **UNIT REPORTS**

##### **Integrated Technology Services (ITS), Exhibit #13 A 7**

Copies of the report were included in the meeting materials. Kat Flores highlighted the successful Northwest Datatel Users Group conference hosted by Southwestern this month.

##### **Student Services, Exhibit #13 A 8**

Copies of the report were included in the meeting materials. Patty Scott highlighted the Upward Bound Summer Academy and the upcoming Mutt Strut Fund Raiser for RSVP.

##### **Foundation, Exhibit #13 A 4**

Copies of the report were included in the meeting materials. Marie Simonds highlighted the Helen Ferguson Memorial Bench project.

##### **Communications, Exhibit #13 A 2**

Copies of the report were distributed at the meeting. Rick Osborn highlighted the Coos County Fair event.

##### **Human Resources, Exhibit 13 A 5**

Copies of the hiring matrix were included in the meeting materials. Carole Howland highlighted employee health insurance.

##### **Workforce Development, Exhibit #13 A 9**

Copies of the report were included in the meeting materials. Arlene Soto highlighted the Business Development's report to the Small Business Administration.

**Administrative Services, Exhibit #13 A 1**

Copies of the report were included in the meeting materials. Meyer highlighted the resurfacing the Recreation Center and Prosper Hall gym floors.

**Instructional Services, Exhibit #13 A 6**

Copies of the report were distributed at the meeting. Martinez highlighted the instructional retreat held with section leaders on July 24 and 25 and fall inservice that has a theme of "Students First."

**ADJOURNMENT**

Chair Anderson adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M.L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 7 B 1  
Date September 8, 2008  
Approved YES  
Motion # 09/08-4

**Southwestern Oregon Community College  
Board of Education**

Prepared by: Kat Flores, Director of Integrated Technology Services

**ACTION UNDER CONSIDERATION**

Approval of payment to ORCA Communications in the amount of \$70,000 over 12 months for 62MB of fiber and DSL internet connectivity and internet service for Southwestern Oregon Community College.

**HISTORY**

Internet connectivity has become a requirement for the transfer of data in Financial Aid, Student Services, Business Office, Human Resources, Instructional Department, and Integrated Technology. Student usage and student housing usage requirements have grown each year. The Internet has become a major source for research in both the instructional and administrative areas as well as a major marketing tool in College Advancement and Recruiting.

Starting summer 2006, Brookings and Gold Beach campuses were brought into the college network. This was accomplished by working with ORCA to obtain 3MB DSL from each remote campus. Also in summer 2006, Southwestern implemented Tegrity.

In the summer of 2007 Southwestern obtained 10MB DSL bandwidth to accommodate the distance Nursing Program in Brookings.

**TIMING**

At the beginning of each academic year, the college purchases the bandwidth necessary to continue uninterrupted access to the internet.

**BUDGET IMPACT**

Funds are available for this proposal in the amount of \$70,000 in the 2008-2009 Integrated Technology Services Department budget (10-3116-53320) approved by the Board of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the payment of \$70,000 over 12 months to ORCA Communications for bandwidth and Internet service.

|           |                          |
|-----------|--------------------------|
| Exhibit # | <u>7 C 1</u>             |
| Date      | <u>September 8, 2008</u> |
| Approved  | <u>YES</u>               |
| Motion #  | <u>09/08-4</u>           |

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

Prepared by: Robin Bunnell, Interim Title III Director

**ACTION UNDER CONSIDERATION**

Accept the receipt of the Title III “Strengthening Institutions Program” grant from the United States Department of Education in the amount of \$ 399,680 for Oct. 1, 2008 – September 30, 2009.

**DISCUSSION /HISTORY**

This grant has been awarded to Southwestern Oregon Community College for the grant project entitled: Teaching and Learning Innovations, which focuses on *Improving Student Success through Faculty Development, Instructional Innovation, Enhances Student Services, and Comprehensive Institutional Assessment*. The Title III grant is designed to continue the retention and learning efforts established on campus in the last few years. The intended outcome is that more students will be successful in reaching their education goals, positively impacting the institution’s fiscal stability as state-reimbursable FTE grows.

The grant focuses on a single activity, *Improving Student Success* with four interrelated components in a) Faculty Development, b) Instructional Innovation, c) Enhanced Student Services and d) Comprehensive Institutional Assessment. This will be the third year of the Title III grant with an intended timeline of five years, beginning Oct. 1, 2006 and ending Sept. 30, 2011; pending continued funding from the United States Department of Education.

**BUDGET IMPACT**

|  |           |
|--|-----------|
| Fund 25 Special Projects                   |           |
| Resources                                  |           |
| US Department of Education                 |           |
| \$399,680                                  |           |
| Requirements                               |           |
| Personnel Services                         | \$294,715 |
| Equipment                                  | \$26,000  |
| Material/Supplies/Travel/Contractual/Other | \$78,965  |
|  | <hr/>     |
|  | \$399,680 |

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, accepts a grant of \$399,680 from the US Department of Education for October 1, 2008-September 30, 2009 and authorize the adjustments to the Special Project Fund budget.

|           |                          |
|-----------|--------------------------|
| Exhibit # | <u>7 C 2</u>             |
| Date      | <u>September 8, 2008</u> |
| Approved  | YES                      |
| Motion #  | <u>09/08-4</u>           |

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

Prepared by Arlene Soto, Workforce Development Executive Director/Business Development Center Director

**ACTION UNDER CONSIDERATION**

Accept a grant in the amount of \$30, 250 from the U.S. Small Business Administration awarded by Lane Community College for the year 2008 for the Business Development Center, in accordance with Administrative Policy # 3.000, External Funding, Grants and Contracts and authorize adjustments to the Special Projects Fund budget.

**DISCUSSION / HISTORY**

The College Board adopted the Special Projects Fund budget resources and appropriations based on anticipated resources during its annual budget process. The board periodically adjusts this budget for unanticipated, specific purpose grants and contracts that are received during the fiscal year.

