

# Southwestern Oregon Community College

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

*“Southwestern leads and inspires lifelong learning.”*

## Board of Education Meetings

Monday, September 27, 2010





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## Board of Education Meetings

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon  
Monday, September 27, 2010

### AGENDAS with Estimated Timelines–

Action Items = 

- |    |  |           |
|----|--|-----------|
| 1. | CALL TO ORDER  | 5:00 p.m. |
| 2. | RECESS INTO EXECUTIVE SESSION  | 5:00 p.m. |
|    | <i>Pursuant to:</i>  |           |
|    | ORS 192.660 (2) (d) Labor Negotiations                                 |           |
|    | ORS 192.660 (2) (e) Property   |           |
|    | ORS 192.660 (2) (h) Legal Rights                                       |           |
|    | ORS 192.660 (2) (i) Personnel  |           |
| 3. | RECONVENENE INTO OPEN SESSION  | 6:00 p.m. |
| 4. | AGENDA CHANGES   |           |
| 5. | PUBLIC COMMENT   |           |
| 6. | INTRODUCTIONS / INTERVIEWS   |           |
|    | A. OCCI Competition Team   |           |
|    | <i>Presenter: Chef Randy Torres</i>                                    |           |
|    | B. Student Athlete of the Month (September '10) - Volleyball           |           |
|    | • Kelly Millager # 17 – Sophomore from Tualatin, OR                    |           |
|    | C. Employees   |           |
|    | <i>New to the SWOCC</i>  |           |
|    | • Michelle Benoit, Advising Specialist *                               |           |
|    | • Denese Morris, Title III/Grants Office Assistant                     |           |
|    | • Eric Wade, Welding Instructor  |           |
|    | • Pam Wick, Nursing Instructor   |           |
|    | • Darrell Folck, Baking and Pastry Instructor                          |           |
|    | <i>New to Position</i>   |           |
|    | • Kris Crusoe, Interim Associate Dean of Learning                      |           |
|    | • Jennifer Skoglund, Community & Workforce Development Assistant       |           |
|    | • Patrick Platt, Interim Internship Coordinator/Academic Advisor       |           |
|    | • Janet Basney, Student Support Services Project Assistant *           |           |
|    | • Judy Garrett-Newton, GED Examiner/Testing Clerk *                    |           |
|    | • Joe Thomas, Campus Security Director                                 |           |
|    | *Won't be in attendance  |           |
| 7. | PRESENTATIONS  |           |
|    | A. Cam Preus, CCWD Commissioner  |           |
| 8. | BOARD REPORTS/INFORMATION  |           |
|    | A. Important Dates/Items   |           |
|    | • 10/11/10, 4:00 p.m., Board Work Session – Tioga 505                  |           |
|    | • 10/25/10, 4:00 p.m., Joint Meeting with Foundation Board – Tioga 505 |           |
|    | • 10/25/10, 6:00 p.m., Board Meeting – Tioga 505                       |           |
|    | • 11/04/10-11/06/10, OCCA Convention – SunRiver                        |           |
|    | • 11/22/10, 6:00 p.m., Board Meeting – Tioga 505                       |           |
|    | • 12/13/10, 6:00 p.m., Board Meeting – Tioga 505                       |           |

- B. Board Reports
- 9. COLLEGE REPORTS
  - A. President's Report
    - 1) GoOregon Update
  - B. Financial Reports, Exhibit # 9 B
    - Presenter: Ron Olson*
    - 1) MA #18, Fiscal: Statement of Budget and Actual Revenues and Expenditures, Exhibit # 9 B 1
    - 2) MA #16, Fiscal: Statement of Revenues and Expenditures – All Funds, Exhibit # 9 B 2
    - 3) MA #15, Fiscal: Statement of Cash Flows YTD – All Funds, Exhibit # 9 B 3
    - 4) MA #17, Fiscal: Balance Sheet – All Funds, Exhibit # 9 B 4
    - 5) MA # 20, Enterprise Fund, Exhibit # 9 B 5
    - 6) Routine Expenditures, Exhibit # 9 B 6
  - C. Measures of Achievement
    - 1) MA # 12, Degree and Student Intent, Exhibit # 9 C 1
- 10. CONSENT AGENDA
  - A. June 28, 2010 Meeting Minutes, Exhibit # 10 A
  - B. July 9 and 10, 2010 Retreat Meeting Minutes, Exhibit # 10 B
  - C. July 10, 2010 Meeting Minutes, Exhibit # 10 C
  - D. August 2, 2010 Conference Call Meeting Minutes, Exhibit # 10 D
  - E. West Coast Paper, Exhibit # 10 E
  - F. Angel Learning System, Exhibit # 10 F
  - G. Title III, Year Five, Exhibit # 10 G
- 11. OLD BUSINESS
- 12. NEW BUSINESS
  - A. Title III Equipment, Exhibit # 12 A
    - Presenter: Val Martinez*
  - B. Amatrol VITC Virtual Manufacturing Technology Software, Exhibit # 12 B
    - Presenter: Val Martinez*
  - C. Classified Contract, Exhibit # 12 C
    - Presenter: Linda Kridelbaugh*
- 13. EX-OFFICIO REPORTS
  - A. Classified Union, *Vicki Brumit*
  - B. Faculty Senate, *Mike Turner*
  - C. Faculty Union, *Renee Menkens*
  - D. Exempt, *Cari Friesen*
  - E. Associated Student Government, *Caitlin Portinga*
- 14. UNIT REPORTS
  - A. Executive Team Reports
    - 1) Integrated Technology Services, *Kat Flores*, Exhibit # 14 A 1
    - 2) Foundation, *Patty Scott*
    - 3) Curry Campus, *Janet Pretti*, Exhibit # 14 A 3 \*
    - 4) Student Services, *Tom Nicholls*, Exhibit # 14 A 4 \*
    - 5) Administrative Services, *Linda Kridelbaugh*, Exhibit # 14 A 5
      - Human Resources Hiring Matrix
    - 6) Instructional Services, *Valerie Martinez*, Exhibit # 14 A 6
- 15. CORRESPONDENCE/INFORMATION
  - A. Senator Merkley
  - B. CSSA
- 16. ADJOURNMENT



Shaded Exhibit included in meeting materials

\* Materials may be distributed at the meeting

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

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

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**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
BOARD OF EDUCATION GOALS  
2010-2011**

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

*Adopted on 07/10/10*

# Southwestern Oregon Community College

## July 2010 Financial Statements

### **General Fund Statement of Budget and Revenue and Expenditures:**

Tuition & Fees: Student Tuition and Fee waivers - \$11,055, Employee Tuition and Fee waivers - \$12,721

Other Income: includes Curry County book sales \$1,316; Student Recreation Center facility use \$6,030

Materials & Services: includes \$28,704 to EBSCO Subscription Services for Library resources, \$26,365 to Oregon Community College Association for membership dues, \$3,075 to Layer 3 Technologies for equipment maintenance contract, \$209,825 to Datatel Inc. for software maintenance contract, \$10,828 to Dell Computer Corporation for software maintenance contract, \$19,554 to Digital Telecommunications for voice mail system, \$30,639 to OETC for annual software license, \$5,000 to Weaver Instructional for online reading system, \$87,864 to Pace for insurance

### **Statement of Revenue and Expenditures – All Funds:**

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

Plant Fund: Interest Income is for the Curry bond proceeds which are in a separate account in the Local Government Investment Pool.

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

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

### **Statement of Cash Flows:**

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

### **Balance Sheet:**

General Fund: Accounts Receivable increased by \$486,420 from prior month. Accounts Receivable as of July 31, 2009 were \$3,033,776. Prepaid Expenses are unamortized bond issuance costs. Deposits are for the Nursing Program and gift certificates.

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

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

**Southwestern Oregon Community College**  
**GENERAL FUND**  
**Statement of Budget and Revenues and Expenditures**  
**For the period ending July 31, 2010**

	<u>July</u>	<u>YTD</u>	<u>Adjusted Budget</u>	<u>Variance Favorable (UnFavorable)</u>	<u>Actual YTD % of Budget</u>	<u>Actual YTD % of Budget Prior Year</u>
<b>Fund Balance (July 1, 2010)</b>		<b>\$1,120,211.72</b>	<b>\$900,000.00</b>	<b>\$220,211.72</b>	<b>124.5%</b>	<b>363.2%</b>
<b>Revenues:</b>						
State Support			6,926,159.00	(6,926,159.00)	0.0%	0.0%
Federal Support			25,500.00	(25,500.00)	0.0%	0.0%
Local Support (Taxes)			4,810,064.00	(4,810,064.00)	0.0%	0.0%
Tuition & Fees (Net of Waivers)	1,571,263.69	1,571,263.69	5,734,057.00	(4,162,793.31)	27.4%	28.9%
Interest Earnings	1,188.20	1,188.20	24,000.00	(22,811.80)	5.0%	5.2%
Other Income	8,857.57	8,857.57	267,167.00	(258,309.43)	3.3%	6.9%
Loan Proceeds			4,860,000.00	(4,860,000.00)	0.0%	14.2%
Transfers from Other Funds			559,546.00	(559,546.00)	0.0%	0.0%
<b>Total Revenues</b>	<b><u>1,581,309.46</u></b>	<b><u>1,581,309.46</u></b>	<b><u>23,206,493.00</u></b>	<b><u>(21,625,183.54)</u></b>	<b><u>6.8%</u></b>	<b><u>9.9%</u></b>
<b>Total Resources Available</b>		<b><u>2,701,521.18</u></b>	<b><u>24,106,493.00</u></b>	<b><u>(21,404,971.82)</u></b>	<b><u>11.2%</u></b>	
<b>Expenditures:</b>						
Personal Services & Benefits	879,039.11	879,039.11	12,795,123.00	11,916,083.89	6.9%	6.9%
Materials & Services (Net of Waivers)	552,990.36	552,990.36	3,893,929.00	3,340,938.64	14.2%	13.4%
Capital Outlay			75,000.00	75,000.00	0.0%	0.0%
Debt Service:						
Principal			4,860,000.00	4,860,000.00	0.0%	37.5%
Interest & Administrative Fees			50,000.00	50,000.00	0.0%	13.2%
Transfers to Other Funds			1,632,441.00	1,632,441.00	0.0%	0.0%
<b>Total Expenditures</b>	<b><u>1,432,029.47</u></b>	<b><u>1,432,029.47</u></b>	<b><u>23,306,493.00</u></b>	<b><u>21,874,463.53</u></b>	<b><u>6.1%</u></b>	<b><u>15.3%</u></b>
<b>Fund Balance (End of Month)</b>		<b><u>1,269,491.71</u></b>	<b><u>800,000.00</u></b>			

