

# Southwestern Oregon Community College

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

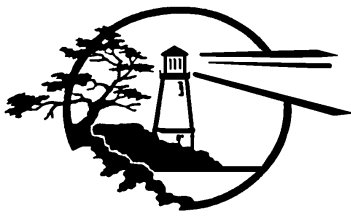
*“Southwestern leads and inspires lifelong learning.”*

## **Board of Education**

### **Regular Meeting**

**Saturday, October 4, 2008, 2:00 p.m.**





# Southwestern Oregon Community College

Board Clerk: Judith Hansen  
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*“Southwestern leads and inspires lifelong learning”*

## Board of Education Meeting – Regular

Tioga Hall, Room 505, 1988 Newmark Ave., Coos Bay, Oregon  
Saturday, October 4, 2008, 2:00 p.m.

### AGENDA –

### Action Items



1. CALL TO ORDER  
*Chair Anderson*
2. AGENDA CHANGES (*BP 113*)
3. INTRODUCTIONS (*BP 302*)
  - Karina Smith, Coordinator of Student Life and Events
  - John Finney, Upward Bound Coordinator
  - Kim Richards, Community Education Office Assistant and Facilities Scheduler
  - Kristen Kreskey, OCCI Student Service Representative
  - Lora Crampton, Adjunct Biology Instructor
  - Terry Mendez, Tenure Track EMT-Paramedic Instructor
  - Aaron Nielsen, Business/Marketing Instructor-Tenure Track
4. STUDENT REPORT (*BP 201*)
  - A. Associated Student Government  
*Presenter: Drew Jones*
5. BOARD REPORTS/INFORMATION
  - A. Important Dates/Items
    - 10/29/08-11/01/08, ACCT Annual Leadership Congress - New York
    - 11/21/08-11/23/08, OCCA Convention – Salishan Resort, Gleneden Beach
    - 11/24/08, 5:00 p.m., Executive Session – Tioga 505
    - 11/24/08, 6:00 p.m., Regular Meeting – Tioga 505
    - 12/08/08, TBD, Regular Meeting – Tioga 505
    - 04/04/09-04/08/09, AACC Convention – Philadelphia
    - 05/16/09, 6:00 p.m., Employee Banquet
  - B. Board Operations (*BP 104*)
  - C. OCCA Report  
*Presenter: Cherie Mitchell*
6. COLLEGE REPORTS (*BP 202, BP 307*)
  - A. Distance Learning  
*Presenter: Karen Matson*
  - B. College Marketing  
*Presenters: Rick Osborn and Tom Nicholls*
  - C. New Curry Campus  
*Presenters: Judith Hansen and Jason Wood*

- D. Strategic Plan Update, #6 C  
*Presenter: Judith Hansen*
  - E. Financial Report, #6 D  
*Presenter: Ron Olson*
7. CONSENT AGENDA (BP 113)
- A. Minutes
    - 1. September 3, 2008, Executive Session, #7 A 1
    - 2. September 8, 2008, Work Session, #7 A 2
    - 3. September 8, 2008, Executive Session, #7 A 3
    - 4. September 8, 2008, Regular Meeting, #7 A 4
  - B. Expenditures
    - 1. ORCA Monthly Bandwidth, #7 B 1
  - C. Contracts
    - 1. South Coast Business Corporation – JOBS, #7 C 1
8. OLD BUSINESS
- A. Public Safety and Security Update  
*Presenters: Sheldon Meyer and Roger Gould*
  - B. Residence Hall Audit  
*Presenter: Judith Hansen*
9. NEW BUSINESS
- A. OSBA Board of Directors, #9 A
10. PUBLIC COMMENT (BP 113)
11. EX-OFFICIO REPORTS (BP 202)
- A. Foundation  
*Presenter: Carol Oelke*
  - B. Classified Union  
*Presenter: Wayne Chandler*
  - C. Faculty Senate  
*Presenter: Bernadette Kapocias*
  - D. Faculty Union  
*Presenter: Tim Dailey*
  - E. Exempt  
*Presenter: Tom Nicholls*
12. INFORMATION/ADMINISTRATIVE REPORTS (BP 201, BP 202)
- A. Unit Reports
    - 1. Administrative Services, #12 A 1
    - 2. Communications, #12 A 2
    - 3. Curry County, #12 A 3
    - 4. Foundation, #12 A 4
    - 5. Human Resources, #12 A 5
    - 6. Instructional Services, #12 A 6
    - 7. Integrated Technology Services, #12 A 7
    - 8. Student Services, #12 A 8
    - 9. Workforce Development, #12 A 9
13. ADJOURNMENT (BP 113)  
*Chair Anderson*



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

It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present. 3

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

## **STRATEGIC PLAN 2008-2011**

*Adopted by Board of Education on 04-28-08  
Revised 05-16-08, 07-16-08, 08-20-08, 09-03-08, 09-17-08*

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN**

## ***VISION STATEMENT***

*Southwestern leads and inspires lifelong learning.*

## ***MISSION STATEMENT***

*Southwestern provides quality learning opportunities.*

## ***CORE VALUES***

*Quality  
Access and Opportunity  
Teaching and Learning  
Innovative Change*

*Student Satisfaction  
Sense of Community  
Social Responsibility*

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

### Goal 1: Leadership

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Assure continued formal/informal update of College Strategic Plan that provides evidence of strategic pursuit	1.a. <i>Measure:</i> Summarize Strategic Plan goal/strategy goals in monthly Board agenda <i>Timeframe:</i> Monthly <i>Responsibility:</i> President <i>Progress:</i> Complete. Scheduled for monthly Board Agenda.	\$300 10-3102-51111
	1.b. <i>Measure:</i> Develop a strategic plan for each Department and Program/Monthly Report through 08/09 <i>Timeframe:</i> Monthly, beginning July 1, 2008 <i>Responsibility:</i> President <i>Progress:</i> <u>In progress.</u> Defined units for Strategic Plan as those reporting to President. <u>Student Services Retention Retreat initiated Student Services planning. Three-year rolling maintenance plan provides for basis for Administrative Services planning. IT Strategic Plan is in place and posted on intranet. Workforce working on development of plan. Communications Strategic Plan in development. Foundation has Strategic Plan in place and posted. Instruction working on a Strategic Plan/Master Plan throughout the year.</u>	\$200 10-3102-51111
2. Approve and distribute Master Plan	2. <i>Measure:</i> Master Plan distributed to community through forums <i>Timeframe:</i> June 30, 2009 <i>Responsibility:</i> President, Master Planning Steering Committee <i>Progress:</i> <u>In progress.</u> Timetable for Master Plan forum <u>dates for fall in progress.</u> <u>First Master Plan feedback meeting scheduled and invitations being sent.</u>	\$200 10-3101-53319

**Goal 1: Leadership Cont'd**

**Strategies**

	<b>Measure/Timeframe/Responsibility</b>	<b>Budget/Account #</b>
3. Complete Accreditation Report and Visit	<p>3. <i>Measure:</i> Submit program outcomes report to NWCCU and host successful accreditation visit  <i>Timeframe:</i> March 1, 2009  <i>Responsibility:</i> President, Institutional Researcher, Vice President of Instruction  <i>Progress:</i> <u>In progress. New program reports submitted. Program and degree outcome targets (student learning outcomes) will be finalized for accreditation steering committee; timetable for campus information implementation and posting degree outcomes targets set.</u></p>	<p>\$3,000 10-3102-53211</p>
4. Increase legislative advocacy initiatives	<p>4. <i>Measure:</i> Establish and host legislative teleconferencing at Southwestern  <i>Timeframe:</i> October 15, 2008  <i>Responsibility:</i> Board of Education, President, Communications Director  <i>Progress:</i> <u>In progress. Planning meeting held on June 6. Established timetable for initiation. Contact list under development.</u></p>	<p>\$2,000 10-3105-51111</p>
5. Fine-tune Strategic Plan to include Core Value definitions	<p>5. <i>Measure:</i> Define Core Values for College approval  <i>Timeframe:</i> March 30, 2009  <i>Responsibility:</i> President  <i>Progress:</i> <u>In progress. Core Value discussion scheduled for Board Retreat in October, followed by first Strategic Planning Workshop discussion.</u></p>	<p>\$200 10-3102-53319</p>

**2009-2010**

1. Assure continued formal and informal update of College Strategic Plan that require evidence of goal pursuit	<p>1.a. <i>Measure:</i> Summarize Strategic Plan goal/strategy goals in monthly Board agenda  <i>Timeframe:</i> Monthly  <i>Responsibility:</i> President</p> <p>1.b. <i>Measure:</i> Summarize Departmental Strategic Plan/report goals monthly from  <i>Timeframe:</i> Monthly</p>
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Adopted by Board of Education on 04-28-08