Southwestern has received a grant for U.S. Small Business Administration funds from Lane Community College each year since 1984 to partially support the Business Development Center’s business advising, training and informational services to potential start-up and existing businesses. The funds have been awarded at the same level since 1992 and are utilized to partially support Business Development Center staff salaries.

Each local government must estimate and budget all of its anticipated resources for the upcoming fiscal year in its annual budget process [ORS 294.361 (1)]. However, certain expenditures have been made exceptions to the requirements of Local Budget Law. Expenditures in the year of receipt of grants, gifts, bequests or devises transferred to the local government in trust for a specific purpose may be made after enactment of a resolution authorizing the expenditure [ORS 294.326 (3)]. This grant/contract was received on August 22, 2008, which was after the annual budget process adopting the annual budget for the current year.

**BUDGET IMPACT**

There is no impact to the general fund budget.

|                          |          |
|--------------------------|----------|
| Fund 25 Special Projects |          |
| Resources                |          |
| State Revenues           |          |
| Federal Revenues         | \$30,250 |
| Other Revenues           |          |
| Requirements             |          |
| Personal Services        | \$30,250 |
| Materials and Services   |          |
| Capital Outlay           |          |

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District accepts a grant in the amount of \$30, 250 from the U.S. Small Business Administration awarded by Lane Community College for the year 2008 for the Business Development Center, in accordance with Administrative Policy # 3.000, External Funding, Grants and Contracts and authorizes the following adjustments to the Special Projects Fund budget.

Exhibit # 7 C 3  
Date September 8, 2008  
Approved YES  
Motion # 09/08-4

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

Prepared by Arlene Soto, Workforce Development Executive Director/Business Development Center Director

**ACTION UNDER CONSIDERATION**

Accept a grant in the amount of \$82,665 from the Oregon Economic and Community Development Department by Lane Community College for the period of July 1, 2007, through June 30, 2009, for the Business Development Center, in accordance with Administrative Policy # 3.000, External Funding, Grants and Contracts and authorizes adjustments to the Special Projects Fund budget.

**DISCUSSION / HISTORY**

The College Board adopted the Special Projects Fund budget resources and appropriations based on anticipated resources during its annual budget process. The board periodically adjusts this budget for unanticipated, specific purpose grants and contracts that are received during the fiscal year.

Southwestern has received a grant from the Oregon Economic and Community Development Department since 1991 to help support the Business Development Center's counseling services to potential, start-up and existing businesses. The grant is utilized to partially fund business advising services in such specific skills areas as business plan and loan application preparation, financial management, personnel management, and marketing. The grant provides that the Business Development Center will work with special populations; i.e., women, minority, and distressed/rural business owners or potential owners.

Each local government must estimate and budget all of its anticipated resources for the upcoming fiscal year in its annual budget process [ORS 294.361 (1)]. However, certain expenditures have been made exceptions to the requirements of Local Budget Law. Expenditures in the year of receipt of grants, gifts, bequests or devises transferred to the local government in trust for a specific purpose may be made after enactment of a resolution authorizing the expenditure [ORS 294.326 (3)]. This grant/contract was received on August 22, 2008 which was after the annual budget process adopting the annual budget for the current year.

**BUDGET IMPACT**

There is no impact to the general fund budget.

|                                    |          |
|------------------------------------|----------|
| Budget appropriations adjustments: |          |
| Fund 25 Special Projects           |          |
| Resources                          |          |
| State Revenues                     | \$82,665 |
| Federal Revenues                   |          |
| Other Revenues                     |          |
| Requirements                       |          |
| Personal Services                  | \$82,665 |
| Materials and Services             |          |
| Capital Outlay                     |          |

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District accepts a grant in the amount of \$82,665 from the Oregon Economic and Community Development Department by Lane Community College for the period of July 1, 2007, through June 30, 2009, for the Business Development Center, in accordance with Administrative Policy # 3.000, External Funding, Grants and Contracts and authorizes the following adjustments to the Special Projects Fund budget.

Exhibit # 9 A  
Date September 8, 2008  
Approved YES  
Motion # 09/08-5

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

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

**ACTION UNDER CONSIDERATION**

Approve amendment to the College's Fiscal Office Authorizations with Umpqua Bank to reflect Southwestern staff role changes.

**DISCUSSION / HISTORY**

Southwestern has utilized the services of Umpqua Bank, formerly Security Bank, since the early 1990's. Over time, personnel change, necessitate the update of this banking powers resolution.

**OPTIONS / ANALYSIS**

1. Approve the amendment to the Umpqua Bank banking powers as recommended by administration.
2. Reject the amendment to the Umpqua Bank banking powers.

**TIMING**

Under Board of Education Policy, the President and Vice President of Administrative Services are designated as custodians of college funds. Also under Board policy, the President is solely authorized to borrow monies for the college. Only the President and Vice President of Administrative Services are authorized to sign checks expending college funds. Other routine banking duties, such as transferring monies between accounts, can be more efficiently done by other college personnel. Umpqua Bank, and prudent fiscal operations, require that the Board of Education recognize banking powers of college employees via a resolution.

**BUDGET IMPACT**

There is no net budget impact upon the college, as this is merely a banking authority change of personnel.

**RECOMMENDATION**

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District, by resolution, authorizes the following employees in the college's banking arrangements with Umpqua Bank. These changes apply to the following accounts:

|                             |            |
|-----------------------------|------------|
| General Checking            | #55408017  |
| General Checking – Sweep    | #55406939  |
| Payroll Checking            | #55400955  |
| Brookings Outreach Checking | #55407654  |
| Outreach Savings            | #55027502  |
| Pool Account                | #550002844 |

Authorized Agents:

- A. Judith Hansen, President \_\_\_\_\_
- B. Sheldon L Meyer, Vice President of Administrative Services \_\_\_\_\_
- C. Ron Olson, Business Office Director \_\_\_\_\_
- D. Leigh Stiles, Accounting Technician \_\_\_\_\_
- E. Frances Karroll, Bus Office Fin Aid Accounting Technician \_\_\_\_\_

Powers Granted:

A \_\_\_\_\_ Exercise all of the powers listed in this resolution.