**Southwestern Oregon Community College  
 Statement of Revenues and Expenditures  
 Year-to-Date as of July 31, 2010**

	<u>General Fund</u>	<u>Financial Aid Fund</u>	<u>Special Projects Fund</u>	<u>Insurance Reserve Fund</u>	<u>Plant Fund</u>	<u>Debt Service Fund</u>	<u>Internal Service Fund</u>	<u>Enterprise Fund</u>	<u>Trust and Agency Fund</u>	<u>Totals</u>
Fund Balance (July 1, 2010)	\$1,120,211.72		\$905,473.52	\$446,021.69	\$6,633,419.69		\$2,852.64	\$447,513.46	\$5,753.63	\$9,561,246.35
<b>Revenues:</b>										
State Support			28,980.44							\$28,980.44
Federal Support		35,936.60	200,484.33							\$236,420.93
Tuition & Fees (Net of Waivers)	1,571,263.69		89,009.50					501,575.39	9,260.00	\$2,171,108.58
Interest Earnings	1,188.20		0.96		2,270.25					\$3,459.41
Other Income	8,857.57		1,679.18				18,205.99	569,799.09	2,165.00	\$600,706.83
Other Grant Income and Workshops			179,686.43							\$179,686.43
<b>Total Revenues</b>	<b>1,581,309.46</b>	<b>35,936.60</b>	<b>499,840.84</b>	<b>0.00</b>	<b>2,270.25</b>	<b>0.00</b>	<b>18,205.99</b>	<b>1,071,374.48</b>	<b>11,425.00</b>	<b>3,220,362.62</b>
<b>Expenditures:</b>										
Personal Services & Benefits	879,039.11	936.60	206,194.96				22,438.78	156,092.26		\$1,264,701.71
Materials & Services (Net of Waivers)	552,990.36	55,542.00	81,566.88		54,444.94		25,069.06	135,906.30	4,592.40	\$910,111.94
Capital Outlay			118,320.42							\$118,320.42
Debt Service:										
Administrative Fees & Interest						8,484.32		1,520.26		\$10,004.58
Transfers to Other Funds										\$0.00
<b>Total Expenditures</b>	<b>1,432,029.47</b>	<b>56,478.60</b>	<b>406,082.26</b>	<b>0.00</b>	<b>54,444.94</b>	<b>8,484.32</b>	<b>47,507.84</b>	<b>293,518.82</b>	<b>4,592.40</b>	<b>2,303,138.65</b>
<b>Revenues Over (Under) Expenditures:</b>	<b>149,279.99</b>	<b>(20,542.00)</b>	<b>93,758.58</b>	<b>0.00</b>	<b>(52,174.69)</b>	<b>(8,484.32)</b>	<b>(29,301.85)</b>	<b>777,855.66</b>	<b>6,832.60</b>	<b>917,223.97</b>
<b>Fund Balance (End of Month)</b>	<b>1,269,491.71</b>	<b>(20,542.00)</b>	<b>999,232.10</b>	<b>446,021.69</b>	<b>6,581,245.00</b>	<b>(8,484.32)</b>	<b>(26,449.21)</b>	<b>1,225,369.12</b>	<b>12,586.23</b>	<b>10,478,470.32</b>

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

	<b>2009 July</b>	<b>2009 August</b>	<b>2009 September</b>	<b>2009 October</b>	<b>2009 November</b>	<b>2009 December</b>	<b>2010 January</b>
<b>Revenue Over (Under) Expenditures</b>	<b>(640,031.52)</b>	<b>2,196,841.63</b>	<b>719,900.64</b>	<b>(784,105.16)</b>	<b>2,160,193.52</b>	<b>853,920.52</b>	<b>747,106.91</b>
<b>Change in Assets</b>							
Accounts Receivable	(2,840,221.84)	1,252,809.63	757,189.58	(1,772,306.45)	(92,540.33)	1,538,288.16	(1,491,229.09)
Prepaid expenses	(41,890.45)						
Inventory							
Fixed Assets							
<b>Subtotal</b>	<b>(2,882,112.29)</b>	<b>1,252,809.63</b>	<b>757,189.58</b>	<b>(1,772,306.45)</b>	<b>(92,540.33)</b>	<b>1,538,288.16</b>	<b>(1,491,229.09)</b>
<b>Change in Liabilities</b>							
A/P Payroll/Withholdings	(48,108.51)	(241,894.32)	76,323.01	(174,740.90)	99,140.93	77,140.80	(158,270.03)
Accounts Payable	(75,620.89)	(250,036.74)	71,476.19	(321,771.34)	(166,091.49)	(160,043.64)	102,645.01
Deposits Held in Custody	11,359.00	18,708.75	364.81	(11,008.90)	(3,133.21)	(6,590.65)	15,668.19
Deferred Revenue	(2,305,014.70)	0.00					1,000.00
Bonds/Notes Payable							
<b>Subtotal</b>	<b>(2,417,385.10)</b>	<b>(473,222.31)</b>	<b>148,164.01</b>	<b>(507,521.14)</b>	<b>(70,083.77)</b>	<b>(89,493.49)</b>	<b>(38,956.83)</b>
Cash Beginning of Period	858,526.03	683,221.70	1,154,031.39	1,264,906.46	1,745,586.61	3,928,236.69	3,154,375.56
<b>Restricted Cash</b>	<b>175,251.15</b>	<b>391,673.62</b>	<b>600,658.19</b>	<b>1,039,141.33</b>	<b>1,043,989.09</b>	<b>1,279,183.67</b>	<b>1,013,375.91</b>
<b>Unrestricted Cash</b>	<b>507,970.55</b>	<b>762,357.77</b>	<b>664,248.27</b>	<b>706,445.28</b>	<b>2,884,247.60</b>	<b>1,875,191.89</b>	<b>4,340,378.82</b>
<b>Curry Construction Bond Funds</b>							
<b>Total Cash at End of Period</b>	<b>683,221.70</b>	<b>1,154,031.39</b>	<b>1,264,906.46</b>	<b>1,745,586.61</b>	<b>3,928,236.69</b>	<b>3,154,375.56</b>	<b>5,353,754.73</b>

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

	<u>2010</u> <u>February</u>	<u>2010</u> <u>March</u>	<u>2010</u> <u>April</u>	<u>2010</u> <u>May</u>	<u>2010</u> <u>June</u>	<u>2010</u> <u>July</u>
<b>Revenue Over (Under) Expenditures</b>	<b>(273,010.46)</b>	<b>314,501.53</b>	<b>(261,930.98)</b>	<b>(3,250,000.77)</b>	<b>4,184,728.85</b>	<b>917,223.97</b>
<b>Change in Assets</b>						
Accounts Receivable	693,214.56	532,900.62	(1,913,807.10)	(165,031.78)	1,021,418.39	207,314.91
Prepaid expenses	1,066.68				121,873.65	(131,521.51)
Inventory					23,696.46	
Fixed Assets	26,000.00				(58,697.42)	
<b>Subtotal</b>	<b>720,281.24</b>	<b>532,900.62</b>	<b>(1,913,807.10)</b>	<b>(165,031.78)</b>	<b>1,108,291.08</b>	<b>75,793.40</b>
<b>Change in Liabilities</b>						
A/P Payroll/Withholdings	101,697.27	143,181.70	93,214.67	102,948.90	151,506.68	(47,645.70)
Accounts Payable	(52,668.27)	90,551.55	(13,367.89)	122,244.05	703,460.42	(85,210.48)
Deposits Held in Custody	(4,841.37)	(9,859.04)	54,490.03	(13,266.12)	(42,260.12)	(37,977.55)
Deferred Revenue	0.00	0.00	0.00	889,385.00	1,140,906.75	(2,022,949.75)
Bonds/Notes Payable					(823,706.76)	
<b>Subtotal</b>	<b>44,187.63</b>	<b>223,874.21</b>	<b>134,336.81</b>	<b>1,101,311.83</b>	<b>1,129,906.97</b>	<b>(2,193,783.48)</b>
Cash Beginning of Period	5,353,754.73	4,430,650.66	4,436,125.78	6,222,338.71	4,238,681.55	8,503,558.47
<b>Restricted Cash</b>	<b>1,378,848.71</b>	<b>1,734,998.08</b>	<b>2,476,263.88</b>	<b>1,628,110.90</b>	<b>1,028,938.83</b>	<b>275,137.21</b>
<b>Unrestricted Cash</b>	<b>3,051,801.95</b>	<b>2,701,127.70</b>	<b>3,746,074.83</b>	<b>2,610,570.65</b>	<b>1,628,864.30</b>	<b>1,028,083.19</b>
<b>Curry Construction Bond Funds</b>					<b>5,845,755.34</b>	<b>5,847,985.16</b>
<b>Total Cash at End of Period</b>	<b>4,430,650.66</b>	<b>4,436,125.78</b>	<b>6,222,338.71</b>	<b>4,238,681.55</b>	<b>8,503,558.47</b>	<b>7,151,205.56</b>

**Southwestern Oregon Community College  
 Balance Sheet  
 As of July 31, 2010**

	<u>General Fund</u>	<u>Financial Aid Fund</u>	<u>Special Projects Fund</u>	<u>Insurance Reserve Fund</u>	<u>Plant Fund</u>	<u>Debt Service Fund</u>	<u>Internal Service Fund</u>	<u>Enterprise Fund</u>	<u>Trust and Agency Fund</u>	<u>Totals</u>
<b>Assets</b>										
Cash and Investments	(\$576,323.54)	(\$74,898.80)	\$740,360.78	\$446,021.69	\$6,276,372.62	(\$8,484.32)	(\$18,645.52)	\$243,997.01	\$122,805.64	\$7,151,205.56
Accounts Receivable	3,471,398.24	25,829.18	259,556.26		304,872.38			45,229.93	445.58	4,107,331.57
Prepaid Expenses	37,080.00							153,554.89		190,634.89
Inventory								233,563.09		233,563.09
Fixed Assets								14,877,772.47		14,877,772.47
<b>Total Assets</b>	<b><u>2,932,154.70</u></b>	<b><u>(49,069.62)</u></b>	<b><u>999,917.04</u></b>	<b><u>446,021.69</u></b>	<b><u>6,581,245.00</u></b>	<b><u>(8,484.32)</u></b>	<b><u>(18,645.52)</u></b>	<b><u>15,554,117.39</u></b>	<b><u>123,251.22</u></b>	<b><u>26,560,507.58</u></b>
<b>Liabilities and Fund Balance</b>										
<b>Liabilities:</b>										
A/P Payroll/Withholdings	737,799.40									737,799.40
Accounts Payable	917,152.83	20,966.38	84.94				7,803.69	156,311.42		1,102,319.26
Deposits Held in Custody	7,710.76	(50,494.00)	600.00					168,540.28	110,664.99	237,022.03
Deferred Revenue		1,000.00						20,092.00		21,092.00
Bonds/Notes Payable								13,983,804.57		13,983,804.57
Reserves										
<b>Total Liabilities</b>	<b>1,662,662.99</b>	<b>(28,527.62)</b>	<b>684.94</b>				<b>7,803.69</b>	<b>14,328,748.27</b>	<b>110,664.99</b>	<b>16,082,037.26</b>
Fund Balance	<u>1,269,491.71</u>	<u>(20,542.00)</u>	<u>999,232.10</u>	<u>446,021.69</u>	<u>6,581,245.00</u>	<u>(8,484.32)</u>	<u>(26,449.21)</u>	<u>1,225,369.12</u>	<u>12,586.23</u>	<u>10,478,470.32</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>2,932,154.70</u></b>	<b><u>(49,069.62)</u></b>	<b><u>999,917.04</u></b>	<b><u>446,021.69</u></b>	<b><u>6,581,245.00</u></b>	<b><u>(8,484.32)</u></b>	<b><u>(18,645.52)</u></b>	<b><u>15,554,117.39</u></b>	<b><u>123,251.22</u></b>	<b><u>26,560,507.58</u></b>