Revised 05-16-08, 07-16-08, 08-20-08, 09-03-08, 09-17-08

*Responsibility:* President

**Goal 1: Leadership Cont'd**

***Strategies***

***Measure/Timeframe/Responsibility***

***Budget/Account #***

- |  |  |  |
|--|--|--|
| 2. Assure global learning initiatives                  | 2. <i>Measure:</i> Annual plan for cultural awareness and global learning<br><i>Timeframe:</i><br><i>Responsibility:</i>   |  |
| 3. Set steering committee for full accreditation visit | 3. <i>Measure:</i> Steering committee members identified and first meetings held to solidify responsibilities and timeline for self-study<br><i>Timeframe:</i><br><i>Responsibility:</i>                     |  |
| 4. Plan for 49 <sup>th</sup> Anniversary               | 4. <i>Measure:</i> Establish 49 <sup>th</sup> Anniversary Steering Committee, submit plan for 49 <sup>th</sup> Anniversary to Board of Education for approval<br><i>Timeframe:</i><br><i>Responsibility:</i> |  |

**2010-2011**

- |  |  |  |
|--|--|--|
| 1. Plan for 50 <sup>th</sup> Anniversary               | 1. <i>Measure:</i> Establish 50 <sup>th</sup> Anniversary Steering Committee, submit plan for 50 <sup>th</sup> Anniversary to Board of Education for approval<br><i>Timeframe:</i><br><i>Responsibility:</i> |  |
| 2. Set steering committee for full accreditation visit | 2. <i>Measure:</i> Steering committee members identified and first meetings held to identify responsibilities and timeline for self-study.<br><i>Timeframe:</i><br><i>Responsibility:</i>                    |  |

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

### Goal 2: Student Access

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Increase access to reduce internal and external barriers to students	<p>1. <i>Measure:</i> Increase retention of students by 2%</p> <p><i>Timeframe:</i> June 2009</p> <p><i>Responsibility:</i> Enrollment Management Committee and Enrollment and Student Service Leadership Team</p> <p><i>Progress:</i> Student Services Retreat was held in July. Report on retention goals and strategies will be presented at October Board meeting. <u>Last three years of fall term data set as a baseline. We are currently in the process of finetuning strategies and identifying retention rates by target population.</u></p>	<p>\$15,000 10-2407</p>
2. Assess and refine the student marketing plan to include in-district, out-of-district, community education, and workforce development	<p>2. <i>Measure:</i> Increase enrollment by 2%</p> <p><i>Timeframe:</i> Complete by June 2009</p> <p><i>Responsibility:</i> Marketing Committee and Enrollment and Student Service Leadership Team</p> <p><i>Progress:</i> Five major segments of our student population have been identified for continued marketing strategy and response to student needs.</p>	<p>\$25,000 10-2404</p>
3. Assess facility usage for events	<p>3. <i>Measure:</i> Create baseline data and set goals for increase in facility usage</p> <p><i>Timeframe:</i> Complete by June 2009</p> <p><i>Responsibility:</i> Community Education and Events Director and Dean of Students</p> <p><i>Progress:</i> In progress. Continuing to establish the baseline <u>for community use of College space.</u></p>	<p>\$2,000 10-1809-51111</p>

Adopted by Board of Education on 04-28-08

Revised 05-16-08, 07-16-08, 08-20-08, 09-03-08, 09-17-08

**Goal 2: Student Access Cont'd**

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2009-2010</b>		
1. Increase diversity of Student Service staff	1. <i>Measure:</i> Add one-two people of color to staff to reflect growing student population of students of color <i>Timeframe:</i> June 2010 <i>Responsibility:</i> Managers, Human Resources	
2. Implement action plan to increase access to reduce internal and external barriers to students	2.a. <i>Measure:</i> Increase retention of students by 2% <i>Timeframe:</i> June 2010 <i>Responsibility:</i> Enrollment Management Committee and Enrollment and Student Service Leadership Team  2.b. <i>Measure:</i> One-card system for student and staff use and increase accessibility to campus services by 2% <i>Timeframe:</i> June 2010 <i>Responsibility:</i> Enrollment Management Committee and Enrollment and Student Service Leadership Team	
3. Assess and refine the student marketing plan to include in-district, out-of-district, community education and workforce development	3. <i>Measure:</i> Increase enrollment by 2% <i>Timeframe:</i> June 2010 <i>Responsibility:</i> Student Enrollment Committee and Marketing Committee	
4. Increase facility usage for events	4. <i>Measure:</i> Increase facility usage by 3% <i>Timeframe:</i> June 2010 <i>Responsibility:</i> Community Education and Events Director and Dean of Students	

**Goal 2: Student Access Cont'd**  
*Strategies*

*Measure/Timeframe/Responsibility*

*Budget/Account #*

**2010-2011**

- |  |  |
|--|--|
| <p>1. Implement action plan to increase access to reduce internal and external barriers to students</p> <p>2. Assess and refine the student marketing plan to include in district, out of district, community education, and workforce development</p> | <p>1. <i>Measure:</i> Increase retention of students by 2%<br/> <i>Timeframe:</i> June 2011<br/> <i>Responsibility:</i> Enrollment Management Committee and Enrollment and Student Service Leadership Team</p> <p>2. <i>Measure:</i> Increase enrollment by 2%<br/> <i>Timeframe:</i> June 2011<br/> <i>Responsibility:</i> Student Enrollment Committee and Marketing Committee</p> |
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**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
STRATEGIC PLAN**

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

**Goal 3: Educational Programs and Experiences**

<i>Strategies</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Publish student program outcomes on website	<p>1. <i>Measure:</i> Identify student outcomes by program and post first year outcomes on college website  <i>Timeframe:</i> November 30, 2008  <i>Responsibility:</i> Vice President of Instruction and Deans, Institutional Researcher, Instructional Council, Faculty, and Information Technology  <i>Progress:</i> <u>In progress.</u> Student learning outcomes are being identified and fall deadline for web publication has been set. Inservice session <u>outlined</u> student learning outcomes progress <u>targets for publication.</u></p>	<p>\$12,000 10-2101-51111</p> <p>\$1,000 10-3116-51521</p>
2. Add one new program to college instructional opportunities	<p>2. <i>Measure:</i> One new program is submitted to CCWD and announced to the Board of Education  <i>Timeframe:</i> June 30, 2009  <i>Responsibility:</i> Vice President of Instruction, Deans, Faculty, and Instructional Council  <i>Progress:</i> <u>In progress.</u> EMT/Paramedic program has been <u>submitted and approved</u> by State Board of Education. <u>Phlebotomy approved by Board of Education</u> and submitted to State for October Board consideration.</p>	<p>\$2,000 10-2101-51111</p>

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

**Strategies**

- 3. Utilize community based education to expand career opportunities in response to emerging needs

**Measure/Timeframe/Responsibility**

- 3. *Measure:* Process for responding to emerging community educational needs established and presented to Instructional Council; one emerging need identified and proposed for program action

*Timeframe:* June 30, 2009

*Responsibility:* Vice President of Instruction, Deans, Faculty, Instructional Council, and Workforce Development

*Progress:* In progress. Natural Resources survey course requested by Coquille Tribe scheduled for initiation fall term. College level Spanish I scheduled at Coast Guard request for fall '08. Contact advisory group complete for transportation and manufacturing. Continued response to transportation and manufacturing needs through Clusters initiative. Truck Driver Training, CNA II, and electrical apprenticeship approval process in progress as a result of advisory committee requests. Bay Cities Ambulance support for EMT/Paramedic instruction initiated new program this fall.

**Budget/Account #**

\$45,000

10-2101-51111

**2009-2010**

- 1. Publish new teaching and learning initiatives resulting from program review
- 2. Add one new program to college instructional opportunities

- 1. *Measure:* Teaching and learning initiatives prompted by student program outcome data are identified, implemented and posted on website

*Timeframe:* June 30, 2009

*Responsibility:* Vice President, Institutional Researcher, Instructional Council, and Faculty

- 2. *Measure:* One new program is submitted to CCWD and announced to the Board of Education

*Timeframe:* Programs, study options, and articulations adopted by January to add in next catalog

*Responsibility:* Faculty, Instructional Directors, Pathway Coordinator and Instructional Council

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

**Strategies**

- 3. Utilize community based education to expand career opportunities in response to emerging needs

**Measure/Timeframe/Responsibility**

- 3. *Measure:* Process for responding to emerging community educational needs established and presented to Instructional Council; one emerging need identified and proposed for program action  
*Timeframe:* June 30, 2010  
*Responsibility:* Vice President, Dean, Faculty and Instructional Council

**Budget/Account #**

**2010-2011**

- 1. Evaluate published student program outcomes for new teaching and learning initiatives

- 1. *Measure:* Instructional Office works with instructional leaders and Information Technology to identify student outcomes by program, post outcomes on college website and initiate new teaching and learning initiatives  
*Timeframe:* November 30, 2010  
*Responsibility:* Vice President, Instruction/St. Services, Instructional Researcher, Instructional Council, Faculty, and Information Technology