A,B,C \_\_\_\_\_ Open any deposit or share account(s) in the name of the college.

A,B \_\_\_\_\_ Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Umpqua Bank.

A \_\_\_\_\_ Borrow money on behalf of the college, sign, execute, and deliver promissory notes or other evidences of indebtedness.

A \_\_\_\_\_ Endorse, assign, transfer mortgage, or pledge bill receivable, warehouse receipts, bills of lading, stocks, bonds, real estate, or other property now owned or acquired by the college as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated, or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.

A,B,C,D \_\_\_\_\_ Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in Umpqua Bank.

A,B,C,D,E \_\_\_\_\_ Transfer funds between college accounts, or to/from any college account and the Local Government Investment Pool.

A,B,C,D,E \_\_\_\_\_ Request a stop payment to any outstanding check issued from any college account.

A,B,C,D,E \_\_\_\_\_ Inquire about various circumstances of any college account, including but not limited to: Account balance and check status.

Exhibit # 9 B  
Date September 8, 2008  
Approved YES  
Motion # 09/08-6

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

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

**ACTION UNDER CONSIDERATION**

Approve payments for progress on Prosper Hall boiler replacement and for Dellwood Hall HVAC replacement. Chambers Plumbing & Heating were awarded the contract to replace the boiler in Prosper Hall and DLB Construction were awarded the contract to replace the HVAC units for Dellwood Hall. Crow/Clay & Associates are monitoring the progress of the contracts and will report on periodic progress and will request for periodic payments throughout the course of the project.

**DISCUSSION / HISTORY**

The College Architect, Crow/Clay & Associates determined in its Master Plan for the college that these two projects were highest priority. Without replacing the boiler in Prosper there would be no hot water in the building. Without replacing the HVAC units in Dellwood there would be inadequate heating and ventilation.

The original contract sum for the Prosper Hall boiler replacement is \$113,790. The first request for partial payment is \$34,500.

The original contract sum for the Dellwood HVAC replacement is \$98,441. The first request for partial payment is \$7,163.

**OPTIONS / ANALYSIS**

1. Approve payments for progress to Chambers Plumbing & Heating and to DLB Construction for their work toward completing these projects at levels above the President's \$15,000 signing authority up to but not to exceed the total amount for each project.
2. Require special Board meetings to authorize progress payments as they occur.

**TIMING**

Contractors are entitled to receiving partial payments throughout a project.

**BUDGET IMPACT**

Funds are available for this proposal in the Plant Fund in the 2008/2009 budget approved by the Board of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District approves the partial payments toward the total bills for the Prosper Hall boiler replacement and the Dellwood Hall HVAC replacement that may exceed \$15,000 per partial payment but not to exceed in sum the total costs for each project.

|           |                   |
|-----------|-------------------|
| Exhibit # | 9 C               |
| Date      | September 8, 2008 |
| Approved  | YES               |
| Motion #  | 09/08-7           |

**Southwestern Oregon Community College  
Board of Education**

Prepared by: Kat Flores, Director of Integrated Technology Services

**ACTION UNDER CONSIDERATION**

Approve the payment to Dell Inc. of \$85,205.20 for the purchase of a Storage Area Network with 59 terabytes of raw storage twelve 1 gigabit iSCSI connection ports and six 24 port 1 gigabit stackable switches.

**HISTORY**

During the 2008-2009 academic year, the college budgeted \$157,400 for replacement plan equipment. This is part of the College Strategic Plan, ITS Department Strategic Plan, and Title III schedule to implement a portal, Active Campus and to allow complete student lab backups. The Portal is a major part of the Title III plan to consolidate multiple information resources for students in a single gateway for services and retention. This replacement SAN moves from fiber channel to TCP/IP network protocol allowing easier and more cost effective connections to our servers. The additional shared storage is necessary for the ability to implement fail over for server workloads using server clustering. In addition, the snapshot and volume copy features will alleviate the need to take a server offline in order to get a complete backup. The additional storage will provide the ability to back up additional servers including student data. We are able to use the replacement money to supplement Title III because of the 450 Dell workstations that have been installed during the last three years.

**TIMING**

The college purchases replacement computers according to the ITS Department five-year replacement plan. The SAN needs to be purchased at this time to provide the shared storage needed to implement disaster recovery techniques such as physical server clustering, virtual machine failover, volume shadow copies and snapshots. The SAN needs to be purchased and set up before moving forward on the email server upgrades, implementing the Title III activities, Active Campus Portal and Student data retention.

**BUDGET IMPACT**

Funds are available for this proposal in the amount of \$26,000 in the 2008-2009 Title III budget and \$60,000 the 2008-2009 ITS equipment replacement budget (10-3117-53172) approved by the Board of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the payment of \$85,205.20 to Dell Inc.

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

Submitted by: Sheldon Meyer, Vice President of Administrative Services

The months of July and August initiated and finalized activity in Administrative Services to include:

***Administrative Services***

- Hosted retirement party for Ron Olson
- Performed ergonomics review for two employees
- Created new Bloodborne Pathogens plan for college
- Created new Hazard Communication plan for college
- Attended SAIF presentation on fraud
- Canceled Tegrity contract
- Attended Curry County Public Hearing Brookings Planning Commission

***Physical Plant/Grounds***

- Repaired lighting on campus and roadways
- Painted curbs for fire zones
- Painted fire zones at Umpqua Hall and parking lines on the south side of the building for Food Bank employees
- Contractors have begun replacement of boiler in Prosper Hall
- Contractors have begun HVAC replacement in Dellwood Hall
- Replaced lamp post at east entrance that was destroyed by high winds
- Repaired glass door at front entrance of Newmark Center that was damaged by wind
- Installed new signage in Randolph Hall
- Installed reflective safety hazard tape on east fence line at the track
- Trimmed trees on the north, east and south roadways
- Moved bleachers off gym floor in Prosper Hall
- Refinished gym floors in Prosper Hall and Student Recreation Center
- Working with Crow & Clay on ADA. paving at the baseball field
- Installed emergency generator at maintenance shop
- Painted three rooms on the second floor of Newmark Center for ALSP
- Removed rolling walls from Randolph Hall room 4 to make room for math lab
- Portable stage to Coast Guard air group – North Bend change of command
- Set up new tables and chairs in Sitkum Hall room 6
- Set up ELI classroom in Randolph Hall room 9
- Unclogged drain in cafeteria. Kitchen was flooded. Belfour came and sanitized. Tri-County and maintenance crew unclogged the drain.
- Cleaned up under stairwell at Tioga Hall from the sewage pump station back up. Contractors failed to turn power back on before weekend, causing the pump station to backup.