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

	Bookstore		Newmark Operations		Newmark Tenant Services	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
<b>Revenues:</b>						
Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales	7,705.93	9,576.08	-	-	-	-
Interest	-	-	-	-	-	-
Miscellaneous	-	82.75	22,987.57	23,264.64	5,228.84	5,306.99
Loan Activity	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 7,705.93</b>	<b>\$ 9,658.83</b>	<b>\$ 22,987.57</b>	<b>\$ 23,264.64</b>	<b>\$ 5,228.84</b>	<b>\$ 5,306.99</b>
<b>Expenditures:</b>						
Personal Services	\$ 4,763.33	\$ 5,954.75	\$ 798.19	\$ -	\$ 4,697.92	\$ 6,344.56
Payroll costs/Benefits	861.59	3,067.12	444.21	-	2,741.11	2,950.66
Material & Supplies	461.20	22.46	-	-	191.24	-
Travel	-	-	-	-	-	-
Purchased Services	1,400.60	968.91	-	-	-	130.63
Internal Services	1.33	54.46	-	-	-	-
Contracted Services	1,900.00	1,000.00	-	-	603.31	1,869.51
Professional Services	-	-	-	-	-	-
Insurance	-	-	9,018.00	8,763.00	-	-
Leases	-	-	-	-	-	-
Materials for Resale	6,138.49	14,515.19	-	-	-	-
Student Aid Grants	-	-	-	-	-	-
Employee Tuition Waivers	-	-	-	-	3,415.50	-
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	-	-	125.00	-
Interest Expense	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-
Debt Service Admin	700.00	80.42	-	-	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 16,226.54</b>	<b>\$ 25,663.31</b>	<b>\$ 10,260.40</b>	<b>\$ 8,763.00</b>	<b>\$ 11,774.08</b>	<b>\$ 11,295.36</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (8,520.61)</b>	<b>\$ (16,004.48)</b>	<b>\$ 12,727.17</b>	<b>\$ 14,501.64</b>	<b>\$ (6,545.24)</b>	<b>\$ (5,988.37)</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,011,825.75</b>	<b>\$ 1,091,828.86</b>	<b>\$ 544,474.68</b>	<b>\$ 585,006.58</b>	<b>\$ (79,327.11)</b>	<b>\$ 13,927.69</b>
<b>Ending Fund Balance</b>	<b>\$ 1,003,305.14</b>	<b>\$ 1,075,824.38</b>	<b>\$ 557,201.85</b>	<b>\$ 599,508.22</b>	<b>\$ (85,872.35)</b>	<b>\$ 7,939.32</b>

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

	Student Housing		Dining Services		Conferences Other	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
<b>Revenues:</b>						
Tuition/Fees	\$ 2,871.25	\$ 4,126.25	\$ -	\$ -	\$ 13,902.00	\$ 19,736.14
Sales	850.78	632.10	-	374.85	-	-
Interest	-	-	-	-	-	-
Miscellaneous	302,870.00	494,100.00	-	28,932.68	-	-
Loan Activity	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 306,592.03</b>	<b>\$ 498,858.35</b>	<b>\$ -</b>	<b>\$ 29,307.53</b>	<b>\$ 13,902.00</b>	<b>\$ 19,736.14</b>
<b>Expenditures:</b>						
Personal Services	\$ 27,206.88	\$ 30,042.19	\$ -	\$ 24,084.79	\$ 4,768.13	\$ 2,350.75
Payroll costs/Benefits	8,808.02	9,105.08	-	9,492.03	831.14	532.05
Material & Supplies	2,328.99	72.22	-	24,240.24	342.76	-
Travel	-	-	-	-	-	-
Purchased Services	5,478.98	1,111.16	1,133.79	612.73	-	-
Internal Services	0.20	-	-	6.10	822.00	-
Contracted Services	2,396.62	-	120.00	55.00	-	-
Professional Services	-	-	-	-	-	-
Insurance	26,122.00	26,122.00	-	-	-	-
Leases	-	-	-	-	-	-
Materials for Resale	-	-	-	-	-	-
Student Aid Grants	-	-	-	-	-	-
Employee Tuition Waivers	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	-	2,010.00	-	-
Interest Expense	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-
Debt Service Admin	-	734.51	-	-	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 72,341.69</b>	<b>\$ 67,187.16</b>	<b>\$ 1,253.79</b>	<b>\$ 60,500.89</b>	<b>\$ 6,764.03</b>	<b>\$ 2,882.80</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ 234,250.34</b>	<b>\$ 431,671.19</b>	<b>\$ (1,253.79)</b>	<b>\$ (31,193.36)</b>	<b>\$ 7,137.97</b>	<b>\$ 16,853.34</b>
<b>Beginning Fund Balance</b>	<b>\$ (552,073.86)</b>	<b>\$ (428,694.22)</b>	<b>\$ 179,167.16</b>	<b>\$ 209,446.47</b>	<b>\$ (19,126.37)</b>	<b>\$ 13,854.72</b>
<b>Ending Fund Balance</b>	<b>\$ (317,823.52)</b>	<b>\$ 2,976.97</b>	<b>\$ 177,913.37</b>	<b>\$ 178,253.11</b>	<b>\$ (11,988.40)</b>	<b>\$ 30,708.06</b>

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

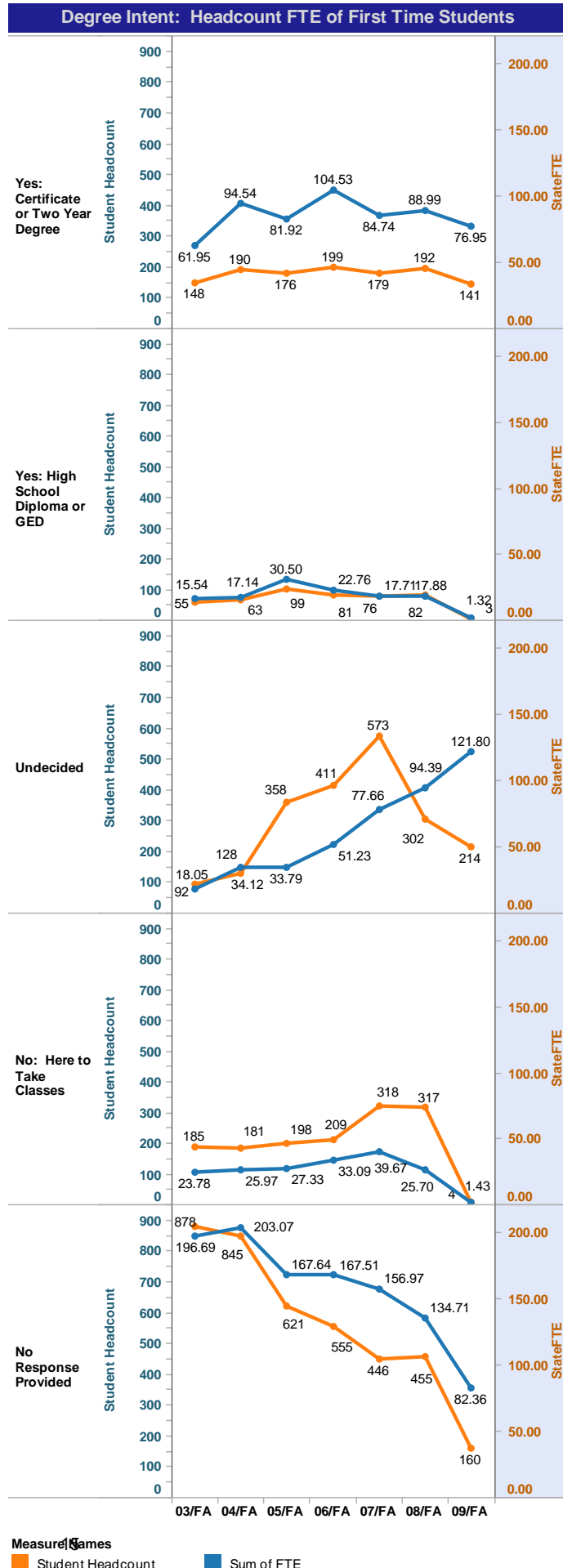
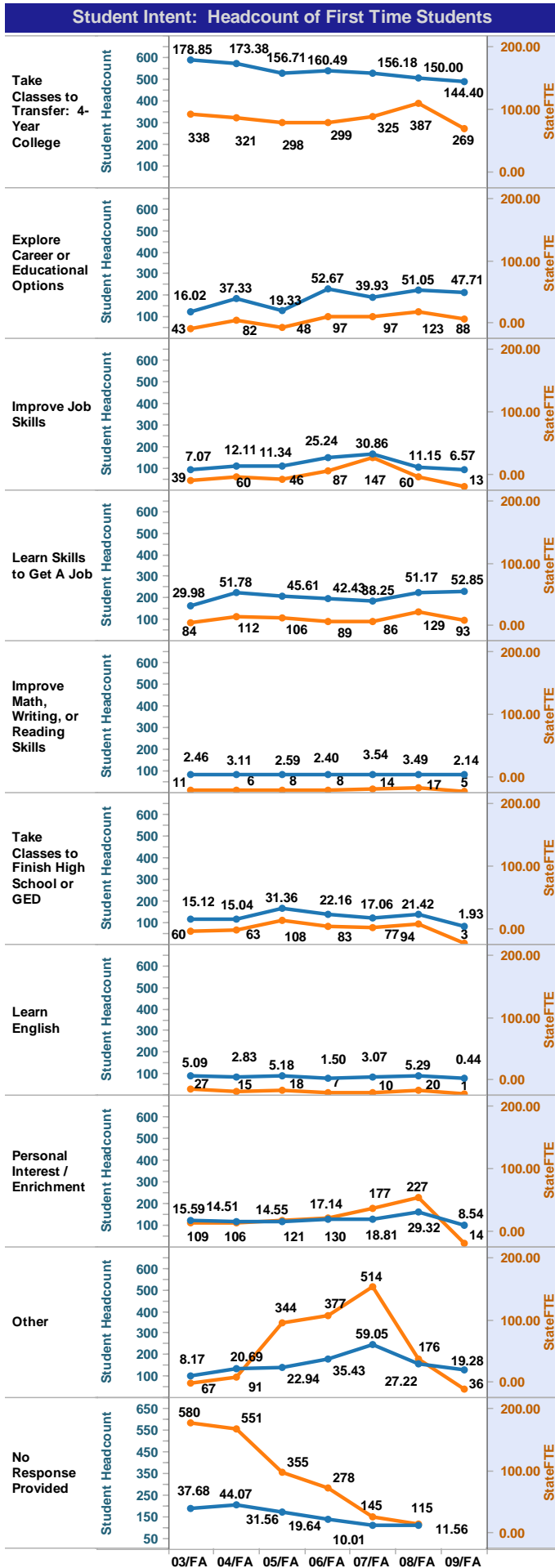
	Conferences Projects		Oregon Coast Culinary		9/16/10 Neighborhood Facility Bldg.	
	FY09-10	FY10-11	FY09-10	FY10-11	FY09-10	FY10-11
<b>Revenues:</b>						
Tuition/Fees	\$ 23,928.00	\$ 35,713.00	\$ 559,000.00	\$ 442,000.00	\$ -	\$ -
Sales	-	-	478.77	-	-	-
Interest	-	-	-	-	-	-
Miscellaneous	-	-	450.00	5,029.00	2,500.00	2,500.00
Loan Activity	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 23,928.00</b>	<b>\$ 35,713.00</b>	<b>\$ 559,928.77</b>	<b>\$ 447,029.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>
<b>Expenditures:</b>						
Personal Services	\$ 1,500.00	\$ 3,433.75	\$ 32,782.47	\$ 44,817.83	\$ -	\$ -
Payroll costs/Benefits	114.75	264.17	12,435.25	13,652.53	-	-
Material & Supplies	99.12	84.04	11,494.47	31,742.35	-	-
Travel	2,377.00	400.00	1,173.70	311.80	-	-
Purchased Services	1,076.45	5,746.00	871.67	993.00	-	-
Internal Services	91.60	1,832.50	322.00	1,089.00	-	-
Contracted Services	-	-	400.00	1,675.00	-	-
Professional Services	-	-	-	-	-	-
Insurance	-	-	4,001.00	4,001.00	1,533.00	1,533.00
Leases	-	-	-	-	-	-
Materials for Resale	-	-	-	-	-	-
Student Aid Grants	-	-	7,900.00	4,945.00	-	-
Employee Tuition Waivers	-	-	-	-	-	-
Administrative Expenses	-	-	-	-	-	-
Repairs	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Principal Payment	-	-	-	-	-	-
Debt Service Admin	-	-	347.00	705.33	-	-
Depreciation Expense	-	-	-	-	-	-
Transfers to other funds	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 5,258.92</b>	<b>\$ 11,760.46</b>	<b>\$ 71,727.56</b>	<b>\$ 103,932.84</b>	<b>\$ 1,533.00</b>	<b>\$ 1,533.00</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ 18,669.08</b>	<b>\$ 23,952.54</b>	<b>\$ 488,201.21</b>	<b>\$ 343,096.16</b>	<b>\$ 967.00</b>	<b>\$ 967.00</b>
<b>Beginning Fund Balance</b>	<b>\$ (5,726.28)</b>	<b>\$ 10,963.47</b>	<b>\$ (1,197,484.01)</b>	<b>\$ (768,476.50)</b>	<b>\$ 78,055.83</b>	<b>\$ 86,762.95</b>
<b>Ending Fund Balance</b>	<b>\$ 12,942.80</b>	<b>\$ 34,916.01</b>	<b>\$ (709,282.80)</b>	<b>\$ (425,380.34)</b>	<b>\$ 79,022.83</b>	<b>\$ 87,729.95</b>