- 2. Add one new program to college instructional opportunities

- 2. *Measure:* One new program is submitted to CCWD and announced to the Board of Education.  
*Timeframe:* June 30, 2011  
*Responsibility:* Vice President, Dean, Faculty, and Instructional Council

- 3. Utilize community based education to expand career opportunities in response to emerging needs

- 3. *Measure:* Process for responding to emerging community educational needs established and presented to Instructional Council; one emerging need identified and proposed for program action  
*Timeframe:* June 30, 2011  
*Responsibility:* Vice President, Dean, Faculty and Instructional Council

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

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

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Aggressively pursue all sources of revenue	<p>1. <i>Measure:</i> Increase special projects and alternative resources by revenue 5%</p> <p><i>Timeframe:</i> June 2009</p> <p><i>Responsibility:</i> Vice President of Administrative Services, <u>Director of Resource Development</u></p> <p><i>Progress:</i> <u>In progress. Submitted Coquille and Meyer Memorial requests for Curry Campus support. Meyer Memorial visit scheduled. AACC grant for workforce and economic development submitted, Statewide Suicide Prevention grant received.</u></p>	<p>\$10,000 10-3107-51521</p>
2. Initiate renovation, repair and construction for Master Plan	<p>2. <i>Measure:</i> Begin construction of Curry campus</p> <p><i>Timeframe:</i> December 31, 2008</p> <p><i>Responsibility:</i> President and Curry Campus Dean</p> <p><i>Progress:</i> <u>In progress. Detailed Development Plan (DDP) approved by Brookings City Planning Commission on September 2. College awaiting appeal process for next steps. Borax contacted for land transfer, per contract with Borax.</u></p>	<p>\$4,600,000 10-3302</p>

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

<b>Strategy</b>	<b>Measure/Timeframe/Responsibility</b>	<b>Budget/Account #</b>
3. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	3.a. <i>Measure:</i> Increase technology rich classrooms by <u>eight</u> <i>Timeframe:</i> October 2008 <i>Responsibility:</i> Media Services / Title III <i>Progress:</i> <u>In progress.</u> Title III funding for three new classrooms finished by October. Recreation Center and Curry Campus received classroom media technologies. <u>October 1, 2007 – September 30, 2008.</u> <u>Additional classrooms being upgraded for new fiscal year. Bay Cities Ambulance equipped multi-media classroom for new year.</u>	\$38,833 25-6711
	3.b. <i>Measure:</i> Purchase and install Storage Attached Network for server, workstation, student backups, and portal documents <i>Timeframe:</i> December 2008 <i>Responsibility:</i> ITS / Title III <i>Progress:</i> In progress. <u>Board resolution approved at September Board meeting.</u>	\$85,000 10-3117-53172/ 25-6711

**2009-2010**

1. Aggressively pursue all sources of revenue	1. <i>Measure:</i> Increase special projects and alternative resources by revenue 5% <i>Timeframe:</i> June 2010 <i>Responsibility:</i> LRD
2. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	2.a. <i>Measure:</i> Implement Learning Management System or One Card System <i>Timeframe:</i> October 2009-June 2010 <i>Responsibility:</i> Student Services/Title III
	2.b. <i>Measure:</i> Increase technology rich classrooms by four <i>Timeframe:</i> October 2010 <i>Responsibility:</i> Media Services / Title III

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

<b>Strategy</b>	<b>Measure/Timeframe/Responsibility</b>	<b>Budget/Account #</b>
3. Continue renovation, repair and construction for Master Plan	3.a. <i>Measure:</i> Relocate and demo Maintenance, B-2, B3, and greenhouse <i>Timeframe:</i> 2009-2010 <i>Responsibility:</i> Leadership	
	3.b. <i>Measure:</i> Empire Hall noise abatement <i>Timeframe:</i> 2009-2010 <i>Responsibility:</i> Leadership	
	3.c. <i>Measure:</i> New entry road and underground utilities <i>Timeframe:</i> 2009-2010 <i>Responsibility:</i> Leadership	
	3.d. <i>Measure:</i> Health and Science Technology Building <i>Timeframe:</i> 2009-2010 <i>Responsibility:</i> Leadership	
	3.e. <i>Measure:</i> Walkway improvement <i>Timeframe:</i> 2009-2010 <i>Responsibility:</i> Leadership	
	3.f. <i>Measure:</i> Curry SOCC campus <i>Timeframe:</i> 2009-2012 <i>Responsibility:</i> Leadership	

**2010-2011**

1. Aggressively pursue all sources of revenue	1. <i>Measure:</i> Increase special projects and alternative resources by revenue 5% <i>Timeframe:</i> June 2011 <i>Responsibility:</i> LRD	
2. Enhance campus inventory and use of state of the art technology to improve student learning and campus productivity	2. <i>Measure:</i> Purchase and install new Colleague server <i>Timeframe:</i> August 2010 <i>Responsibility:</i> ITS	

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

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
3. Continue renovation, repair and construction for Master Plan	3.a. <i>Measure:</i> Curry SOCC campus <i>Timeframe:</i> 2010-2012 <i>Responsibility:</i> Leadership	
	3.b. <i>Measure:</i> Randolph Hall remodel <i>Timeframe:</i> 2010-2011 <i>Responsibility:</i> Leadership	
	3.c. <i>Measure:</i> Sitkum Hall remodel <i>Timeframe:</i> 2010-2011 <i>Responsibility:</i> Leadership	
	3.d. <i>Measure:</i> North road exit <i>Timeframe:</i> 2010-2011 <i>Responsibility:</i> Leadership	

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

### Goal 5: Employees

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Leveraging technology to maximize personal and professional development opportunities, streamline administrative processes, enhance and capture access to information	1.a. <i>Measure:</i> Electronic search process <i>Timeframe:</i> February 2009 <i>Responsibility:</i> Human Resources and Integrated Technology Services <i>Progress:</i> <u>In progress.</u> Software yet to be identified.	\$30,000 10-3205-57307
	1.b. <i>Measure:</i> Implement new online Performance Processes Evaluation that includes career planning and mentoring. <i>Timeframe:</i> September 30, 2009 <i>Responsibility:</i> Human Resources and Integrated Technology Services <i>Progress:</i> In progress. New evaluation process piloted last year.	\$5,000 10-3205-57307
<b>2009-2010</b>		
1. Development employee satisfaction survey and pilot by spring term	1. <i>Measure:</i> Evaluate quality of work life to assure positive employee outcomes <i>Timeframe:</i> Spring term 2009 <i>Responsibility:</i> Human Resources	
<b>2010-2011</b>		
1. Create new employee video for consistent orientation	1. <i>Measure:</i> Ensure that video meets employee, student and community needs <i>Timeframe:</i> September 2010 <i>Responsibility:</i> Human Resources and Communication	

## SOUTHWESTERN OREGON COMMUNITY COLLEGE STRATEGIC PLAN

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

### Goal 6: Collaborative Relationships

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2008-2009</b>		
1. Increase community citizen information access to college information and college access to community need	<p>1. <i>Measure:</i> Pilot community feedback instrument  <i>Timeframe:</i> December 31, 2008  <i>Responsibility:</i> President, Information Technology, Communications, Foundation Executive Director  <i>Progress:</i> <u>In progress. Initial Fall Master Planning focus groups scheduled for October 10 and 13, 2008. Community feedback instrument to be distributed at focus groups.</u></p>	<p>\$3,500 10-3105</p>
2. Initiate fund/friend-raising for Capital Curry Campus and Health and Sciences Technology Building needs	<p>2. <i>Measure:</i> Progress of Capital initiatives for Curry Campus and Health and Sciences Technology Buildings reported to Board of Education  <i>Timeframe:</i> Monthly beginning in September 2008  <i>Responsibility:</i> President, Foundation Executive Director, Director of Resource Development, Curry Campus Dean  <i>Progress:</i> <u>In progress. Monthly report added to Board Agenda. The Capital Campaign consultant was on campus in September 2008 to initiate a comprehensive readiness assessment.</u></p>	<p>\$50,000 Foundation</p>
3. Develop community partnerships in response to emerging economic/workforce needs	<p>3. <i>Measure:</i> Annual Advisory Committee Dinner initiated  <i>Timeframe:</i> December 31, 2008  <i>Responsibility:</i> President's Cabinet, Foundation Executive Director, Workforce Development, Community Education Coordinator, Faculty  <i>Progress:</i> <u>In progress. Advisory committee members being identified college-wide. Date for annual dinner to be identified. Additional collaborative relationships identified for appreciation: Chambers of Commerce and Economic Development, Economic Outlook Forum team planning, Peace Health, Bay Area Hospital, Curry General. Cluster Grant advisory group established.</u></p>	<p>\$5,000 10-3101</p>