***Bookstore***

- Attended gift show in July in search of new merchandise and ideas
- Processed fall book orders and put up shelf tags for fall classes
- Conducted summer buy-back
- Working with the IT Department to have on-line clothing sales
- Working with the IT Department to change credit card companies in order to reduce our banking fees

### ***Public Safety***

- Weekly meetings have been held to ensure campus safety
- The Public Safety Department will now be called “Southwestern Campus Security Department”
- All of our current Southwestern Campus Security employees are updated with the necessary training for campus security

### ***Business Office (detail attached)***

An interim CFO from Datatel will be arriving to work in the Business Office the first week of September

### ***Athletics***

- Volleyball, men’s and women’s soccer, men’s and women’s cross country, and men’s and women’s fall golf are all beginning.

### ***Mail & Print Services***

- Handled 24,234 pieces of mail and parcels of which student mail consisted of 1,356. Pieces forwarded or returned totaled 803.
- Made 89,564 copies plus all the bindery services that were needed to complete each work order.
- Copiers served by MPS totaled 46,435.

### ***Student Housing***

- Summer maintenance and conferencing activities are drawing to a close
- August activities included:
  - Two Elderhostel programs
  - Great Discovery program from N.E. Oregon AHEC
  - Oregon Team Volleyball camp
  - Summer school
  - OCCI student check-outs
- Fall athletes have arrived including men’s and women’s soccer, women’s volleyball, men’s and women’s cross country, and athletic training
- Interior painting of three buildings (11 apartments) has been completed with other preventive maintenance issues addressed
- Student Housing reservations continue to run about 16 applications above our highest record to date
- Purchased Incident Tracker, a software used to maintain incident reports for Clery reporting

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**General Fund**  
**Statement of Budget and Actual Revenues and Expenditures**  
[For the Month Ended July 31, 2008 \(preliminary\)](#)

|                                       | CURRENT MONTH    | ACTUAL YEAR TO DATE | ADJUSTED BUDGET   | Variance Favorable (Unfavorable) | ACTUAL YTD % of BUDGET | 1 YEAR PREVIOUS YTD % |
|---------------------------------------|------------------|---------------------|-------------------|----------------------------------|------------------------|-----------------------|
| <b>FUND BALANCE (JULY 1, 2008)</b>    |                  | 843,682             | 800,000           | 43,682                           | 105.5%                 | 100.9%                |
| <b>REVENUES:</b>                      |                  |                     |                   |                                  |                        |                       |
| State Support                         | 0                | 0                   | 8,574,725         | (8,574,725)                      | 0.0%                   | 0.0%                  |
| Federal Support                       | 0                | 0                   | 41,500            | (41,500)                         | 0.0%                   | 0.0%                  |
| Local Support (Taxes)                 | 0                | 0                   | 4,604,483         | (4,604,483)                      | 0.0%                   | 0.0%                  |
| Tuition & Fees (Net of Waivers)       | 1,039,470        | 1,039,470           | 3,289,734         | (2,250,264)                      | 31.6%                  | 43.7%                 |
| Interest Earnings                     | 1,502            | 1,502               | 130,000           | (128,498)                        | 1.2%                   | 5.6%                  |
| Other Income                          | 20,575           | 20,575              | 1,128,727         | (1,108,152)                      | 1.8%                   | 0.3%                  |
| Transfers In                          | 0                | 0                   | 0                 | 0                                | 0.0%                   | 0.0%                  |
| <b>TOTAL REVENUES</b>                 | <b>1,061,547</b> | <b>1,061,547</b>    | <b>17,769,169</b> | <b>(16,707,622)</b>              | <b>6.0%</b>            | <b>6.0%</b>           |
| <b>TOTAL RESOURCES AVAILABLE</b>      |                  | <b>1,905,229</b>    | <b>18,569,169</b> | <b>(16,663,940)</b>              | <b>10.3%</b>           | <b>10.3%</b>          |
| <b>EXPENDITURES:</b>                  |                  |                     |                   |                                  |                        |                       |
| Personnel Services & Benefits         | 1,005,151        | 1,005,151           | 12,858,031        | 11,852,880                       | 7.8%                   | 6.1%                  |
| Materials & Services (Net of Waivers) | 92,849           | 92,849              | 4,049,963         | 3,957,114                        | 2.3%                   | 11.2%                 |
| Capital Outlay                        | 0                | 0                   | 44,400            | 44,400                           | 0.0%                   | 0.0%                  |
| Transfers Out                         | 0                | 0                   | 0                 | 0                                | 0.0%                   | 0.0%                  |
| Contingency                           |                  |                     | 816,775           | 816,775                          | 0.0%                   | 0.0%                  |
| <b>TOTAL EXPENDITURES</b>             | <b>1,098,000</b> | <b>1,098,000</b>    | <b>17,769,169</b> | <b>16,671,169</b>                | <b>6.2%</b>            | <b>7.0%</b>           |
| <b>FUND BALANCE End of Month</b>      |                  | <b>807,228</b>      | <b>800,000</b>    | <b>7,228</b>                     |                        |                       |