## ROUTINE AND CUSTOMARY PAYMENTS OVER \$25,000 July-10

CHECK NUMBER	CHECK DATE	P A Y E E	CHECK AMOUNT	DESCRIPTION
193641	7/22/2010	Pacific Power	32,899.85	Campus Power
EFT	7/10/2010	Federal Employment Taxes	184,646.30	Federal Withholding, FICA, Medicare
EFT	7/10/2010	State Employment Taxes	46,794.00	State Withholding
EFT	7/10/2010	OEBS	253,210.43	Medical/Dental Insurance
EFT	7/10/2010	PERS	95,103.14	Retirement



Student and Degree Intent - Fall 2009



Measure: Games  
■ Student Headcount ■ Sum of FTE

Exhibit # 10 A  
Date September 27, 2010  
Approved YES \_\_\_ NO \_\_\_  
Motion # \_\_\_\_\_

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

**June 28, 2010**

**ATTENDANCE**

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

David Bridgham (Chair) \*  
Harry Abel \*  
Lonny Anderson \*  
Rick Howell \*  
Julie Kremers \*  
Cherie Mitchell\*

Deb Nicholls (Recording Secretary) \*

*Absent: Marcia Jensen*

**Staff/ExOfficios**

Patty Scott (President) \*  
Susan Brown  
Karl Eastorp \*  
Kat Flores \*  
Cari Friesen  
Linda Kridelbaugh \*

Aleta Mankamyer  
Val Martinez \*  
Tom Nicholls \*  
Ron Olson  
Janet Pretti

**Guests**

Wendy Abel-Hatzel  
Lee Eisner  
Peggy Goergen

Gary Milliman  
Arwyn Rice \*

\*Also present at Executive Session

**CALL TO ORDER**

Chair David Bridgham called the meeting to order at 3:05 p.m.

**RECESS INTO  
EXECUTIVE  
SESSION**

The Board recessed into Executive Session under ORS 192.660 (2) from 3:05 p.m. to 3:30 p.m.:

- (d) Labor Negotiations – The administrative negotiating team updated the Board on all negotiations processes underway.
- (e) Property – The Board was updated on various real properties status.
- (h) Legal Rights – Administration briefed the Board on various potential legal issues.
- (i) Personnel – The Board was updated on various personnel issues.

**RECONVENED**

Chair Bridgham reconvened the open session at 3:38 p.m.

**AGENDA CHANGES**

Housing Roofing Project - ADDED to New Business (12 H)  
2010-2011 Insurance Coverage - MOVED from Consent Agenda to New Business (12 I)

**PUBLIC  
COMMENT**

None were heard.

**INTRODUCTIONS /  
PRESENTATIONS**

**INTRODUCTIONS**

Dean Janet Pretti introduced several Curry representatives to the Board. Curry Project Clerk of the Works Lee Eisner explained that the Curry project was his third public project and that his role was that of facilitator, representing the College's interest. He will be on the job site daily and will prepare a comprehensive report for the Board each month.

**PRESENTATIONS**

**Insurance Agent Report - Renewal**

Wendy Hatzel-Abel distributed copies of the Property and Casualty Insurance Summary 10-year history overview and the Loss Control Consultation information sheet at the meeting and explained time loss days and workman's compensation. It was noted that the College experiences an average of 10 claims each year; mostly slips and falls, sprains and strains which average about \$40,000 in paid losses. The annual average premium is \$85,365; half of which is paid out in claims each year. Hatzel will prepare a proposal for the Board to review to determine if the College has adequate coverage.

**Instructional Services – Curry**

Curry statistics were distributed at the meeting. Pretti reported on the major collaboration with the local school district.

**Integrated Technology Services – Atomic Learning**

Executive Director Kat Flores reported on needed training for staff. The Atomic Learning software was purchased to assist in these efforts. Cari Friesen conducted a short presentation on the new software that is accessible through WebAdvisor. Flores added that workshops could also be conducted through the software and that an assessment piece would be included.

**BOARD REPORTS/  
INFORMATION**

**IMPORTANT DATES/ITEMS**

Discussion occurred on several upcoming meetings.

**RETREAT PLANNING, Exhibit # 8 B**

Copies of the draft Retreat agenda were included in the meeting materials.

**COLLEGE REPORTS**

**PRESIDENT'S REPORT**

**Recovery Zone Bonds** - President Patty Scott announced that the College was the first to sell Recovery Zone Bonds (3.66% interest rate)! The process closes on June 30 and the money will be wired (\$6 M) after fees and attorney's fees. It will go into a separate LPIG account designated for the Curry project. The same report that is required for CCWD will be shared with the Board each month.

**Funding Cuts**

Scott explained how state budget cuts were being done. It was noted that cuts could be made through the funding formula or across the board. The College's split = 9.6% cut (\$662,975). The proposed adopted budget will be reduced by this amount.

**Sustainable Design Assessment Team (SDAT)**

The College hosted the group's meetings on campus last week. There were some positive implications for the College as a result.

### **GoOregon Update, Exhibit # 9 A 1**

Copies of the GoOregon project list update were included in the meeting materials. Discussion occurred on various projects.

### **FINANCIAL REPORTS, Exhibits # 9 B 1-5**

Copies of the financial reports were included in the meeting materials and Business Manager Ron Olson briefed the Board on them. Discussion occurred on Conferencing and FTE generating Opportunities.

### **MEASURES OF ACHIEVEMENT, Exhibits # 9 C 1-3**

Copies of the following measures were included in the meeting materials and Executive Director Tom Nicholls briefed the Board on them. He noted that a gap analysis had been conducted to determine the areas that experienced FTE losses and added that a plan had been developed to rebuild the non-credit reimbursable area.

- **MA # 1, FTE Credit and Non-Credit, Exhibit # 9 C 1**
- **MA # 2, Enrollment Credit and Non-Credit, Exhibit # 9 C 2**
- **MA # 7, Course Credit and Non-Credit, Exhibit # 9 C 3**

### **CONSENT AGENDA**

### **CONSENT AGENDA, Exhibits # 10 A-G**

Copies of the items were included in the meeting materials. Exhibit # 10 C was moved to New Business (12 I).

*M06/10-1*

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

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the meeting minutes dated May 24 and June 7, 2010, Exhibits # 10 A and B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted the quote of \$111,400 from Donald W. Thompson to complete the Oregon Coast Culinary Institute (OCCI) external walk-in refrigeration project and approve the necessary payments to the contractor associated with this project, Exhibit # 10 D.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the amendment to agreement between Coos County and the College to provide county wide cooperative library services commencing July 1, 2010 and terminating on June 30, 2011, Exhibit # 10 E.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment to OETC in the amount of \$30,638.94 for the 2010-2011 annual license for Microsoft Campus Agreement, the college-wide desktop, server, and operating system software, Exhibit # 10 F.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment to Dell Inc. in the amount of \$122,844 for the purchase of 150 computer workstations and uninterrupted power supplies for staff and student classrooms, Exhibit # 10 G.

### **OLD BUSINESS**

None presented.

NEW BUSINESS

**VIRTUAL WELDING SIMULATOR, Exhibit # 12 A**

Copies of the resolution were included in the meeting materials and Vice President Val Martinez briefed the Board on the equipment purchase.

M06/10-2

Rick Howell's motion to *accept the bid of \$51,000 from The Lincoln Electric Company for a VRTEX 360 Virtual Welding Motion Simulator for the mobile training lab as part of the welding and metal fabrication program's Community Based Job Training (CBJT) grant and approve the necessary payments to the supplier associated with this portion of the project* was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

**MOBILE LAB TOW VEHICLE, Exhibit # 12 B**

Copies of the resolution were included in the meeting materials and Vice President Martinez briefed the Board on the equipment purchase.

M06/10-3

Rick Howell's motion to *accept the bid of \$45,400 (exclusive of license and title) from Verger Chrysler, Dodge, Jeep, Inc of Coos Bay, Oregon for the towing vehicle (RAM 3500 SLT CREW 4X4 diesel dual rear tires) for the mobile training lab as part of the welding and metal fabrication program's Community Based Job Training (CBJT) grant and approve the necessary payments to the supplier associated with this portion of the project* was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED** unanimously.

**WILLIAMS, ZOGRAFOS AND PECK (LABOR ATTORNEYS), Exhibit # 12 C**

Copies of the resolution were included in the meeting materials and Vice President Linda Kridelbaugh briefed the Board on the expenditure noting the following breakdown:

- General labor \$1,700
- Faculty negotiations over \$10,000
- Classified negotiations over \$13,000

M06/10-4

Harry Abel's motion to *approve the expenditure of \$26, 045.38 for labor attorney fees for the period of April 26, 2010 through May 25, 2010* was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

**DTC VOICE MAIL SYSTEM, Exhibit # 12 D**

Copies of the resolution were included in the meeting materials and Executive Director Flores briefed the Board on the expenditure.

M06/10-5

Cherie Mitchell's motion to *approve the payment to Digital Telecommunications Corporation in the amount of \$39,107 for the purchase of CallXpress Voice Mail, 24 Port with new server* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

**PURCHASING, Exhibit # 12 E**

Copies of the resolution were included in the meeting materials and Vice President Kridelbaugh briefed the Board. Chair Bridgham asked the Board to consider adopting the resolution, but also consider adjusting the Board Policy on the cap to allow routine expenditures that exceed the cap in the future. Abel suggested that a definitive list be included in the mentioned Board policy modification.

M06/10-6

Rick Howell's motion to *authorize the President to approve monthly payments of invoices covered by yearly blanket purchase orders for routine and customary expenditures that exceed the President's \$25,000 signing authority, as presented*, was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

## **INTERFUND LOANS, Exhibit # 12 F**

Copies of the resolution were included in the meeting materials. Olson briefed the Board and discussion occurred on paybacks and accountability reporting.

*M06/10-7* Lonny Anderson's motion to *authorize the interfund loan, as presented* was seconded by Rick Howell. Upon call for the vote, the **MOTION PASSED** unanimously.

## **BUDGET CATEGORY TRANSFER, Exhibit # 12 G**

Copies of the resolution were included in the meeting materials.

*M06/10-8* Rick Howell's motion to *approve the budget category transfer, as presented* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

## **STUDENT HOUSING ROOFING, Exhibit # 12 H**

Copies of the resolution were distributed at the meeting. Vice President Kridelbaugh briefed the Board on the expenditure, which had zero impact on the General Fund.