Adopted by Board of Education on 04-28-08

Revised 05-16-08, 07-16-08, 08-20-08, 09-03-08, 09-17-08

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

<i>Strategy</i>	<i>Measure/Timeframe/Responsibility</i>	<i>Budget/Account #</i>
<b>2009-2010</b>		
1. Initiate Capital Campaigns in response to needs identified for Curry Campus and Health and Sciences Technology Buildings	1. <i>Measure:</i> Timetable and personnel for Capital Campaigns presented to Board of Education for participation in key events <i>Timeframe:</i> June 30. November and June Board meeting reports of progress <i>Responsibility:</i> Foundation Executive Director, President	
2. Initiate annual community feedback process	2. <i>Measure:</i> Community feedback instrument chosen and distributed. Report of community information and recommendations presented to Board of Education <i>Timeframe:</i> December 30, 2009 <i>Responsibility:</i> Communications Director; President's Cabinet	
3. Develop community partnerships in response to emerging economic/workforce needs	3. <i>Measure:</i> Annual meeting for Community partnership, advisory boards and initiatives with each held and published on website <i>Timeframe:</i> <i>Responsibility:</i> Vice President of Instruction, Executive Director of Workforce Development, Director of Information Technology	
<b>2010-2011</b>		
1. Develop community partnerships in response to emerging economic/workforce needs	1. <i>Measure:</i> Community partnerships and resulting programs reported at January and June Board meetings <i>Timeframe:</i> June 30, 2011 <i>Responsibility:</i> Vice President of Instruction, Executive Director of Workforce Development	
2. Initiate new Fire Science facilities	2. <i>Measure:</i> Location, programming and staff identified for expanded Fire Science <i>Timeframe:</i> December 31, 2010 <i>Responsibility:</i> President, Vice President of Instruction, Director of Fire Science	

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

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

	CURRENT MONTH	ACTUAL YEAR TO DATE	ADJUSTED BUDGET	Variance Favorable (Unfavorable)	ACTUAL YTD % of BUDGET	1 YEAR PREVIOUS YTD %
<b>FUND BALANCE (JULY 1, 2008)</b>		839,300	800,000	39,300	104.9%	100.9%
<b><u>REVENUES:</u></b>						
State Support	2,217,270	2,217,270	8,574,725	(6,357,455)	25.9%	0.0%
Federal Support	1,986	1,986	41,500	(39,514)	4.8%	0.0%
Local Support (Taxes)	39,345	39,345	4,604,483	(4,565,138)	0.9%	0.0%
Tuition & Fees (Net of Waivers)	367,242	1,478,550	3,289,734	(1,811,184)	44.9%	43.7%
Interest Earnings	3,330	6,495	130,000	(123,505)	5.0%	5.6%
Other Income	(134)	20,441	1,128,727	(1,108,286)	1.8%	0.3%
Transfers In	0	0	0	0	0.0%	0.0%
<b>TOTAL REVENUES</b>	<b>2,629,039</b>	<b>3,764,087</b>	<b>17,769,169</b>	<b>(14,005,082)</b>	<b>21.2%</b>	<b>6.0%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>4,603,388</b>	<b>18,569,169</b>	<b>(13,965,781)</b>	<b>24.8%</b>	<b>10.3%</b>
<b><u>EXPENDITURES:</u></b>						
Personnel Services & Benefits	727,805	1,732,956	13,192,818	11,459,862	13.1%	6.1%
Materials & Services (Net of Waivers)	342,493	435,660	4,049,963	3,614,303	10.8%	11.2%
Capital Outlay	0	0	44,400	44,400	0.0%	0.0%
Transfers Out	0	0	0	0	0.0%	0.0%
Contingency			481,988	481,988	0.0%	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,070,298</b>	<b>2,168,616</b>	<b>17,769,169</b>	<b>15,600,553</b>	<b>12.2%</b>	<b>7.0%</b>
<b>FUND BALANCE End of Month</b>		<b>2,434,771</b>	<b>800,000</b>	<b>1,634,771</b>		

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

9/29/2008

	General Fund	Auxiliary Fund	Financial Aid Fund	Special Projects Fund	Insurance Reserve Fund	Plant Fund	Debt Service Fund	Internal Service Fund	Enterprise Fund	Trust and Agency Fund	TOTALS
<b>** ASSETS **</b>											
Cash and Investments	(159,948.30)	0.00	(111,796.14)	117,961.76	425,662.57	836,166.00	195,123.41	(36,606.15)	141,136.16	129,567.05	1,537,266.36
Accounts Receivable	3,069,225.38	0.00	55,662.39	143,595.41	0.00	22,501.30	0.00	0.00	25,846.42	0.00	3,316,830.90
Prepaid Expenses	37,080.00	0.00	0.00	0.00	0.00	0.00	3,800.00	0.00	193,584.52	0.00	234,464.52
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161,113.62	0.00	161,113.62
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,260,702.03	0.00	16,260,702.03
Interfund Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>2,946,357.08</u>	<u>0.00</u>	<u>(56,133.75)</u>	<u>261,557.17</u>	<u>425,662.57</u>	<u>858,667.30</u>	<u>198,923.41</u>	<u>(36,606.15)</u>	<u>16,782,382.75</u>	<u>129,567.05</u>	<u>21,510,377.43</u>
<b>** LIABILITIES AND FUND BALANCE **</b>											
Liabilities:											
A/P Payroll/Withholdings	401,829.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401,829.97
Accounts Payable	111,665.70	0.00	3,321.17	0.00	0.00	0.00	0.00	7,971.41	45,218.86	0.00	168,177.14
Deposits Held in Custody	4,353.72	0.00	(9,295.38)	0.00	0.00	0.00	0.00	0.00	142,461.99	0.00	137,520.33
Deferred Revenue	(318.00)	0.00	0.00	13,792.00	0.00	0.00	0.00	0.00	12,750.00	0.00	26,224.00
Bonds/Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,275,449.94	0.00	16,275,449.94
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>517,531.39</u>	<u>0.00</u>	<u>(5,974.21)</u>	<u>13,792.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,971.41</u>	<u>16,475,880.79</u>	<u>0.00</u>	<u>17,009,201.38</u>
Fund Balance	2,434,771.42	0.00	(50,159.54)	247,765.17	425,662.57	858,667.30	198,923.41	(44,577.56)	306,501.96	129,567.05	4,507,121.78
Total Liabilities and Fund Balance	<u>2,952,302.81</u>	<u>0.00</u>	<u>(56,133.75)</u>	<u>261,557.17</u>	<u>425,662.57</u>	<u>858,667.30</u>	<u>198,923.41</u>	<u>(36,606.15)</u>	<u>16,782,382.75</u>	<u>129,567.05</u>	<u>21,516,323.16</u>
<b>Revenues:</b>											
State Support	2,217,269.93	0.00	1,000.00	21,569.31	0.00	0.00	0.00	0.00	0.00	0.00	2,239,839.24
Federal Support	1,986.13	0.00	18,485.70	208,313.56	0.00	0.00	0.00	0.00	0.00	0.00	228,785.39
Local Support (prop. tax)	39,345.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,345.14
Tuition and Fees (Net)	1,478,549.74	0.00	0.00	52,941.98	0.00	0.00	0.00	0.00	392,522.26	18,872.00	1,942,885.98
Other Income	26,936.39	0.00	0.58	23,415.38	1,185.73	0.00	235,199.36	39,348.46	983,389.65	9,544.14	1,319,019.69
Transfer from other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	<u>3,764,087.33</u>	<u>0.00</u>	<u>19,486.28</u>	<u>306,240.23</u>	<u>1,185.73</u>	<u>0.00</u>	<u>235,199.36</u>	<u>39,348.46</u>	<u>1,375,911.91</u>	<u>28,416.14</u>	<u>5,769,875.44</u>
<b>Expenditures:</b>											
Personnel Services & Benefits	1,732,955.77	0.00	963.94	519,030.34	8,199.98	0.00	0.00	34,009.03	266,724.89	0.00	2,561,883.95
Materials and Services	435,660.36	0.00	72,153.45	131,007.40	92.00	13,442.00	0.00	41,095.28	119,172.60	5,478.04	818,101.13
Capital Outlay	0.00	0.00	0.00	0.00	0.00	22,188.00	0.00	0.00	0.00	0.00	22,188.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	40,075.95	6,219.99	1,047.00	0.00	47,342.94
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	<u>2,168,616.13</u>	<u>0.00</u>	<u>73,117.39</u>	<u>650,037.74</u>	<u>8,291.98</u>	<u>35,630.00</u>	<u>40,075.95</u>	<u>81,324.30</u>	<u>386,944.49</u>	<u>5,478.04</u>	<u>3,449,516.02</u>
Revenues Over(Under) Exp.	1,595,471.20	0.00	(53,631.11)	(343,797.51)	(7,106.25)	(35,630.00)	195,123.41	(41,975.84)	988,967.42	22,938.10	2,320,359.42
Beginning Fund Balance	<b>839,300.22</b>	<b>0.00</b>	<b>3,471.57</b>	<b>591,562.68</b>	<b>432,768.82</b>	<b>894,297.30</b>	<b>3,800.00</b>	<b>(2,601.72)</b>	<b>(682,465.46)</b>	<b>106,628.95</b>	<b>2,186,762.36</b>
Ending Fund Balance	<u>2,434,771.42</u>	<u>0.00</u>	<u>(50,159.54)</u>	<u>247,765.17</u>	<u>425,662.57</u>	<u>858,667.30</u>	<u>198,923.41</u>	<u>(44,577.56)</u>	<u>306,501.96</u>	<u>129,567.05</u>	<u>4,507,121.78</u>

Exhibit # 7 A 1  
Date October 4, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 3, 2008**

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

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

**Staff**

Judith Hansen (President)

**Guests**

Dori Brattain	Meg Kieran
Rick Elliott	Kathy Peck
Roger Gould	Alexander Rich
Mike Holland	

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 2:00 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

**DISCUSSION** Members of the Board of Education met in under ORS 192.660 (2) (i) to evaluate the performance of the President. No action was taken by the Board during the Executive Session.