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

9/3/2008

|   | General Fund        | Auxiliary Fund | Financial Aid Fund | Special Projects Fund | Insurance Reserve Fund | Plant Fund        | Debt Service Fund | Internal Service Fund | Enterprise Fund      | Trust and Agency Fund | TOTALS               |
|---|---------------------|----------------|--------------------|-----------------------|------------------------|-------------------|-------------------|-----------------------|----------------------|-----------------------|----------------------|
| <b>** ASSETS **</b>                       |                     |                |                    |                       |                        |                   |                   |                       |                      |                       |                      |
| Cash and Investments                      | (805,125.84)        | 0.00           | (69,726.42)        | 232,090.26            | 433,787.55             | 871,796.00        | 0.00              | (32,913.40)           | (78,197.08)          | 120,492.09            | 672,203.16           |
| Accounts Receivable                       | 2,607,827.68        | 0.00           | 55,662.39          | 166,748.80            | 0.00                   | 22,501.30         | 0.00              | 0.00                  | 23,828.76            | 0.00                  | 2,876,568.93         |
| Prepaid Expenses                          | 37,080.00           | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 3,800.00          | 0.00                  | 193,584.52           | 0.00                  | 234,464.52           |
| Inventory                                 | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 161,113.62           | 0.00                  | 161,113.62           |
| Fixed Assets                              | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 16,260,702.03        | 0.00                  | 16,260,702.03        |
| Interfund Loans                           | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| <b>Total Assets</b>                       | <b>1,839,781.84</b> | <b>0.00</b>    | <b>(14,064.03)</b> | <b>398,839.06</b>     | <b>433,787.55</b>      | <b>894,297.30</b> | <b>3,800.00</b>   | <b>(32,913.40)</b>    | <b>16,561,031.85</b> | <b>120,492.09</b>     | <b>20,205,052.26</b> |
| <b>** LIABILITIES AND FUND BALANCE **</b> |                     |                |                    |                       |                        |                   |                   |                       |                      |                       |                      |
| <b>Liabilities:</b>                       |                     |                |                    |                       |                        |                   |                   |                       |                      |                       |                      |
| A/P Payroll/Withholdings                  | 664,668.80          | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 664,668.80           |
| Accounts Payable                          | 362,675.23          | 0.00           | 2,838.87           | 0.00                  | 0.00                   | 0.00              | 0.00              | 7,971.41              | 46,477.78            | 0.00                  | 419,963.29           |
| Deposits Held in Custody                  | 5,209.55            | 0.00           | 4,362.94           | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 120,691.99           | 0.00                  | 130,264.48           |
| Deferred Revenue                          | 0.00                | 0.00           | 0.00               | 13,792.00             | 0.00                   | 0.00              | 0.00              | 0.00                  | 12,750.00            | 0.00                  | 26,542.00            |
| Bonds/Notes Payable                       | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 16,275,449.94        | 0.00                  | 16,275,449.94        |
| Reserves                                  | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| <b>Total Liabilities</b>                  | <b>1,032,553.58</b> | <b>0.00</b>    | <b>7,201.81</b>    | <b>13,792.00</b>      | <b>0.00</b>            | <b>0.00</b>       | <b>0.00</b>       | <b>7,971.41</b>       | <b>16,455,369.71</b> | <b>0.00</b>           | <b>17,516,888.51</b> |
| Fund Balance                              | 807,228.26          | 0.00           | (21,265.84)        | 385,047.06            | 433,787.55             | 894,297.30        | 3,800.00          | (40,884.81)           | 105,662.14           | 120,492.09            | 2,688,163.75         |
| <b>Total Liabilities and Fund Balance</b> | <b>1,839,781.84</b> | <b>0.00</b>    | <b>(14,064.03)</b> | <b>398,839.06</b>     | <b>433,787.55</b>      | <b>894,297.30</b> | <b>3,800.00</b>   | <b>(32,913.40)</b>    | <b>16,561,031.85</b> | <b>120,492.09</b>     | <b>20,205,052.26</b> |
| <b>Revenues:</b>                          |                     |                |                    |                       |                        |                   |                   |                       |                      |                       |                      |
| State Support                             | 0.00                | 0.00           | 1,000.00           | 3,250.00              | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 4,250.00             |
| Federal Support                           | 0.00                | 0.00           | 18,485.70          | 17,063.78             | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 35,549.48            |
| Local Support (prop. tax)                 | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| Tuition and Fees (Net)                    | 1,039,469.99        | 0.00           | 0.00               | 44,836.73             | 0.00                   | 78,341.50         | 9,934.00          | 0.00                  | 297,553.91           | 11,516.00             | 1,481,652.13         |
| Other Income                              | 22,076.88           | 0.00           | 0.58               | 10,035.00             | 1,110.73               | 0.00              | 0.00              | 525.91                | 655,713.16           | 3,497.14              | 692,959.40           |
| Transfer from other funds                 | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| <b>Total Revenues</b>                     | <b>1,061,546.87</b> | <b>0.00</b>    | <b>19,486.28</b>   | <b>75,185.51</b>      | <b>1,110.73</b>        | <b>78,341.50</b>  | <b>9,934.00</b>   | <b>525.91</b>         | <b>953,267.07</b>    | <b>15,013.14</b>      | <b>2,214,411.01</b>  |
| <b>Expenditures:</b>                      |                     |                |                    |                       |                        |                   |                   |                       |                      |                       |                      |
| Personnel Services & Benefit              | 1,005,150.90        | 0.00           | 208.69             | 267,394.63            | 0.00                   | 0.00              | 0.00              | 16,694.73             | 134,454.32           | 0.00                  | 1,423,903.27         |
| Materials and Services                    | 92,849.49           | 0.00           | 44,015.00          | 14,306.50             | 92.00                  | 397.50            | 0.00              | 17,967.61             | 29,985.15            | 1,150.00              | 200,763.25           |
| Capital Outlay                            | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 77,944.00         | 0.00              | 0.00                  | 0.00                 | 0.00                  | 77,944.00            |
| Debt Service                              | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 9,934.00          | 4,146.66              | 700.00               | 0.00                  | 14,780.66            |
| Depreciation                              | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| Transfer to other funds                   | 0.00                | 0.00           | 0.00               | 0.00                  | 0.00                   | 0.00              | 0.00              | 0.00                  | 0.00                 | 0.00                  | 0.00                 |
| <b>Total Expenditures</b>                 | <b>1,098,000.39</b> | <b>0.00</b>    | <b>44,223.69</b>   | <b>281,701.13</b>     | <b>92.00</b>           | <b>78,341.50</b>  | <b>9,934.00</b>   | <b>38,809.00</b>      | <b>165,139.47</b>    | <b>1,150.00</b>       | <b>1,717,391.18</b>  |
| Revenues Over(Under) Exp.                 | (36,453.52)         | 0.00           | (24,737.41)        | (206,515.62)          | 1,018.73               | 0.00              | 0.00              | (38,283.09)           | 788,127.60           | 13,863.14             | 497,019.83           |
| <b>Beginning Fund Balance</b>             | <b>843,681.78</b>   | <b>0.00</b>    | <b>3,471.57</b>    | <b>591,562.68</b>     | <b>432,768.82</b>      | <b>894,297.30</b> | <b>3,800.00</b>   | <b>(2,601.72)</b>     | <b>(682,465.46)</b>  | <b>106,628.95</b>     | <b>2,191,143.92</b>  |
| <b>Ending Fund Balance</b>                | <b>807,228.26</b>   | <b>0.00</b>    | <b>(21,265.84)</b> | <b>385,047.06</b>     | <b>433,787.55</b>      | <b>894,297.30</b> | <b>3,800.00</b>   | <b>(40,884.81)</b>    | <b>105,662.14</b>    | <b>120,492.09</b>     | <b>2,688,163.75</b>  |