*M06/10-9* Harry Abel's motion to *accept the bid of \$56,424 from Red Sky Roofing for Student Housing roofing project and approve the necessary payments to the contractor associated with this project* was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

## **2010-2011 INSURANCE COVERAGE, Exhibit # 12 I**

Copies of the resolution were included in the meeting materials. Board Member Harry Abel declared a possible conflict of interest.

*M06/10-10* Rick Howell's motion to *authorize the insurance agent of record to purchase property and casualty insurance from PACE and workers' compensation insurance from SAIF for the 2010-2011 fiscal year* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED**, with one abstention from Abel.

## **EXOFFICIO REPORTS**

### **EXEMPT**

Exempt Employee Representative Tom Nicholls reminded the Board that the MASSC group was also affected by the same issues that affect the other employee groups.

## **UNIT REPORTS**

### **EXECUTIVE TEAM REPORTS**

#### **Foundation, Exhibit # 14 A 1**

Copies of the report were included in the meeting materials. President Scott highlighted that nine new board members had been added, noting that more Curry County representation was needed. The plan is to utilize video conferencing for Curry representatives to participate more conveniently. She added that the Foundation would be starting the search process for a new Executive Director soon.

#### **Student Services**

Executive Director Tom Nicholls commended the Integrated Technology Services (ITS) and graduation staff for their efforts surrounding the 2010 graduation event.

**Administrative Services, Exhibit # 14 A 4**

Copies the report and other documents were included in the meeting materials. President Scott commended the Plant Services and ITS staff for their efforts with the 5<sup>th</sup> floor carpeting and office shuffle.

**Instructional Services, Exhibit #14 A 5**

Copies of the report were included in the meeting materials. Vice President Martinez highlighted the efforts to recover FTE, the highschool credit recovery program, and the hat color system that had been discontinued at the prison. Discussion occurred on the truck driver training success rate.

**Integrated Technology Services, Exhibit #14 A 6**

Copies of the report were included in the meeting materials. Executive Director Flores highlighted the changing of servers, which will cause some disruptions in service for users until the work is complete.

**CORRESPONDENCE**

**CORRESPONDENCE/INFORMATION**

No correspondence was included in the meeting materials.

**ADJOURNMENT**

Chair Bridgham adjourned the meeting at 6:00 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 10 B  
Date September 27, 2010  
Approved YES \_\_\_ NO \_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**Board of Education**  
**Retreat Meeting Minutes**  
**July 9, 2010**

**CALL TO  
ORDER**

Board of Education Chair David Bridgham called the meeting to order at 1:30 p.m. Members of the Board met in Empire Hall, Lakeview rooms. Due and proper public meeting notice was provided.

**ATTENDANCE**

**Board of Education (quorum present)**

David Bridgham (Chair)  
Harry Abel  
Lonny Anderson  
Marcia Jensen  
Julie Kremers  
Cherie Mitchell

*Absent:* Rick Howell

Deb Nicholls (Recording Secretary)

**Staff**

Patty Scott (President)  
Kristen Crusoe  
Karl Easttorp  
Kat Flores

Linda Kridelbaugh  
Valerie Martinez  
Tom Nicholls

**ICE BREAKER**

College President, Dr. Patty Scott led the Board and the executive team in a short ice breaker exercise.

**DISCUSSIONS**

**Policies**

Board Member Marcia Jensen led the discussion on the proposed policy format. The consensus of the Board was to incorporate the OSBA suggested policies with the format of Linn-Benton's. It was suggested that the committee entertain fast-tracking some policies when necessary. The Board will begin reviewing the proposed policies two sections at a time.

**Board Self-Evaluation**

Jensen lead the discussion on the Board's self-evaluation process and feedback was provided on areas where improvement could be made.

**Board Goals/Values**

The Board reviewed the 2009-10 Board Goals in the development of their 2010-11 goals.

1. Engage in Curry Campaign fundraising campaign.
2. Schedule a Work Session with the Foundation Board in October 2010.
3. Invite an Ex-officio Foundation Board member to participate in Board of Education meetings by December 2010.
4. Complete review of Board policies by February 2011.

5. Conduct State of the College Planning during quarterly work sessions covering Facilities Master Plan, Enrollment Management, College Advancement, Student Services, Integrated Technology Services, Administrative Services, and Instruction relative to Mission fulfillment of Accreditation Standard One.
6. Actively advocate community colleges at the local, state and federal level.
7. Actively participate and support the 50<sup>th</sup> Anniversary celebration.

**Strategic Plan Goals/Master Plan**

Faculty member Dr. Kristen Crusoe led the Board through an Appreciative Inquiry (AI) process to assist them in the development of Strategic Opportunities, Goals, and Outcomes. She briefed the Board on the AI work conducted on campus over the last year and then the group broke out into small work groups to continue the exercise.

**RECESS**

The Board recessed for the evening at 5:05 p.m. and joined the visiting Hyejeon Junior College students for dinner.

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Board of Education  
Retreat Meeting Minutes  
July 10, 2010**

**CALL TO ORDER**

Board of Education Chair David Bridgham called the meeting to order at 9:00 a.m. Members of the Board met in Empire Hall, Lakeview rooms. Due and proper public meeting notice was provided.

**ATTENDANCE**

**Board of Education (quorum present)**

David Bridgham (Chair)	Cherie Mitchell
Harry Abel	
Lonny Anderson	Deb Nicholls (Recording Secretary)
Rick Howell (via computer)	
Marcia Jensen	
Julie Kremers	

**Staff**

Patty Scott (President)	Kat Flores
Kristen Crusoe	Linda Kridelbaugh
Karl Easttorp	Tom Nicholls

**RECONVENE**

The Board reconvened the retreat session at 9:00 a.m.

**DISCUSSIONS**

**Strategic Plan**

Dr. Crusoe summarized the work the Board did the previous afternoon on Appreciative Inquiry. The participants ranked the areas which they felt were most important to focus on and then developed provocative propositions surrounding them. Discussion occurred on how to move their work forward for use in strategic planning.

**College Values**

Discussion occurred on proposed values with themes. The following Core Values were proposed and will be reviewed for adoption at the July 10, 2010 Board meeting:

- **Community**  
Build collegiality by providing a welcoming and supportive atmosphere with respect for diversity.
- **Innovation**  
Empower creative, progressive thinking which results in a sustainable positive change.
- **Learning**  
Filter every decision, activity and function filtered through the lens of learning.
- **Professionalism**  
Present ourselves with honesty and integrity and work together to achieve our goals.
- **Stewardship**  
Sustainably manage our environment and fiscal resources to support our staff, students and community.

**ADJOURNMENT**

The Board adjourned the retreat session at 11:30 a.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 10 C  
Date September 27, 2010  
Approved YES \_\_\_ NO \_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**Board of Education**  
**Meeting Minutes**  
**July 10, 2010**

**CALL TO ORDER**

Board of Education Chair David Bridgham called the meeting to order at 2:00 p.m. Members of the Board met in Tioga Hall, Room 505. Due and proper public meeting notice was provided.

**ATTENDANCE**

**Board of Education (quorum present)**

David Bridgham (Chair) \*  
Harry Abel \*  
Lonny Anderson \* Deb Nicholls (Recording Secretary) \*  
Rick Howell (via computer) \*  
Marcia Jensen \*  
Julie Kremers \*  
Cherie Mitchell \*

**Staff**

Patty Scott (President) \* Linda Kridelbaugh \*  
Karl Easttorp \* Tom Nicholls \*  
Kat Flores \* Ron Olson  
Jeremy Jones

**Guests**

Summer Conferencing Interns – Tracey Walterbusch and Adam Callahan

**AGENDA CHANGES**

The following items were added to the agenda:

- Public Comment
- Policy Committee Members
- Finance Committee Members
- Curry County Fund Development Representative
- Legislative Teleforum Representative

**PUBLIC COMMENT**

None heard.

**INTRODUCTIONS**

**Summer ACUHO-I Conferencing Interns**

Jeremy Jones introduced the following interns to the Board:

- Adam Callahan
- Tracey Walterbusch
- Garrett Warrilow (not in attendance)

**ORGANIZATIONAL**

**Election of Board Officers**

**Board Chair**

***M07/10-1***

Rick Howell's motion to *nominate David Bridgham as Board Chair* was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

## Board Vice-Chair

M07/10-2 Harry Abel's motion to *nominate Rick Howell as Board Vice-Chair* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

## Board Representatives/Committees

- **OCCA Representative/Alternate Representative**

M07/10-3 Marcia Jensen's motion to *nominate Julie Kremers as OCCA Representative* was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

M07/10-4 Cherie Mitchell's motion to *nominate Rick Howell as Alternate OCCA Representative* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

- **Foundation Representatives**

It was noted that the Board Chair automatically serves as a Foundation Board representative.

M07/10-5 Cherie Mitchell's motion to *nominate Lonny Anderson as a Foundation Representative* was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

- **President's Evaluation Committee**

M07/10-6 Marcia Jensen's motion to *appoint Cherie Mitchell, David Bridgham and Lonny Anderson to serve on the President's Evaluation Committee* was seconded by Julie Kremers. Upon call for the vote, the **MOTION PASSED** unanimously.

- **Clerk and Deputy Clerk of the Board, Custodian of Funds and Budget Officer, Exhibit # 5 A 3d**

M07/10-7 Marcia Jensen's motion to *appoint the College President (Dr. Patty Scott) as Clerk and the Vice President of Administrative Services (Linda Kridelbaugh) 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; and 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.

The following representatives were appointed:

- **Policy Committee Members**  
*Harry Abel, Marcia Jensen and Rick Howell*
- **Finance Audit Committee Members**  
*Harry Abel and Marcia Jensen*
- **Curry County Fund Development Representative**  
*Cherie Mitchell and Lonny Anderson*
- **Legislative Teleforum Representative**  
*Rick Howell*

## 2010-11 Board Roster, Exhibit # 5 B

Copies of the roster were included in the meeting materials.

## BOARD REPORTS/ INFORMATION

### Important Dates/Items

Several important dates were mentioned.

## **Board Operations**

- **2010-11 Board Meeting Dates, Exhibit # 7 B 1**

Copies of the proposed meeting dates were reviewed and modifications were made.

## **2009-10 Strategic Plan Update, Exhibit # 7 C**

Copies of the update were included in the meeting materials. President Scott briefed the Board on the progress.

## **COLLEGE REPORTS**

### **President's Report**

- **Curry Campus Ground breaking** – President Scott briefed the Board on the recent event and noted that webcams would be installed that would be linked to the College webpage and to the *Pilot* newspaper.

### **Financial Reports, Exhibit # 8 B**

- **MA # 18, Fiscal: Statement of Budget and Actual Revenues and Expenditures, Exhibit # 8 B 1**
- **MA # 16, Fiscal: Statement of Revenues and Expenditures – All Funds, Exhibit # 8 B 2**
- **MA # 15, Fiscal: Statement of Cash Flows YTD – All Funds, Exhibit # 8 B 3**
- **MA # 17, Fiscal: Balance Sheet – All Funds, Exhibit # 8 B 4**
- **MA # 20, Enterprise Accounts, Exhibit # 8 B 5**

Ron Olson briefed the Board on the reports.

## **OLD BUSINESS**

### **Tow Vehicle, Exhibit # 9 A**

Copies of the resolution were distributed at the meeting. President Scott briefed the Board on the circumstances warranting a new vendor on the previously approved expenditure.

*M07/10-8*

Marcia Jensen's motion to approve a new vendor for the CBJT Tow vehicle was seconded by Lonny Anderson. Upon call for the vote, the motion passed unanimously.