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 3:25 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M. L. Hansen, Clerk

David Bridgham, Recorder

Exhibit # 7 A 2  
Date October 4, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 8, 2008**

**ATTENDANCE**

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

Lonny Anderson (Board Chair) Deb Nicholls (Recording Secretary)  
Harry Abel  
David Bridgham  
Rick Howell (via conf ph)  
Marcia Jensen  
Cherie Mitchell  
Carol Oelke

**Staff/Ex-Officios**

Judith Hansen (President) Rick Osborn  
Hannah Abraham-Shea Janet Pretti  
Tim Dailey Brenda Rogers  
Ray Daniels Diana Schab  
Kat Flores Patty Scott  
Carole Howland Barbara Shreckengost  
Linda Kridelbaugh John Speasl  
Bruce Locker Jeff Whitey  
Valerie Martinez Jason Wood  
Sheldon Meyer  
Ron Olson

**Guests**

Sarah Recken Rob Wall  
Karen Wall

**CALL TO ORDER**

Chair Anderson called the meeting to order at 3:05 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

**AUDITOR  
WORKSHOP**

**AUDITOR WORKSHOP**

College Auditors, Rob and Karen Wall briefed the Board on the audit process, stating that they look at key areas that have inherent high risk factors (e.g., cash handling). In reviewing areas of inherent risk, control risk and design of controls areas are checked to see if the controls are effective and efficient, maintained, and being complied with. They test codification and classification on the revenue to make sure that they are in the right category. They also review misclassification and coding with the audit client. If areas of concern are found, the auditors adjust their audit examinations to enhance those areas accordingly.

Recommendations can be given verbally to the proper level of management and/or followed up with written communication. However, if the auditor does not feel that the information is being passed onto the governing body, the auditors may follow-up with them. A management letter was not sent last year, the report was given verbally. However, new rules are in effect this year that require that recommendations be given in writing to the governing body. After suggestions are provided, it is the Board's responsibility to make sure that the recommendations are followed up on. Management letters are primarily for recommendations on areas needing improvements; generally on procedures or policies and controls. The auditor's main focus is to issue an opinion on whether the entity is in compliance.

Copies of the June 30, 2006 meeting notes with management, September 29, 2006 management letter, and November 15, 2007 meeting notes with management were distributed.

Discussion of the late payment from the state occurred. It was noted that the last payment of the last year of the biennium is paid in the next fiscal year.

It was noted that Financial Aid is audited each year and anytime a new program is added it is audited as well. The auditors also assess grants that the Business Office considers high risk.

Discussion occurred on a quarterly review and report and monthly financial statements and the auditors clarified what Other Income was made up of. They noted that in the audit report it was income other than operating.

Wall explained that Contingency was a budget category that could not be spent out of, but that funds could be transferred from Contingency to other areas and that the amount left in Contingency along with the Ending Fund Balance represents the true carry over amount. By Board approval, money can be transferred out of Contingency to other line items, but the money should remain within the same fund (e.g. General Fund or Enterprise). General Fund Contingency should not be transferred to Enterprise accounts, etc.

Hansen noted that at the end of the year the College's balance was the difference of what was actually received, less the expenditures, plus the beginning balance.

**ADJOURNMENT**

Chair Anderson adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M.L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 7 A 3  
Date October 4, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 8, 2008**

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

Lonny Anderson (Board Chair)                      Deb Nicholls (Recording Secretary)  
Harry Abel  
David Bridgham  
Rick Howell (via conf. Phone)  
Marcia Jensen  
Cherie Mitchell  
Carol Oelke

**Staff**

Judith Hansen (President)                      Rick Osborn  
Kat Flores    Jason Wood  
Carole Howland  
Sheldon Meyer

**Guests**

Roger Gould    Alexander Rich

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 5:05 p.m. The meeting was held in Tioga Hall, Room 505 at the Southwestern Oregon Community College Coos Bay campus at 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

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

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 5:17 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M. L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 7 A 4  
Date October 4, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 8, 2008**

**ATTENDANCE**

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

Lonny Anderson (Board Chair)                      Deb Nicholls (Recording Secretary)  
Harry Abel David Bridgham  
Rick Howell (via conf. ph.)  
Marcia Jensen  
Cherie Mitchell  
Carol Oelke

**Staff/Ex-Officios**

Judith Hansen (President)                      Trevor Hoppe  
Hannah Abraham-Shea                      Carole Howland  
Sandi Arbuckle                      Drew Jones  
Dean Ball                      Jeremy Jones  
Ron Bell                      Bob King  
Tom Bennett                      Julie Kremers  
John Berman                      Bernadette Kapocias  
Shana Brazil                      Frances Karroll  
Daniel Brouse                      Linda Kridelbaugh  
Kate Bruner                      Shawn Liggett  
Robin Bunnell                      Mary Loiselle  
Carolyn Byrd                      Lori Lund-Baldovinos  
Wayne Chandler                      Dione Lutz  
Dede Clements                      Anna Marca  
Anthony Collins                      Valerie Martinez  
Megan Corriea                      Renee Menkens  
Tim Dailey                      Sheldon Meyer  
Dora Daniels                      Barbara Miles  
Ray Daniels                      Eleanor Montagna  
Bill Dean                      Tom Nicholls  
Kim Draper                      Monty O'Dell  
Karl Easttorp                      Ron Olson  
Daniel Esposito                      Rick Osborn  
Jan Farnsworth                      Terry Paiva  
Mary Jane Fisher                      Makayla Pedey  
Kat Flores                      Dallas Petenbrink  
Buz Fourmet                      Sarah Recken  
James Fritz                      Kari Robison  
Monie Frost                      Diana Schab  
Julia Hancock                      Patty Scott  
Karen Helland                      Barbara Shreckengost  
Mike Herbert                      Marie Simonds  
Catherine Hockman                      Avena Singh

Sharon Smith  
Arlene Soto  
Leigh Stiles  
Jo Sullivan  
Jennie Tobiska McMillen

Susan Walker  
Butch Weston  
Jeff Whitey  
Adam Whitlatch  
Chris Williamson

### Guests

Mike Gaudette  
Roger Gould  
Carol Moore

Sarah Recken  
Alexander Rich

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

**AGENDA CHANGES** Audit Committee was added to New Business.

### **STUDENT REPORT**

#### **ASSOCIATED STUDENT GOVERNMENT**

Drew Jones, ASG President, reported on state wide student issues being discussed.

### **BOARD REPORTS/ INFORMATION**

#### **IMPORTANT DATES/ITEMS**

Discussion occurred on the following important dates:

- 10/03-05/08, Board Retreat
- 10/29/08-11/01/08, ACCT Annual Leadership Congress
- 11/21-23/08, OCCA Convention
- 11/23/08, Executive Session
- 11/23/08, Regular Session

#### **BOARD MEETING DATES**

##### **2008-09, Exhibit #5 B 1 and 2009-10, Exhibit #5 B 2**

Copies of the meeting dates were included in the meeting materials. Discussion occurred. Master planning feedback meetings in the community were mentioned (October 7 and 10).

*M09/08-1*

Marcia Jensen's motion to *approve the meeting dates, as presented*, was seconded by Carol Oelke. Upon call for the vote, the **MOTION PASSED** unanimously.

#### **BOARD OPERATIONS**

##### **Board Policy Review**

College Attorney, Roger Gould reported that the College had received a contract from OSBA for policy review services for \$6,850. This amount does not include travel expenses. The Board will meet with the OSBA representatives at least eight times during the process, resulting in a new set of policies to be adopted by the Board in the future. The anticipated completion date is September '09.