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

Submitted by: Jason Wood, Dean of Curry County

- Southwestern Oregon Community College representatives, including architects Crow/Clay Associates, presented a Detailed Development Plan for a new Curry Campus based on sustainable and environmentally conscious construction for effective higher education opportunities at the city of Brookings Planning Commission meeting on August 5, 2008. A decision will be forthcoming in September.
- Curry employees participated in an evaluation and planning session and determined we will focus our efforts during 2008-2009 on the following areas: Visibility in the Community through Sharing Student Successes, Enhancing Students' Sense of Community, Expanded Academic Offerings – focus on AAOT and Health Occupations, Increase Implementation of Innovative Technology, Facility Planning – Current and Future. Specific projects and goals will be identified prior to the start of fall term – we are eager and excited to build on the successes of the past!
- GED Orientation Pilot Session – Michelle Benoit and Kay Jones have developed a two-part orientation session that will provide students an opportunity to develop an academic plan and complete mandated testing prior to beginning instruction.
- All 12 presenters have been scheduled for February's South Coast Writer's Conference including Timothy Zhan, author of a Star Wars trilogy that takes place after the Return of the Jedi. Other presenters include 5 Oregon Book Award finalists and 2004 Scottish Singer/Song Writer of the Year, bringing an international presence to the conference for the 2<sup>nd</sup> year in a row. There are 2 children's authors and a blogger turned writer. A pre-reading list will be circulated and the re-designed website should be updated soon. Janet Pretti has done a tremendous job, as usual, and is pleased to be ahead of schedule this year.
- Port Orford held the first Artist Lecture Series. There were over 20 people in attendance. Feedback was positive. The next lecture in the series will be given by Hugh McKay on October 8.
- 2 + 2 Report – 193 students in Curry County high schools earned 1,071 credits during the 2007-2008 academic year. This represents roughly 24 FTE, double the most 2 + 2 FTE in Curry County, which was earned in 2005-2006. Parents, administrators, and community members are appreciative of the college's efforts to serve high school students regardless of where they may be headed to college. The college appreciates the efforts of high school teachers to make this opportunity available to students.

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

Submitted by: Marie Simonds, Foundation Executive Director

***Foundation***

- Worked with Capital Campaign Consultant committee to prepare for Ketchum's visit to conduct the internal Comprehensive Readiness Assessment.
- Dedicated the Helen Ferguson memorial benches with a ceremony on August 14, 2008 with Ferguson family and community members.
- Worked with Hough, MacAdam and Wartnick as well as the Foundation Audit committee on preparation for the Foundation audit.
- Received confirmation of challenge from the James and Marion Miller Foundation for up to \$50,000 of matching scholarship dollars.

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

Submitted by: Valerie Martinez, Vice President of Instruction

***Strategic Initiatives***

Goal 1: Leadership

- Hannah Abraham-Shea attended the Community College and Workforce Development (CCWD) Director's meeting in Lincoln City, Oregon. Dr. Abraham-Shea is on the Adult Content Standards committee and is participating in a series of three development workshops. Transitional Education will pilot the content standards next spring.
- Bonnie Maxwell attended the Department of Correction's Director's meeting the first of August. The Corrections Education Association (CEA) conference will be in October in Vancouver, Washington. Ms. Maxwell and faculty will be attending.
- Valerie Martinez attended the annual Continuous Quality Improvement Network conference in Sarasota, Florida, with Dr. Hansen, Robin Bunnell and Tom Nicholls. The improvement strategies shared at the conference will be discussed at future Vision Group meetings.

Goal 2: Student Access

- Transitional Education has created a Student Center in the Newmark Center, Room 204, improving student services and access to programming. The Student Center also created a space for students to gather and exchange information.
- There was a SUMMIT graduation on August 26, with 33 graduates. The new community, the 84<sup>th</sup>, started on September 2<sup>nd</sup> with 52 new inmates.
- We successfully defended the use of distance learning sites (Brookings and Florence) for delivery of high quality nursing instruction to the Oregon State Board of Nursing.