### **Core Values, Exhibit # 9 B**

Copies of the Core Values developed at the Board Retreat were distributed. Discussion occurred and modifications were made.

*M07/10-9*

Lonny Anderson's motion to adopt the Core Values as amended was seconded by Cherie Mitchell. Upon call for the vote, the motion passed unanimously.

## **NEW BUSINESS**

### **Volunteers, Exhibit # 10 A**

Copies of the resolution were included in the meeting materials. Harry Abel declared a potential conflict of interest.

*M07/10-10*

Marcia Jensen's motion to provide workers' compensation insurance coverage as indicated to college volunteers was seconded by Julie Kremers. Upon call for the vote, the motion passed with one abstention from Abel.

**EX-OFFICIO REPORTS**

**Exempt**

Tom Nicholls, exempt representative, informed the Board that the group would be meeting next week. Until negotiations are completed there wasn't too much to discuss. Administration was encouraged to continue to look at addressing the group's health insurance benefits and salary adjustments.

**ADJOURNMENT**

No further business was presented and the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 10 D  
Date September 27, 2010  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT  
BOARD OF EDUCATION  
CONFERENCE CALL MEETING MINUTES**

**August 2, 2010**

**CALL TO  
ORDER**

David Bridgham, Board Chair, called the conference call meeting to order at 3:05 p.m. A conference phone was made available in Tioga 510. Due and proper meeting notice was provided.

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

David Bridgham (Chair)  
Lonny Anderson  
Marcia Jensen  
Cherie Mitchell

**Absent:** Harry Abel  
Rick Howell  
Julie Kremers

**College Staff**

Patty Scott (President)  
Karl Easttorp  
Linda Kridelbaugh  
Rocky Lavoie

Val Martinez  
Tom Nicholls  
Jeff Whitey

**NEW BUSINESS OCCA DUES, Exhibit # 3 A**

**M08/10-1CC** Marcia Jensen's motion to *approve the payment of \$28,000 to the Oregon Community College Association for the 2010-2011 Membership Dues, Oregon Presidents Council Dues, and 2011 Legislative Session Assessment* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

**TIOGA CHILLER, Exhibit # 3 B**

**M08/10-2CC** Lonny Anderson's motion to *accept the bid of \$158,650 from FM Sheet Metal for architect project number 09522B - Tioga Chiller Replacement as part of the GoOregon deferred maintenance projects and approve the necessary payments to the contractor associated with this project* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

**FIRE SUPPRESSION, Exhibit # 3 C**

**M08/10-3CC** Marcia Jensen's motion to *approve the payment to National Fire Fighter Corporation in the amount of \$33,980 for the installation of fire suppression in the server and switch rooms in Randolph Hall* was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

**VIRTUAL ROBOTIC WELDING TRAINER, Exhibit # 3 D**

**M08/10-4CC** Lonny Anderson's motion to *accept the bid of \$46,840 from The Lincoln Electric Company for the Virtual Robotic Welding Trainer as part of the welding and metal fabrication program's Community Based Job Training (CBJT) grant and approve the necessary payments to the supplier associated with this portion of the project* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

**ONE CARD SYSTEM, Exhibit # 3 E**

**M08/10-5CC** Marcia Jensen's motion to *approve a payment to CardSmith Corporation up to the amount of \$90,000 for the purchase of Card Smith and the equipment needed to run it* was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED** unanimously.

**ADJOURNMENT** No further business was submitted for discussion and the meeting was adjourned at 3:28 p.m.

Respectfully submitted,

David Bridgham, Board Chair

Patty Scott, Clerk

Exhibit # 10 E  
Date September 27, 2010  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

Prepared by Linda Kridelbaugh, Vice President of Administrative Services

**ACTION UNDER CONSIDERATION**

Authorize the purchase of paper products for the 2010-2011 year from West Coast Paper for \$40,271.72.

**DISCUSSION / HISTORY**

Typically, the College has purchased paper products from West Coast Paper Company throughout the year as needed. The company has offered the College a 15% discount for purchasing a typical year's supply of products at the beginning of the year, saving the College \$7,106.77. The Company will store the products until needed on campus. The College will purchase additional products at a later date, if needed.

**BUDGET IMPACT**

Budget capacity is available in the Plant Operations general supply budget (10-3301-53111) for these products. Additional products may be required to be purchased.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District authorizes the purchase of paper products for the 2010-2011 year from West Coast Paper for \$40,271.72.

Exhibit # 10 F  
Date September 27, 2010  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

Prepared by: Valerie Martinez, Vice President of Instruction

**ACTION UNDER CONSIDERATION**

Approve the payment of \$62,500 to ANGEL Learning for year three (2010-11), of a three-year contract initiated in 2008-09 for licenses/hosting of the College's Learning Management Systems (LMS), and the amendment to the contract for unlimited users.

**HISTORY/ DISCUSSION**

WebCT (Blackboard) was the College's Learning Management System until December 2008. Due to Blackboard's inability to support WebCT adequately, choices for a college LMS were reviewed by a faculty group who uses the LMS technology. After the faculty investigation of vendor options, ANGEL was introduced as the LMS of choice and introduced fall 2009.

All courses are now migrated to ANGEL. We anticipate continued growth in all three course types (web-enhanced, hybrid and fully online) thus our need for unlimited seats in ANGEL. This updated agreement will extend College's capacity from 2,000 student users to an unlimited user count.

*\*\*a user can have multiple seats*

**TIMING**

Our first ANGEL license was valid from July 1, 2008 - June 30, 2009. Services for year three (2010-11) and the updated contract will need to reach ANGEL Learning as soon as possible to avoid interruptions in service.

**BUDGET IMPACT**

Funds are available for this proposal to provide LMS services July 1, 2010 – June 30, 2011 in the amount of \$62,500 in the 2010-11 E-Learning budget (10-1808 - contracted services and Miscellaneous Instruction 10-1701) approved by the Board of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of the Southwestern Oregon Community College District approves the payment of \$62,500 to ANGEL Learning for year three (2010-11) of a three-year contract initiated in 2008-09 for licenses/hosting of the College's Learning Management Systems (LMS), and the continuance of the contract stipulation for unlimited users.

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

Prepared by: Sharon Smith, 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 \$399,654 for October 1, 2010 – September 30, 2011, Year 5 activities.

**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 fifth year of the Title III grant with an intended timeline of five years, beginning October 1, 2006 and ending September 30, 2011; pending continued funding from the United States Department of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, accepts a grant of \$399,053 from the US Department of Education for October 1, 2010-September 30, 2011 and authorize the adjustments to the Special Project Fund budget.

**BUDGET IMPACT**

Fund 25 Special Projects  
 Resources  
                   US Department of Education  
                   \$399,053

Requirements	
Personnel Services	\$277,048
Equipment	\$94,000
Material/Supplies/Travel/Contractual/Other	\$28,005
	\$399,053

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

Prepared by: Katie Paulson, Title III Activities Director

**ACTION UNDER CONSIDERATION**

Accept the bid of \$36,104.48 and approve the necessary payments to the supplier CDW Government Inc. for 10 Epson Brightlink Projectors systems including cabling, 1 LifeSize IPV Unit, and 7 HP Touchsmart Computer systems including desk mounts, warranties, and audio equipment for use in a totally of 7 classrooms on the Coos Bay Campus and two classrooms on the Brookings Campus as part of the technology upgrades through the Title III “Strengthening Institutions Program” grant from the US Department of Education.

**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 is the fourth year of the Title III grant with an intended timeline of five years, beginning October 1, 2006 and ending September 30, 2011; pending continued funding from the United States Department of Education.

The purchase of this technology will complete the classroom upgrades to the Coos Bay Campus making our main teaching classrooms all “multi-media” or “smart” classrooms in an effort to increase the use of technology in the classroom and provide our faculty and students with the tools to make their teaching and learning spaces state of the art. Two of the computer / projector systems and the LifeSize IPV unit are being purchased for the Curry Campus in Brookings to provide our satellite campus with equivalent systems for their classrooms and increasing the ability of students to get courses delivered through IPV to Brookings. As per ORS 279.055 and Board Policy, the Board will review all contracts over the amount of \$25,000 prior to the award of the contract.

**BUDGET IMPACT**

This project has no General Fund impact to the institution. The project is funded from the Title III “Strengthening Institutions Program” grant from the US Department of Education.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts the bid of \$36,104.48 and approves the necessary payments to the supplier CDW Government Inc. for 10 Epson Brightlink Projectors systems including cabling, 1 LifeSize IPV Unit, and 7 HP Touchsmart Computer systems including desk mounts, warranties, and audio equipment for use in a totally of 7 classrooms on the Coos Bay Campus and two classrooms on the Brookings Campus as part of the technology upgrades through the Title III “Strengthening Institutions Program” grant from the US Department of Education.

Exhibit # 12 B  
Date September 27, 2010  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

Prepared by: Valerie Martinez, Vice President of Instruction

**ACTION UNDER CONSIDERATION**

Accept the bid of \$36,675 from Klein Educational Systems for the Amatrol VITC Virtual Manufacturing Technology Software. This software supports instruction on campus in the welding program and in the mobile training lab and as part of the Community Based Job Training (CBJT) grant when the necessary payments to the supplier associated with this portion of the project are approved.

**DISCUSSION / HISTORY**

In February 2009, a \$1,998,518 CBJT grant was awarded to Southwestern for advanced manufacturing programs. Southwestern requested the grant with the intention of further developing and expanding workforce talent in welding, metals fabrication and design for the Rural Oregon South Coast region. Southwestern was the only college in Oregon to receive this grant. The broad curriculum is versatile and can be used as an in depth introduction to students, as a support to traditional classroom and hands on training both on Southwestern's campus and throughout the community in the mobile lab on laptop computers already purchased through CBJT grant funding.

As per ORS 279.055 and Board Policy, the Board will review all contracts over the amount of \$25,000 prior to the award of the contract.

**TIMING**

The grant ends in February 2012. In order to give the maximum number of people the best training and allow them to be the most competitive in the market place this equipment needs to be pressed into service for the grant promptly. Southwestern Oregon Community College and area high school CTE programs will benefit greatly from this new to us exciting technology.

**BUDGET IMPACT**

This project has no General Fund impact to the institution. The project is funded from the Community Based Job Training grant funds provided through the Department of Labor and has been previously approved by the Federal Program Officer.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accept the bid of \$36,675 from Klein Educational Systems for the Amatrol VITC Virtual Manufacturing Technology Software as part of the metals and welding fabrication program's Community Based Job Training (CBJT) grant and approves the necessary payments to the supplier associated with this portion of the project.

Exhibit # 12 C  
Date September 27, 2010  
Approved YES NO  
Motion # \_\_\_\_\_

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

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

**Action Under Consideration**

Approve the tentative agreement for Collective Bargaining Agreement renewal reached with the Classified Bargaining Team on September 10, 2010 and ratified by the Union on September 23, 2010.

**Discussion / History**

Tentative agreement was reached with the Classified Bargaining Team on September 10, 2010, following four bargaining sessions. The full classified contract was reopened in April 2010 for compensation, benefits, and language and had expired June 30, 2010. The Classified Union ratified the tentative agreement on September 23, 2010.