Gould to coordinate the meetings of the Board Committee (Howell, Abel and Jensen).

*M09/08-2*

Chair Anderson's motion to *enter into contract with OSBA for policy review services for \$6,850* was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

### **Facilitation Team Update**

Chair Anderson distributed a letter from Kevin McCann, OSBA Executive Director, regarding the consulting project; an email from Dori Brattain, OSBA, regarding the list of requested documents; and Anderson's general announcement dated July 30, 2008 to campus regarding the facilitation process. Anderson updated those in attendance on the process.

Discussion occurred on the project and why the documents requested were not collected during the facilitation team process. Anderson stated he felt that it was convoluted to collect the documents at the same time that the attorney was working with OSBA on College policy review services. Chair Anderson stated that a partial report had been received from the Facilitation Team. Gould added that OSBA had requested additional time to gather the necessary documents in order to support the recommendations. It was noted that Dori Brattain, OSBA, was the project leader.

The three employee group representatives, Tim Dailey (faculty), Tom Nicholls (exempt) and Wayne Chandler (classified) requested permission to address the Board. Chair Anderson agreed to allow the three to address the Board stating that he valued the Southwestern employees, held everyone in very high esteem, and expected them to be respectful. The three inquired as to when they had not been respectful. No response was provided. Dailey added that they were asked by the employee groups they represent to speak to the Board on the issue. He noted that it was disconcerting and demeaning to learn about the Board's decision the following day on the radio and in the paper, adding that at no time were the employees notified that it was a dual investigative process. The understanding was that after Mike Holland's report was received the information would be shared. Concern was expressed about the second phase of the process not being shared at an earlier time since the Board knew that the additional documents were needed and would be provided after the interviews were held. Dailey stated that information could have been conveyed last Wednesday afternoon, which would have solved a lot of the questions about what was "incomplete" about the report.

College Attorney, Roger Gould stated that the Board was surprised at what it heard during the session that the facilitation group was doing and the fact that there was going to be another person/group involved.

Chandler added that the employees were not asking for the Board's decision, just for the report that they currently had.

Nicholls explained that based on the information that Chair Anderson shared and Dr. Hansen's desire that the process be open and transparent, the employee groups respectfully requested that the narrative not be shared, but that the recommendations be made public at this time. He continued by referencing a letter that was read aloud and presented to the Board.

Dailey stated that various members of the employee groups would like the Board to reconsider the Board Retreat location so that individuals can attend the meeting. Nicholls questioned whether the Retreat was the best use of money at this time given the financial situation that the College was in. He reiterated Dailey's request to change the Retreat location, asking if it could be held on campus. However, he stressed the importance of the Board meeting in Curry County at another time during the year.

Chair Anderson stated that the report that the Board received was a confidential report and was not something that he expected to come back as confidential, but because of the sensitive materials in the report it was considered such. Gould added that a final report would be generated by Dori Brattain and her OSBA staff after the document review process was completed.

Rick Howell noted that the preliminary report would be part of the final report due out when OSBA finishes the document review as OSBA was trying to gather all of the information before they drew a conclusion.

Chair Anderson stated that there the final recommendations would be included in the final report. He apologized to the College staff for not updating them after the last special Board meeting and noted that the staff would receive an update after the Board received the final report.

## **BOARD RETREAT**

Discussion occurred on the location of the Retreat.

*M09/08-3*

Marcia Jensen's motion to *change the Retreat location to Coos Bay* was seconded by David Bridgham. Discussion occurred on a future meeting being held in Curry County resulting in a happy amendment for the *April 27, 2009 Board meeting to be held in Brookings*. Upon call for the vote, the **MOTION PASSED**, with Mitchell in opposition.

Chair Anderson noted that he was working on potential agenda items for the Retreat. Discussion occurred on the following suggestions:

- First meeting with OSBA\* on Board Policy Review (Saturday)
- Clarify Southwestern Core Values
- Marketing the College (Friday afternoon)
- Distance Learning
- Fundraising

\*Gould to contact OSBA to schedule their involvement in the Retreat.

## **OCCA REPORT**

### **New Market Tax Credits**

Mitchell briefed the Board on the New Market Tax Credits information shared previously with Board members and Howell explained some of the restrictions.

## **COLLEGE REPORTS INSTITUTIONAL PERFORMANCE MEASURES**

Copies of the Outcomes Assessment were distributed and Valerie Martinez, Vice President of Instruction, and Robin Bunnell, Institutional Researcher, presented.

## **OREGON COMMUNITY COLLEGE DATA**

Copies of the Community Colleges in Service to the State presentation were distributed and Hansen presented. She noted that the recommendations were:

- Responding to Workforce Needs in Fields Where Demand Exceeds Supply
- Enhancing College Participation, Especially Among Historically Underserved Populations
- Aligning Community College Programs with Development of Workplace Skills
  - More Certificate Programs
  - Work Readiness Certificates (Instead of GED)
  - More Emphasis on Adult Literacy and ESL

## **NEW CURRY CAMPUS**

Jason Woods, Curry County Dean, reported that the Detailed Development Plan (DDP) was unanimously approved at the Brookings City Planning Commission meeting. The College will be contacting Borax to transfer the deed for the land and will move forward with the building permits. It was mentioned that Suzanne Wash, Grants Office, had been busy submitting grant applications to assist with revenue for the new campus. He added that Crow/Clay did a tremendous job and thanked the City of Brookings and their staff (City Manager and Diane Morris) for helping the College walk through the expectations of the Planning Commission. Gould, Woods, Mitchell and Hansen were all commended for their efforts.

## STRATEGIC PLAN UPDATE

Copies of the revised 2008-2011 Strategic Plan with progress as of August 20, 2008 were distributed. Hansen briefed the Board on the revised Plan.

## FINANCIAL REPORT, Exhibit #12 A 1

Copies of the financial reports were included in the meeting materials. Leigh Stiles briefed the Board on the reports. Board members questioned where the Curry County campus reserve was found in the all funds balance sheet. Ron Olson explained that the \$1.6 million was in a Plant Fund account, but that other Plant Funds were in deficit and as funds come in the amount may be replenished.

Hansen explained that the College had known that the balance that was needed to match the legislative amount was partly not where it needed to be. However, she promised that the match existed for the Curry Campus.

Deb Nicholls was asked to compile balance sheets for the past 10 years. This topic will be put on the October meeting agenda.

Bridgham expressed concern with using funds out of the Plant Fund that were essentially Curry money to hold the College over the first month or two of the fiscal year. Mitchell stated that when the Curry money was found it should be placed in an interest bearing account and then the interest should go to Curry County.

Stiles explained that the previously approved line of credit was paid back as soon as the state funds were received and that the cost of the loan was approximately \$6,000.

Board members inquired as to the exact amount borrowed and the rate. That information was not readily available during the meeting.

## CONSENT AGENDA

## MINUTES, Exhibits #7 A 1, and 2

Abel inquired if grants could be tracked back to a particular item in the budget. Hansen noted that after expenditures were approved then they could be tracked in the budget. Olson added that every grant or contract has its own special unit in Special Projects. It was noted that if the College knows far enough in advance that it will be receiving funds it will match up and budget capacity built in. If not, it may not be listed in the budget document.

Linda Kridelbaugh stated that the payment from the State was not a month and half late according to the Department of Community Colleges and Workforce Development (CCWD) noting that the statements made during the July 28, 2008 Board meeting as such were not correct as the money was received as scheduled and for the correct amount.

Discussion occurred on the July 28, 2008 Board minutes and the statement that the payment from the State was made in error. It was noted that the minutes contained two areas in which such reference was made (New Business, August Payroll Line of Credit and Ex-Officio Reports, August Payroll Line of Credit Discussion Continued). Nicholls to add the following statement to the minutes.

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

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

M09/08-4

David Bridgham's motion to *approve the Consent Agenda, as amended, revising the July 28, 2008 minutes to reflect that the August 15 payment on was schedule*, was seconded by Marcia Jensen. Upon call for the vote, the **MOTION PASSED** unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District reviewed and approved the executive session and regular meeting minutes dated July 28, 2008.

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

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

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

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

#### **OLD BUSINESS**

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

Hansen reported that they still had not met with the City, but were trying to do so before the end of the week. Abel expressed concern regarding the process taking so long and also with Gould negotiating with the City given the issues he has with the City. Chair Anderson asked for a report with alternatives at the October meeting. Bridgham requested a special Board meeting to resolve the issue. Jensen inquired as to the Board appointed committee of staff and faculty. Dean Patty Scott indicated that the committee was not sure they completed their work, but that another group was working on the monetary part of the Agreement.

Chair Anderson agreed about holding a special Board meeting to discuss the results of the meetings with the City. Gould asked for additional guidance on how to proceed with the City (e.g., did the Board want him to continue discussions on the College paying for a police officer on campus or continue with other alternatives?).