Goal 3: Education Programs and Experiences

- Office Administration Instructor, Leigh Ann Squires attended the statewide consortium whose charge is to develop a statewide office administration program that is research based and transferable to other community colleges.
- Jane Briggs will take part in the CCWD Content Standards Project and will implement the pilot program in the GED/Skills Upgrade.
- Two SUMMIT staff will be doing the Functional Writing test training right here in Coos Bay at Transitional Education.
- A first meeting of an advisory group tasked with investigating the feasibility of developing a physical therapy assistant degree has been held.
- The development of the fall natural resources exploration lecture series is continuing.

- Southwestern welcomed the Ford Family Foundation (OFFF) Student Scholars, members of the OFFF board and staff as host of the 2008 student scholars' awards luncheon.

#### Goal 4: Physical, Fiscal and ITS Resources

- Southwestern received a grant of \$24,761, only one of twelve awarded in the nation, as part of the 2008 Community College Caregiver Training Initiative funded by the International Longevity Center-USA and the MetLife Foundation. Beverly Segner, Professor of Human Services, leads this project to fill critical gaps in caregiver training as identified by Oregon Department of Human Services Seniors and People with Disabilities. Outcomes include developed curriculum for modules on Congestive Heart Failure, Cancer, Chronic Obstructive Pulmonary Disease, Myocardial Infarction, Urinary Tract Infection, Constipation, and Medication Management. Curriculum will be delivered locally and statewide, in coordination with the State of Oregon Home Care Commission's schedule of trainings. The project includes a "train-the-trainers" component and scholarships for low-income caregivers.
- Southwestern submitted a grant request of \$100,000 to the American Association of Community Colleges (AACC) for the Building Better Communities through Regional Economic Development Partnerships initiative to expand a regional talent pipeline for skilled and certified metalworkers and establish an additional talent pipeline of industrial project managers. The project specifically supports: 1) creation of a Project Management Career Pathway with global project management programming; 2) incorporation of new industry quality ISO standards into the Metals Manufacturing Career Pathway; and 3) replacement of equipment and upgrading of facilities for the Metals Manufacturing Career Pathway, incorporating industry recommendations.
- Southwestern submitted an invited full proposal to the Meyer Memorial Trust requesting \$400,000 to support the site development and construction of the new Southwestern Oregon Community College campus in Curry County.

#### Goal 5: Employees

- The Business department enthusiastically welcomes Aaron Nielson who will be the lead instructor in the marketing program. Aaron will be teaching marketing, sales, retail and many general business courses.
- Professor Emeritus Bob Miller has agreed to return for another year, filling the accounting instructor position. The department thanks Bob for his dedication to the students, the College and continued success of the accounting program through his excellent teaching.
- Kareema Mattson, the JOBS instructor, is the proud new mom of a daughter, Elizabeth, born August 13 at 4:00 a.m. weighing in at 4 lbs, 15 oz and 17 inches long.
- Shutter Creek is working toward replacing the Lead Computer Education staff person this fall.

#### Goal 6: Collaborative Relationships

- In partnership with the Coquille Indian Tribe, OSU, and Humboldt State University, Science Section Leaders Ann Sylvia and Diana Schab, along with faculty member Bob Fields, continued work in August to finalize the Fall Natural Resources Exploration Lecture Series. Following this fall series, Forest Biology, Introduction to Geographic Information Services, and Field Survey Sampling have been suggested as Winter and Spring terms 2009.

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

Prepared by: Kat Flores, Director of Integrated Technology Services

***Instructional Research – Robin Bunnell:***

- Attended CQIN Summer Institute 2008: Business Partner – Ritz-Carlton with presentations related to their Legendary Service
- CAAP (Collegiate Assessment of Academic Proficiency): Results received with improvement in all three benchmark areas – Math, Writing and Critical Thinking
- CCSSE (Community College Survey of Student Engagement): Results received with improvement in benchmark areas identified within the Title III – Teaching and Learning Innovations Grant
- Attended OCCIR (Oregon Community College Council of Institutional Researchers) quarterly meeting – discussion items included student success reporting and new reporting requirements for 08-09 and 09-10
- Responded to numerous HelpBox and ad-hoc data requests

***Instructional Technology – Karen Matson:***

- Create Fall term courses in WebCT Blackboard
- Create Fall term courses in ANGEL (new learning management system)
- ANGEL training
- Defining Web Enhanced and Hybrid courses with Office of Instruction

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

- WebAdvisor 3.13 installed in test
- WebAdvisor 3.13 installed in development for e-Advising testing
- Network Access Control Safe Connect deployed on wireless network
- Network Access Control Safe Connect testing on wired lan (local area network)
- New UPS installed in Newmark for distribution switch
- Wiring installed in server room for SAN rack (Storage Area Network)
- Repaired phone and voicemail systems damaged by lightning storm
- Entrance control pc for Newmark, OCCI damaged by lightning storm – obsolete hardware not repairable
- Virtual PC terminals ready for deployment to SSS lab
- E-commerce consultant assisting with card swipe installation
- Office 2007 installed on communications management computers

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

- Hosted NWDUG (Northwest Datatel Users Group) Conference on July 13-16. Over 60 sessions offered over 3 days with 130 participants and 10 vendors.
- Colleague name and address training
- Office 2007 training
- Planning and preparations for in-service training
- Cloned the production environment to create current version of test
- Setup development environment for e-Advising testing
- Researched, tested, and applied Software Updates weekly to keep the Colleague system up to date
- Attended Data Integration meeting with ANGEL (new learning management system)
- Provided support to Financial Aid, Distance Learning, Transcript Evaluator, Community Ed, Accounts Receivable, Business Office, Counseling and Testing, Athletics and Office of Instruction

***Web Systems – Pat Davidson:***

- Work on Dashboard website
- Worked on BDC (bizexcellence)
- Completed OCCIR website with new layout on CMS (Content Management System)
- Worked on content for the Athletic website because Tina Woodworth is on maternity leave.
- Attended quarterly meeting with OCCWD (OR. CC Web Developers) meeting in Bend, OR.
- Updated content for New Student Orientation.
- Meet with Janet Pretti to plan the upcoming SCWC (South Coast Writers Conference) changes.