The tentative agreement being recommended includes the following:

- one-year rollover (expiring June 30, 2011) of the current contract
- increase in insurance contribution of \$50 per month (\$600 per year) for full-time employees starting October 2010
- increase in insurance contribution of \$25 per month (\$300 per year) for part-time employees starting October 2010
- substantial language changes in:
  - Article 4 – Management Rights
  - Article 17 – Leaves Without Pay
  - Article 21 – Grievance Procedure
- miscellaneous minor changes
- three grievances withdrawn
  - Bookstore position
  - Family Center positions
  - OCCI/Dining Services position
- Dining Services MOU modified to drop the requirement of a Sous Chef position

The bargaining sessions were dynamic and amicable with both teams recognizing that all employees are part of mission fulfillment for the College. The two teams agreed to reopen contract negotiations in winter quarter 2011 beginning with contract language leaving the economic issues until late spring or summer.

The Classified Union settled the 2009-2010 benefits reopener in May 2010 with a \$48 per month (\$588 per year) insurance contribution increase effective June 2010 plus \$150 retro-pay.

**Budget Impact**

The insurance adjustment has been identified and encumbered in the 2010-2011 adopted budget.

**Timing**

Approval at the September 27, 2010 Board meeting will allow for the October 10, 2010 payroll to include the proposed insurance increase.

**Recommendation**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the tentative agreement reached with the Classified Bargaining Team on September 10, 2010 and ratified on September 23, 2010 by the Southwestern Oregon Community College Classified Federation, Local 3972, AFT, AFL-CIO.

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

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

**Integrated Technology Services Mission**

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

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

***Web Systems:***

- Coordinate Career Pathway Roadmap updates
- Install Catalog Software on the server for the Bookstore ecommerce project in development
- Completed and launched new site for “Ready, Set, Restart”
- Begin development for RSVP, “Extra Ordinary Living Conference”
- Create separate website for Positive Parenting
- Create content, banner for Jobspice
- Create content, banner for New Student Orientation
- Create a new page for Alumni, Lost & Found
- Plan meeting at SWOCC for Oregon Community College Web Developers
- Regular updates that include: Maintaining press releases, news, banner & graphics creation social networking updates, content editor support, streaming media, video uploads, directory updates and content changes across southwestern websites

***Colleague Programming, Training and Support:***

- Met with eAdvising committee to plan implementation
- Installed Web Time Entry into Production for rollout and addressed issues with OT and flex time
- Updated Colleague Studio to new version for programmers
- Maintained user access and security setup to Colleague
- Installed check modifier program into Production for AR and HR eChecks
- Updated online pay advice to show current leave information
- Started using UI 4.x and documenting issues; made modifications to setup to address some usability issues; provided support for individuals using this UI version
- Delivered trainings on UI 4.x and Atomic Learning
- Wrote and installed ATP program for Financial Aid
- Updated XPLI for correct student test score dates and warnings
- Provided support for Communication Management issues across campus
- Met with maintenance to go over changes to Motor Pool screen and rewrote the entire program suite.

- Gathered information and requirements and started programming the New Student Orientation Online
- Rewrote and installed XUNE screen for Classified Union
- Update NDVS to pull commencement date for National Student Clearinghouse
- Updated WebAdvisor software to implement changes to custom screen
- Installed Leave Requests Online into test environment
- Watched webinar on converting Colleague from Unidata to SQL server
- Researched Leave Plans showing inactive plans on WebAdvisor
- Researched, tested and worked with Datatel to fix Financial Aid SAP process
- Cloned both test and development environments for data refresh and testing processes
- Ran maintenance processes to keep Web registration records cleaned up and student academic pointers correct
- Researched, tested and installed patches to Colleague system
- Provides support to tutoring, admissions, OOFI, HR, business office, print shop, Bookstore, Financial Aid, Registration, OCCI, counseling

### ***Media Services and Instructional Labs***

- Installed new PCs in all 4<sup>th</sup> floor classrooms except 405
- Upgrades to board room presentation equipment
- Recording studio operational and ready for use
- New smart classroom equipment in Sitkum
- New wireless sound system in PAC
- What's right with SWOCC presentation completed

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

#### ***Institutional Research:***

- Strategic Plan templates added to TracDat
- Provide data for assessments and surveys; Career Pathways survey; Graduation survey
- Submitted end of year data to OCCURS in compliance with FTE guidelines
- Attended NWDUG and Tableau Conference/Training
- Responded to numerous HelpBox and ad-hoc data requests

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

#### ***Systems, Security, and Telecommunication:***

- 252 requests opened and 267 completed from 07/01/10-09/13/10
- 155 requests currently open
- WebAdvisor 3.16 installed in test and production
- UI 4.1 installed in test and production
- New disk array installed for HP-UX server
- All colleague data moved to new disk array
- Testing WebAdvisor virtual server
- Moved 5<sup>th</sup> floor offices hither and yon
- Identity Lifecycle Management (ILM) installation testing
- Network account migration started

- Moved offices in Randolph
- Set VPN authentication to Active Directory global catalog
- Replaced two drives in the SAN
- Installed new voicemail system
- Installed AVST web voicemail system
- Repaired main UPS circuit board
- Updated all Brookings and Gold Beach computers
- Installed 16x2M bandwidth in Gold Beach
- Installed 10/10M OHN bandwidth in Brookings
- Installed new ReadOnly Domain Controllers in Gold Beach and Brookings
- Installed new firmware in Dell servers
- Installed SAValet 2.5
- Installed Colleague Studio
- Fire suppression ordered
- Generator preventive maintenance done
- Yearly PCI compliance completed

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

Submitted by: Linda Kridelbaugh, Vice President of Administrative Services

**The Mission of Administrative Services:**

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

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

**Goal 1: Leadership**

***Administrative Services***

- Attended GASB 54 webinar
- Attended Incident Tracking software meeting
- Attended Accreditation, Institutional Effectiveness, Strategic Plan, and Enrollment Management meetings
- Met with SAIF Regional Operations Supervisor Michelle Harper to discuss the college safety program.
- Met with SAIF service team to discuss trends in college losses and services available.
- Authorization for additional Earthquake insurance coverage (see attached).

**Goal 2: Student Access**

***Student Housing***

- Student Housing is finishing summer maintenance projects and preparing for Student move-in day on September 24, 2010. Five buildings were reroofed with previous housing construction bond funds and a roofing manufacture warranty claim of both cash and material. Summer project also included tile and carpeting in five apartments as well as developing a park setting on the shore of Empire Lakes between buildings Cape Arago and Umpqua River.
- Resident Assistant staff arrived the weekend of September 4 and have been engaged in training and preparing all programming activities for fall term. All indication thus far show student housing occupancy should be close to full.

**Book Store**

- For the first time a buyback was held at the Curry campus. It was a true success. The college purchased \$3, 791.75 worth of books from the Curry students.
  - Books purchased for the Bookstore: \$2,666.25
  - Books purchased for the wholesaler: \$1,125.50
- The main campus had a very successful buyback purchasing \$11,447.50 worth of books from the students.
  - Books purchased for the Bookstore: \$8,186.00
  - Books purchased for the wholesaler: \$3,552.50
- Inventory was completed by the Bookstore at the end of June. Inventory amounts were:

**BOOKSTORE INVENTORY 2009/2010**

<b>BOOKS</b>	<i>NEW</i>	\$86,801.90
	<i>USED</i>	\$75,899.52
<b>MATERIALS FOR RESALE</b>		\$70,861.67
<b>TOTAL</b>		<u>\$233,563.09</u>

- The bookstore has been collaborating with Pat Davidson to create an e-commerce site. It is hoped to have this available for use during the fall term.
- The Bookstore will be offering textbook rentals for the first time this school year.

**Dining Services**

- Last year did not show a profit; however Dining Services was able to show at a minimum \$60,000 of opening expenses that should not be seen again.
- Grab and go items, specialty drinks, party boxes, and pre-made items are being expanded and will help with student use of flex dollars.
- Summer went as expected with sports camps as well as other camps and weddings/caterings. All went very well and gave staff a great first run of what is expected during the summer months.
- The kitchen has been brought to a much higher level of production with the repairs/remodels completed over the last year.
- A Point of Sale one card system will be started in Dining Services this year.
- This year is beginning with a new line of one time service use items that are all from an Oregon based company and are all compostable to kick off the composting project initiated by the College. These products are all Green; now that they have been set up through a local vendor, money will be saved on to-go containers and paper products this year.
- Dining Services is captaining their own team at the World Ice Art Championships this year which will include two instructors and two students. We are the only school that can do this. This competition was highlighted on TLC this summer and is the most visible Ice Sculpting competition in the world. [www.icealaska.com](http://www.icealaska.com).

## **Goal 4: Employees, technologies, and facilities:**

### ***Administrative Services***

- Continued mediation with Faculty and negotiations with Classified union.
- Classification meetings with HR and classified members

### ***Human Resources***

- Please see attached hiring matrix

### ***Mail/Print Services***

- With the year ending June 30, 2010, Mail/Print Services handled 390,596 (in 2008-2009 the total was 446,540) pieces of mail and parcels. This is consistent with the downturn with the USPS.
- Student mail consisted of 33,025 which is 2,899 more than in 2008-2009. Students received 2,777 in 2008-2009 and received 2,740 parcels. Pieces forwarded or returned totaled 5,776 which totaled 1,858 less than the previous year. Students received 2,899 more pieces than the previous year.
- Made 1,261,717 copies. This was 201,855 less copies than previous year.
- Copiers served totaled 758,427. This was 23,544 more copies than previous year.
- Total pieces metered: 118, 820; this equals 11,083 more pieces. Dollar amount metered \$77,207.44. Per piece average: \$0.65. The amount spent was \$1,197 less than the previous year.
- Standard (Bulk) Mail totaled 38,096 which amounted to 47,221 less pieces than the previous year. Admissions is recruiting differently and not mailing out as many pieces as they did previously. The pieces processed were mailed at a cost of \$6,525 for postage. This saved the college \$13,866.

### ***Plant Services***

In addition to 39 work orders, Plant Services completed the following tasks:

- Moved the Fire Science offices and replaced desk
- Changed filter in Lampa Hall
- Moved offices in Lampa Hall for carpeting
- Plugged and sanded Baseball and Softball fields
- Began brush cutting and removal behind Empire Hall
- Brought in pizza oven for OCCI
- Set up and tore down numerous rooms for reserved events campus-wide
- Supervised Shutter Creek work crews for 10 days cutting and removing brush, trees, and clearing out overgrown areas around Empire Lake, all three campus parking lots, and other areas on campus.
- Completed general maintenance, lighting, etc., for the Department of Human Services office in Newmark Center per the contract.
- Added 73 facility use reservations with four of the reservations and future contracted events totaling \$945.
- Added vehicle assignment to the FLEET section of the MicroMain maintenance software program. Rental cars, vans, and the bus will be tracked using this program.