Jensen asked if it would better serve the Board to have the Board Committee meet with the City to discuss alternatives. Hansen requested that the Board let the staff meet with the City to discuss the City's concerns and how the College can satisfy those concerns in other ways.

#### **RESIDENCE HALL AUDIT**

Hansen reported that at Abel's request for a housing audit, she hired an individual to identify procedures and activities for student housing and that she was arriving on campus tomorrow.

Abel clarified that his request was for an audit of the housing incidents that had occurred over the past several months and expressed his surprise to see someone hired from outside to compile those reports. He asked if there was another purpose for the individual to come in and perform the audit. Hansen responded stating that the audit would include the incidents as well as a review of internal and external reports, and policies and procedures. She added that there was validity in having an outside party come in and make recommendations on what is working and what is not.

Gould stated that the information that the City has received from the College will also be meshed with the recommendations.

**NEW BUSINESS**

**FISCAL OFFICE AUTHORIZATIONS, Exhibit #9 A**

Meyer briefed the Board on the exhibit.

*M09/08-5*

Marcia Jensen's motion to authorize employees in the College's banking arrangements with Umpqua Bank, as presented, was seconded by Harry Abel. Upon call for the vote, the **MOTION PASSED** unanimously.

**DELLWOOD AND PROSPER HALL HEATING AND VENTILATION SYSTEMS, Exhibit #9 B**

Meyer briefed the Board on the project.

*M09/08-6*

Carol Oelke's *motion* to approve partial payments toward the total bills for the Prosper Hall boiler replacement and the Dellwood Hall HVAC replacement that may exceed \$15,000 per partial payment, but not to exceed in sum the total costs for each project was seconded by Cherie Mitchell. Upon call for the vote, the **MOTION PASSED** unanimously.

**STORAGE AREA NETWORK, Exhibit #9 C**

*M09/08-7*

Cherie Mitchell's motion to approve the payment of \$85,205.20 to Dell Inc. was seconded by Lonny Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

**FINANCE AUDIT COMMITTEE**

Preliminary recommendation information about the formation of a finance audit committee that will meet on a quarterly basis with the College auditor was distributed at the meeting.

Jensen and Abel to serve on the Committee. Two Budget Committee members will be asked to serve along with key staff. The Committee will report back to the full Board.

**PUBLIC COMMENT**

Linda Kridelbaugh thanked the Board for the formation of a Finance Audit Committee. She addressed the rumors about bills not being paid and recommended that the Board ask for a list of all bills due that were in but not in the system. Concern was expressed over paying 2007-08 bills with 2008-09 dollars. She noted that the activity in Curry County was great, but that she was concerned about the future of the Curry County campus. She shared concern about auditing housing and asked for a confirmation from the Board that they were not going to fix the College's financial woes by privatizing or selling off assets. She completed her remarks by thanking the Board for the investigation and for allowing the staff to have input in the process.

Chair Anderson stated that there had never been a discussion about selling any assets to pay anything.

**EX-OFFICIO REPORTS**

**FOUNDATION**

Carol Oelke reported on the activities of the Foundation Board noting that the Foundation had received a \$50,000 matching grant from the Miller Foundation.

**FACULTY UNION**

Tim Dailey reported that the faculty negotiations team had met with the administrative team and were still talking about salary and benefits.

**EXEMPT**

Carole Howland reported that the Exempt Task Force was meeting tomorrow to finalize recommendations.

**INFORMATION/  
ADMINISTRATIVE  
REPORTS**

**UNIT REPORTS**

**Administrative Services, Exhibit #12 A 1**

Copies of the report were included in the meeting materials.

**Communications**

Copies of the report were distributed at the meeting.

**Curry County, Exhibit #12 A 3**

Copies of the report were included in the meeting materials.

**Foundation, Exhibit #12 A 4**

Copies of the report were included in the meeting materials.

**Human Resources**

Carole Howland reported on employee health insurance.

**Instructional Services, Exhibit #12 A 6**

Copies of the report were included in the meeting materials.

**Integrated Technology Services (ITS), Exhibit #12 A 7**

Copies of the report were included in the meeting materials.

**Student Services, Exhibit #12 A 8**

Copies of the report were included in the meeting materials.

**Workforce Development, Exhibit #12 A 9**

Copies of the report were included in the meeting materials.

**ADJOURNMENT**

Chair Anderson adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Judith M.L. Hansen, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 7 B 1  
Date October 4, 2008  
Approved YES NO  
Motion # \_\_\_\_\_

**Southwestern Oregon Community College  
Board of Education**

Prepared by: Kat Flores, Director of Integrated Technology Services

**ACTION UNDER CONSIDERATION**

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

**HISTORY**

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

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

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

**TIMING**

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

**BUDGET IMPACT**

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

**RECOMMENDATION**

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

Exhibit # 7 C 1  
 Date October 4, 2008  
 Approved YES \_\_\_ NO \_\_\_  
 Motion # \_\_\_\_\_

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

Presented by: Valerie Martinez, Vice President of Instructional Services

**ACTION UNDER CONSIDERATION**

Approve the contract from South Coast Business Corporation for \$406,421 for the period of July 1, 2008 – June 30, 2009.

**DISCUSSION / HISTORY**

The Family Support Act program started at Southwestern Oregon Community College in 1990. The program has evolved and expanded over the years as a collaborative project with South Coast Business, Adult and Family Services, and Southwestern. Program services include work readiness skills training, Child Edu-Care and Drop-in Child Care. Services are provided through the Adult Learning Skills Program at the Newmark Center and at the Family Center.

**BUDGET IMPACT**

There is no impact to the general fund budget. Of the \$406,421, \$32,514 is for indirect to the College, \$198,907 is for Adult Learning Skills Program services and \$175,000 is for the Family Center child care.

Budget appropriation adjustments:

Fund 25 Special Projects		
Resources	JOBS Contract	
	Revenue	\$406,421
Requirements		
Work Readiness Skills Training		\$198,907
Family Center		\$175,000
Indirect		\$32,514

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the contract of \$406,421 from South Coast Business Corporation in accordance with Administrative Procedure #3.006, External Funding, Grants and Contracts and authorizes the adjustments to the Special Project Fund budget and authorizes the adjustment to the Special Project Fund budget.

*(Prepared by: Hannah Abraham-Shea, Director of Transitional Education)*

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

Submitted by: Sheldon Meyer, Vice President of Administrative Services

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

***Administrative Services***

- Facilitated college-wide Bloodborne Pathogens and Hazard Communication training at fall in-service.
- Attended meeting on Incident Tracker, new software purchased by Student Housing for tracking Clery reporting items and Campus Security reports.
- Attended Design Development Plan meeting with Brookings Planning Commission.
- Attended lunch with new Resident Assistants.
- Interviewed for full time Campus Security officer position.
- Introduced Chief Financial Officer Mike Ionna to Wall & Wall and to administrators of Umpqua Bank.
- Met with Coos Bay Police Department to continue discussion of response to on-campus incidents.
- Facilitated audit of campus buildings square footage assessment with American Appraisal representative.
- Facilitated Coast Guard practice drill on baseball field for tsunami disaster response.

***Physical Plant/Grounds***

- Moved bleachers from baseball field to soccer field.
- Cleaned carpets in OCCI.
- Backflow testing completed by Tri-County Plumbing.
- Changed out all light bulbs in Randolph Hall from warm white to cool white.
- Moved Buffy sculpture from Dellwood Hall to Eden Hall Art Department.
- Cleaned out sewage pump in ground tanks.
- Repair made to block in sewer line in Empire Hall by Roto Rooter.
- Finished installing new carpet in Sunset Hall hallway.
- Removed boathouse.
- Put rock on south side of softball field.
- Set up office in Dellwood 9 for temporary CFO and new VP of Administrative Services.
- Participated in training with Coast Guard at baseball field.

***Bookstore***

- Dede Clements negotiated an excellent new rate for both the Bookstore and the Business Office for all Bookstore credit card sales. More and more students are using a debit card as their only form of payment and Bookstore fees were too high.
  - One transaction rate has been lowered from 1.78% to 1.49%.
  - Credit card sales in the Bookstore from 7/1/2007 to 06/30/2008 were \$386,288. The comparison analysis estimates a savings of 22% per month, an approximate savings of \$2,000 in fees for the year. The Business Office should also see a substantial savings.
- An on-line textbook store has been offered for several years; the Bookstore is now moving forward with offering merchandise on-line. The Bookstore website has a new look which now includes an image gallery of merchandise.

***Campus Security***

- Continued weekly meetings. The last meeting included training on incident report input utilizing Incident Tracker.

***Athletics***

- All athletes participating in fall sports are on campus and participating in practices.

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

- Handled 29,004 pieces of mail and parcels of which student mail consisted of 2,403. Pieces forwarded or returned totaled 587.
- Made 88,074 copies plus all the bindery services that were needed to complete each work order.
- Copiers served by MPS totaled 35,054.