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

Submitted by: Patty Scott, Dean of Students

***Trio-Student Support Services***

- Carolyn Byrd is now licensed at the National level for counseling.

***Pathways and Perkins***

- Two new brochures were developed and printed through a \$1,500 Carl Perkins Nontraditional Grant. The brochures target men for Early Childhood Education and Nursing careers.
- A scheduled Career Pathways Grant 07-09 mid-grant site visit review by CCWD representative, Brenda Brecke, was held on August 26. She met with Valerie Martinez, Patty Scott, Margallee James, Leigh Stiles and Hannah Abraham-Shea.
- The Career Pathways and Perkins Coordinator, Margallee James worked with John Berman and Patrick Platt at the Coast Guard Education Fair on August 21.

***Service Learning***

- Julia Rose, Patrick Platt, and Barbara Johnson are planning a community involvement fair for October 18, 2008. This event will promote volunteerism, assist community organizations in recruiting volunteers, and help students and community members connect through service.
- Julia Rose and Karen Matson tested Wi-Fi hotspots for a campus Wi-Fi map to be distributed to students.
- Julia Rose, Barbara Johnson, and Tim Dailey began discussions for a student food pantry.
- Julia Rose has created a service-learning brochure to include with new student orientation information, letting students know about service-learning and volunteer opportunities.
- Julia created an online alternative break application, to recruit student leaders who will plan and implement the first alternative spring break on campus.

***Rec Center***

- Summer activities have concluded and we are deep into the process of planning for New Student Orientation and Fall Term.
- Many of our staff also recently underwent training on the indoor climbing wall.

### ***Educational Support Programs and Services (ESPS)***

- Carolyn Byrd is moving forward with developing a "College Success and Survival for On-line Students" in Collaboration with Karen Matson.
- Counselors Tim Dailey and Carolyn Byrd attended a three day Suicide Prevention Training in Pendleton, OR. They are now certified trainers of "QPR" or "Question, Persuade, and Referral" a method of intervention geared toward suicidal or fragile persons. This training was hosted at the Yellow knife Clinic.
- Ford Family Jumpstart student scholarship winners were honored at a lunch on August 20.

### ***Community Education & Events Director***

- Attributable to student interest and request, instructor Tony George will give an evening Stretch & Flex class for 4 weeks during the summer/fall interim. Both of his early-morning and after-work classes will restart in fall term.
- Facilities scheduling will move to the Community Education and Events Department as of September 1.
- Elderhostel has gone well this summer. Our three interns have been very impressive. The Intergenerational and Geology groups have enjoyed Southwestern's facilities and visiting the Oregon Coast. Here are a few of their comments:
  - “Having done several Elderhostel's I would rate this as one of the very best.”
  - “Thank you the DVD of the week was an exceptional contribution of the 3 young women - Dallas, Tiffany & Sarah - this extra effort is so special!”
  - “I didn't even hope it would be as good as two years ago – that was a Music Festival. This entire experience was a SONG!...”

### ***RSVP***

- The First Annual Mutt Strut was held...lots of fun!
- Working on the SHIBA (Senior Health Insurance Benefit Assistance) Grant for LIS( Low Income Subsidy) Outreach enrollment and Technology upgrades

### ***Enrollment Management***

- Financial Aid is gearing up to host College Night (November 24, 2008) and College Goal Oregon (January 24, 2009). Since President Bush signed the Higher Education Act into law on August 14, 2008, Avena Singh, Financial Aid director has been attending webinars in order to keep abreast of the changes.
- The 2 ½ year vault project is finally complete. Julia Hancock our transcript evaluator led the vault project. Julia and the term reviewed every student file in the vault. After extensive research with the state archives, we determined the length of time documents were required to be kept. With careful review all outdated and unnecessary documents were destroyed. Before many older documents were destroyed, Julia first confirmed the information was accurate in Colleague. In addition some documents were returned to former students, such as portraits and unopened transcripts. We now have room in the vault for future student records.
- The First Stop is calling incoming housing freshmen to discuss finances and any other questions with them and their parents with the goal of having students ready when they arrive this fall.

- Our part-time First Stop Rep, Alison Olson has left and will be joining Ron in Washington. She will be missed.

### ***Student Activities and ASG***

- Karina Smith, coordinator of Student Life began on August 18<sup>th</sup>. She has been meeting with various people on campus and the members of student government. She is very excited to be at SOCC and anxious to get her program up and running.
- ASG students and their advisor Karina Smith attended a Oregon Community College Student Association 2008 Fall Retreat - Civic Engagement Newport, Oregon (South Beach Camp Ground), September 3-5.

### ***Staff Development Opportunities***

- An ESSLT (Enrollment and Student Services Leadership Team) retreat was held July 31<sup>st</sup> to discuss student retention. There were 35 in attendance. Discussion centered around how to retain our students and provide the best advising, tutoring, mentoring and one on one attention and assistance from the first experience they have at SOCC.
- Dean of Student Patty Scott gave a presentation and served on a panel at the fall in-service for NWAACC commissioners and athletic staff in Olympia, WA – August 5-6.

**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***

- Clusters advisory committee meeting held to formulate a work plan to meet the goals of the clusters grant.
- AACC grant application submitted for \$100,000 to augment the metals and transportation equipment initiative.

***Business Development Center***

- The Business Development Center received confirmation from Umpqua Bank of a \$500 sponsorship and \$1,500 from Chetco Federal Credit Union for sponsorship of a fall business planning class.
- Contact made by the City of Coos Bay for assistance with a virtual incubator concept to support existing retail businesses. A presentation was made to the Coos Bay City Council regarding Business Development Center services.
- A Bay Area Chamber of Commerce Business After Hours event was held at The Business Center on August 27<sup>th</sup>.
- In August The Business Center and the Southwestern Business Development Center were highlighted in a newspaper article about the businesses currently being served by the business incubator.