*Business Office*

- Please see attached financials

**Goal 5: Partnerships**

*Administrative Services*

- Continued working with Newmark Center Partners
- Met for monthly meeting with Huon Quach from Francis C. Berg Architects hired by CCWD to oversee Curry Campus construction.
- Attended Oregon Business Manager's meeting at Linn-Benton Community College

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

**INFORMATION ONLY**

Prepared by: Rachele Summerville, Executive Director of Human Resources

**Information: College Hiring Update**

<b>NEW HIRES:</b> The following staff members have been hired or moved since the last Board of Education meeting:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Jennifer Skoglund, Community & Workforce Development Asst					GF	
Darrell Folck, Visiting Bakery/Pastry Instructor	EF					
Denese Morris, Office Asst. Grants and Title III						SP
Joseph Thomas, Public Safety Supervisor			GF			
Chris Smith, Accounts Receivable Technician					GF	
Marion Bauer, Parent Cooperative Lead Teacher/Supervisor			SP			
Jennifer Berry, Financial Aid Loan Processor					GF	
Colleen Keen, Student First Stop Representative					GF	
Anna Marca, Student First Stop Representative					GF	
Patrick Platt, Interim Internship Coordinator/Academic Advisor			GF			
Michelle Benoit, Interim Transitional/Academic Advising Specialist			GF			
Kristen Crusoe, Interim Associate Dean of Learning			GF			
Pam Wick, Adjunct Nursing Instructor	GF					

**Information: College Recruiting Update**

<b>OPEN POSITIONS:</b> The College is currently in the recruitment, screening or interviewing process for the following positions:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
RSVP Senior Programs Coordinator						SP
Learning Management System Support Assistant					SP	
Recruitment Coordinator/Volleyball Coach			GF			
Executive Director of Resource Dev/College Foundation			EF			
Adjunct Computer Science Instructor	GF					
PC Peripherals Technician						SP
Adjunct English as a Second Language Instructor	GF					
Tenure Track Business/Entrepreneurship Instructor	GF					
Adjunct Office Occupations Instructor	GF					
Custodian					GF	
Assistant to the Executive Director of OCCI					EF	
Adjunct Curry ABE/GED Instructor	GF					

KEY: GF=General Fund

\*SP=Special Projects

\*EF=Enterprise Fund

\*Contingent on funding

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

Submitted by: Valerie Martinez, Vice President of Instruction/Chief Instructional Officer

**CORE THEMES**

• **Theme 1: Access**

Community & Workforce Development Adds New Trainings

- Affiliated Computer Services (ACS) and SWOCC have developed a partnership to offer credit classes for the professional training required of all new employees at ACS. ACS is owned by Xerox Corp and approval for the program was required. This is a model project as there is no other Xerox call centers that offer this opportunity. The college will be displaying marketing and recruitment information in the lobby of the ‘production center’ near the airport. GED classes will soon be offered on site and supervisory training will be development in the near future.
- Southwestern, through the CBJT grant, began the process to offer short term trainings to the inmates at Shutter Creek Correctional Facility adding to a person’s employability once released.
- Short term trainings continued with the first of three sessions hosted offsite at Sause Bros, Inc. This blue print reading course for incumbent workers taught by Ray Daniels helped create a better connection between engineers and workers on the shop floor by making sure all understand the meaning of blue print symbols.
- New short term training was offered in the Fairview Lab – Intro to Welding. This intensive course co-taught by Ray Daniels and training coordinator Tony LaPlante gave participants the opportunity after safety training to experience hands on the 6 most common types of welding processes and the most common applications. This effectively served to provide direct skills training to those who would pursue a career in welding and provide a rich opportunity for career awareness to others.
- Southwestern continues to work closely with Western Shelter Mobility Systems on the construction of the mobile training lab. Work continued in August to gather the equipment to outfit the lab so it will be ready to serve the community soon after it arrives. The most recent update from the Western Shelter production supervisor is October 1.

SUMMIT Corrections Education Program Changes

- As the SUMMIT program has change in the last eight months we have made adjustments in our education program. We now have classes on Fridays, with all SUMMIT inmates. We have added a General Population group, which now meets three days a week, rather than the traditional two days per week with the SUMMIT education groups.
- Currently we have 28 students in the GED day program, and 15 in the evening.
- Another change has been due to the heavy state budget cuts. We now do not require ABE students that have a High School diploma or GED already to be in the DOC education program. Students in the category are only taken into classes on space available bases. The evening class is full, and has a waiting list, so there are no ABE students in that class. We do have a few in the day time class.

### Library Circulation Figures

- Annual circulation figures for the period July 1, 2009 through June 30, 2010 for books, serials, and DVD/VHS checked out from the campus library totaled 10,273 (including items renewed). Fifty-seven percent of the book circulation count came from five broad subject areas:
  - Linguistics Language, Literature and (16%)
  - Sciences History and Auxiliary (14%)
  - Nursing Medicine and (11%)
  - Anthropology Sociology and (09%)
  - Engineering & Technology (includes Culinary) (07%)
- Circulation figures show that DVDs which now account for 86% of circulation of non-print media. We are gradually replacing VHS tapes with DVD, especially for instructional media support.

### SWOCC Small Business Development Center Class Offerings

- *Quickbooks* training has been added as a class offering by the SWOCC SBDC for fall 2010. The class started September 7 and will run through November 9 in Randolph 9.
- *Business Success Strategies: What's Your Plan* started September 9 and will run through December 2<sup>nd</sup>. This 10 session business planning course is geared for early stage business ventures.
- *Foundations for Success: Skills to Prosper* started September 7 and will run through June 9. This 10 session business course is designed to assist existing business owners to grow and succeed in business.

- The Oregon Small Business Development Center Network office received a USDA RBEG grant that allowed the SBDC to install video conferencing equipment in the North Bend office and at the SWOCC Gold Beach campus. The technology will be used to offer classes and workshops, hold meetings and allow for additional assistance to be provided in Curry County. The equipment has been tested and will be used to offer several fall classes from the SBDC.

- **Theme 2: Learning and Achievement**

#### Fall 2010 Academic Kick-Off

- Katie Paulson chaired the fall in-service committee, focusing sessions and activities around the themes of Sustainability, Engagement and Accreditation. Faculty held their first 2010-11 division meetings on September 16. The day included a workshop facilitated by two Community College Survey of Student Engagement (CCSSE) representatives from their Texas headquarters. This workshop allowed faculty to focus on the SWOCC student data extracted from of the 2009 Survey of Entering Student Engagement (SENSE). From these facilitated discussions, there were a number of future actions identified for further study.
- Dr. Rusty Stephens shared his view of the role community colleges will play in revitalizing communities. He shared how his college faculty and students have conducted research focusing on sustainability and sustainable practices. Several of his faculty and staff joined his presentation via video-conference to engage our faculty and staff in a discussion about their initiatives and best practices.

#### Activities Around Welding

- As part of the Fairview Hall retrofit the most current smart classroom technology was acquired and is ready to be installed.
- Welcomed to the new welding faculty, Eric Wade and had ongoing opportunities to bring him up to speed on the nature of the CBJT grant and the ways it can and cannot support his program.
- After considerable research purchased a virtual motion welding simulator which is one of only a few in the west. At the same time, Southwestern also purchased a robotic welding trainer. These two additions will make our mobile training lab an effective and efficient training tool unique in all the country.

#### Community and Workforce Development New Employee Welcome

We welcome Jennifer Skogland to the Community and Workforce Development Department. Jennifer has worked at the First Stop for four years prior to becoming the new Assistant. She brings her professionalism and knowledge of the campus and community.

#### Corrections Education Incorporates More Inmate Support

The Corrections Education program is operating with lower staffing. As a result, the program has been using more inmate tutors for GED classes. They have adjusted the program to take more students in a smaller time frame. With the additional tutors this has turned into a benefit, as students can have more one on one time in the learning environment here.

- **Theme 3: Innovation and Sustainability**
- **Theme 4: Community Engagement**

#### SWOCC SBDC Awarded Additional Funding

- Through \$10,000 of supplemental funding from the Small Business Association (SBA), the SBDC is initiating a training needs assessment to be completed by December 2010. This assessment will be used to develop trainings needed by the business community.
- The Bay Area Chamber of Commerce Economic Development committee and the SBDC are once again offering a New Business Challenge grant to the Bay area. \$13,500 of cash and in-kind services will be awarded to one startup business in the area. Two business plans were submitted for the competition and are in the review process to select the winner. As of this date, all five of the participants in the 2009 New Business Challenge grant competition are still in business.
- The Small Business Development Center (SBDC) formerly known as the Business Development Center held an advisory committee meeting in June to focus on short and long term SBDC initiatives.

#### Fall RSVP Planning

- RSVP is partnering with Oregon Coast Community Action (ORCCA) on a fundraiser for the Snack Pack Program. This is in conjunction with the President's National Day of Service and Remembrance: 9/11. Also, seeking to expand the Snack Pack Program to include seniors.
- RSVP will be hosting an *Extraordinary Living Conference* for senior citizens this fall. Work has been progressing steadily.

#### Library Service District Celebrates 30 Year Anniversary

Southwestern Library and Coos County Library Service District (CCLSD) Extended Services Office employees joined over 60 public library employees attending a Coos County Library Service District county-wide in-service and 30-year anniversary celebration held August 12 at Spoonrift Lodge in Hauser. The morning keynote speaker was Leigh Anne Jasheway-Bryant from Eugene, Oregon presenting "*I'm Flexible as Long as You Don't Change Anything: How to Embrace Change and Expect the Best*". This was followed by a Q and A session with library district Network Administrator Sean Park and Database Administrator Nancy Price. After lunch staff was joined by district guests. OIMB Library Director and Coos Library Board member

Barbara Butler welcomed staff and guests with opening remarks followed by Mary Jane Fisher, Director of Extended Services giving a brief history of the formation of the Cooperative and Library District. A power point presentation also provided the history and current statistics for the District and public libraries. In addition each of the eight public libraries provided a poster session display about the history of the individual libraries.

JEFF MERKLEY  
OREGON



## United States Senate

WASHINGTON, D.C. 20510

September 15, 2010

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

Dear Patti,

Thank you for opening your school for my Meet and Greet and Town Hall events on September 4<sup>th</sup>. Your attendance was greatly appreciated and I will certainly take your comments on community colleges' challenges into account when considering higher education policy and funding. It is essential we provide our communities with every opportunity to access higher education for associates degrees, as well as retraining during difficult times.

Please keep in touch with my staff, Amy Amrhein at [amy\\_amrhein@mind.net](mailto:amy_amrhein@mind.net) and continue to send your thoughts and concerns.

All my best,

A handwritten signature in black ink that reads "Jeffrey A. Merkley". The signature is fluid and cursive, with the first name "Jeffrey" being the most prominent.

Jeffrey A. Merkley  
United States Senator



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# CSSA

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## Council of Student Services Administrators

July 26, 2010

Patty Scott, President  
Southwestern Oregon Community College  
1988 Newmark Avenue  
Coos Bay, Oregon 97420-2971

*Hi Patty!*

Dear President Scott,

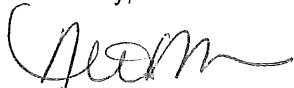
We are pleased to inform you that Southwestern's student government participated for the first time in the certification program approved by the Oregon Community College Student Association (OCCSA), and carried out by CSSA (the Council of Student Services Administrators.) Southwestern has received certification for 2009-10.

Student government leaders were required to submit the following documents by May 1, 2010:

1. Goals for the year and a short progress report on each goal. How well did you meet your goals and what data do you have to support your assessment?
2. Expectations of student government members
3. Student Government governing documents: current constitution and/or bylaws; policies and procedures; budget guidelines; travel policies; election or selection procedures; and other related materials essential to the operation of the student government (e.g., Student Government handbook)
4. College Code of Conduct
5. Front page of the current web site related to student government
6. Complete set of meeting minutes and agendas for the year.
7. List of trainings attended and/or conducted by individuals and by the group. Demonstrate that student leaders received training related to cultural competency, college policies and procedures, event planning, goal setting, vision, and decision-making.
8. List of programs and events with sample flyers or other promotional information and assessment of each event. The events should demonstrate a balanced approach in terms of education, cultural competency, and community building.
9. If clubs are part of student government, include a list of active student organizations, and a description of the process for chartering clubs.
10. Description of how assessment is done (e.g., evaluation of programs, clubs, student leaders' performance, etc.).
11. Recommendations for next year's student government team.

The submitted materials have been sent back to the campus with comments and commendations. A plaque will also be presented at the OCCSA statewide retreat for student leaders and their advisors on August 31, 2010. We commend your student government for submitting an excellent, well-organized notebook. Thank you very much for supporting their achievement!

Sincerely,



Alicia Moore  
Dean of Student & Enrollment Services and Chair, Council of Student Services Administrators