### ***Student Housing***

- Move-in day reservations are at 394 students which is full occupancy
- A current waiting list of ten males and two females is holding. As cancellations and no-shows are verified, these rooms will be used to accommodate the wait-list students. Housing will use single room cancellations as overflow double rooms in this assignment process. Students assigned to overflow status will be the first students to move out into regular accommodations as they become available.
- Hosted the general Student Housing Orientation meeting in the PAC on September 25 to outline all campus policies and regulations along with the general information about living in a community environment. Residents will have building area meetings with their individual Resident Assistants on September 28 as part of orientation weekend activities.

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

**INFORMATION ONLY**

Prepared by: Carole Howland, Human Resources Director

**Information: College Hiring Update**

<b>NEW HIRES:</b> The following staff members have been hired or moved since the last Board of Education meeting:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Lora Crampton, Adjunct Biology Instructor	GF					
John Finney, Upward Bound Coordinator			SP			
Jennifer Berry, Student First Stop Representative						GF
Terry Mendez, Tenure Track EMT-Paramedic Instructor	GF					
Makayla Pedey, Financial Aid Loan Processor					GF	
Tim Dailey, Tenure Track Director of Trio-Student Support Services & Disability	GF					
Richard Weldon, Vice President Administrative Services/Chief Fiscal Officer			GF			

**Information: College Recruiting Update**

<b>OPEN POSITIONS:</b> The College is currently in the screening or interviewing process for the following positions:	<b>Faculty</b>		<b>MASSC</b>		<b>Classified</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Resource Development Director			SP			
Equipment & Supplies Attendant						GF
Visiting Pastry/Baking Instructor	EF					
Public Safety Officer					GF	

KEY: GF=General Fund  
\*Contingent on funding

\*SP=Special Projects

AF=Auxiliary Fund

\*EF=Enterprise Fund

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

Submitted by: Valerie Martinez, Vice President of Instruction

**Strategic Initiatives**

Goal 1: Leadership

Goal 2: Student Access

- Transitional Education has opened their new Student Center in Newmark 204. The Student Center assists new students' transition into our programs, existing students to move between all programming and to assist students transitioning to the workplace or the college.

Goal 3: Education Programs and Experiences

- Transitional Education participates in the Community College and Workforce Development Adult Basic Education Pathways Initiative and will be piloting five new Early Pathways courses this fall in the Newmark Center. The Early Pathways classes are: Pre-Medical Terminology, Pre-CNA, Pre-Welding, Pre-Information Technology, Pre-Early Childhood Education. The courses are designed to introduce students to the terminology of the Oregon Skill Sets, vocabulary of their field, and the pre-requisites needed in their field. Students will gain skills towards meeting the entry-level skills of their chosen occupation.
- Three full-time faculty members of the mathematics department (Jeff Hayen, Sean Hutcherson, and Carol McKillip) attended the 2008 Community College Mathematics Summit, which was held at Lane Community College on September 10. This summit represented the first step in determining how community colleges should respond to changing high school graduation requirements for mathematics, which are planned for implementation in 2012. In particular, all graduating high school students in Oregon will be required to successfully complete three years of mathematics instruction, with strands in algebra, geometry, and statistics.

Other important issues which were briefly addressed were the definition of a "college level" mathematics course, and identification of mathematics courses that should be available to CTE students at colleges for a degree.

Goal 4: Physical, Fiscal and ITS Resources

Goal 5: Employees

- Craig Anderson has joined Transitional Education as the English Language Institute Instructor.

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

Prepared by: Kat Flores, Director of Integrated Technology Services

**Instructional Research – Robin Bunnell:**

- Dashboard, Outcomes and Assessment webpage content preparation for October rollout
- Outcomes: Board Report, In-Service and fall outcome session preparation
- Foundation: Capital Campaign data requests and annual report
- Submitted DOLETA Nursing Grant Yearly Completions File
- Tested the new OCCURS (Oregon Community College Uniform Reporting System) Data Submission Web process
- Responded to numerous HelpBox and ad-hoc data requests

**Instructional Technology – Karen Matson:**

- Create Fall term courses in WebCT Blackboard
- Create Fall term courses in ANGEL (new learning management system)
- ANGEL training and migration
- In-service chair person

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

- WebAdvisor 3.13 installed in production
- SAN (Storage Area Network) switches installed.
- Network Access Control Safe Connect LDAP authentication
- Network connection installed to Bay Cities Ambulance for paramedics class
- New e-Commerce merchant account provider
- Transitional Education office moves in Newmark
- Switch replaced in Umpqua
- Math lab wiring installed
- Preparations for Fall Term

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

- Researched, tested, and applied Software Updates weekly to keep the Colleague system up to date
- Created Data Extraction programs for ANGEL (new learning management system)
- Installation of Beta Trial #3 version of Colleague Studio (programming interface)
- Began documentation and training on AAI (Admissions Application Interface) and adjusting for correct import of data

- Provided support to Financial Aid, Distance Learning, Transcript Evaluator, Community Ed, Accounts Receivable, Business Office, Counseling and Testing, Athletics and Office of Instruction, and WebAdvisor users

**Web Systems – Pat Davidson:**

- Work on Dashboard website
- Launched Athletic website redesign
- Launched Biz Excellence (BDC) website
- Launched OCCCIR website redesign
- Redesigned Bookstore website
- Set up template for CSSA website redesign
- Fall Term Updates

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

Submitted by: Patty Scott, Dean of Students

**Trio-Student Support Services**

- Over 20 students signed up to attend Student Support Services' "Connect-to-Campus" program on Wednesday, September 17. At this half-day event the students learned about many of the resources available to them on campus and were invited to join Student Support Services, one of the federally-funded TRIO programs for education at SOCC.

**Pathways and Perkins**

- Jason Wood, Janet Pretti, John Berman, and Margallee James visited each of the Curry County high school principals and staff to discuss dual credit, Career and Technical Education and other collaborative efforts between the college and the high schools. Visits to high schools in Coos County have begun and will continue throughout September and October.
- The Carl Perkins Sub grant Award Notification has been received and shows an increase this year from \$133,774.00 in 07-08 to \$151,671.00 for 08-09.

**Service Learning**

- Julia Rose is coordinating one of the retention initiatives to highlight campus study space for students and redesign of map to indicate WiFi areas.
- Julia Rose attended an in-service training at Silver Falls from September 15-16. The focus of this training was on sustaining service-learning projects for the coming year.
- Julia Rose presented a workshop about service-learning and implementing the pedagogy on September 23 during in-service to faculty.
- Julia Rose attended the Welcome Expo and Work Study Job Fair on September 26 to present information on service-learning curricular and co-curricular opportunities, including Alternative Spring Break 2009 at Camp Campbell in San Jose and with United Way in Lake Charles, LA.
- Julia Rose assisted in planning and recruited participants for the CAPITAL Conference, a youth voice conference sponsored by Oregon Campus Compact. 10+ students and 2 staff members attended this conference at WOU.
- The Service-Learning web-site is up! The url is [www.socc.edu/servicelearning](http://www.socc.edu/servicelearning)

**Rec Center**

- The Recreation Center will kick off the new school year with a variety of events for New Student Orientation. They will also be embarking on a new outdoor program where students will be able to checkout a variety of sporting and outdoor equipment. In addition, students will be able to register for two separate Intramural Sports programs during the first few weeks of the term--Volleyball and Flag Football. Staff and Faculty will be able to join in the fun as the Rec Center staff is organizing a walking competition tentatively called Walk-tober.

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

- “New Student Orientation “You can get there from here” was an opportunity for students to connect with other students, advisors and faculty. It is our belief that a strong connection in the first weeks of the term helps to increase our retention rates. We have added Student groups lead by Ambassadors and Resident Assistants to the agenda as well as the traditional presentation. Orientation activities were expanded into the first two weeks of the term to help with retention.

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

- Community Education and Events is busy registering students for Fall Term.
- One of our Community Cooking Classes is already full.
- We are putting together Winter Term Classes.
- Community Education is introducing a new American Tango class with instructor Lynn Haller. The Mandarin Chinese Class for Beginners will be offered this term and already has students enrolled. There were 3 AARP Safe Drivers Classes completed in the last month. There will be an AARP Safe Drivers Classes offered in Coquille, Reedsport and North Bend/Coos Bay Fall Term.
- Facility Scheduling has relocated to our department and all scheduling for conferences, events and short term classes are now being scheduled in this department.

### **RSVP**

- Site visits in September: Coos Bay Visitor Center and Bay Area Senior Center working on the Anniversary Celebration (fund raiser) to be held 10/25. RSVP started in Coos County 1978. SOCC has been its sponsor for the entire time. It has been a wonderful 30 year partnership. The event will be at OCCI.
- RSVP Director, Chris Coles attended a Medicare Training at Seven Feathers on 9/16.
- Applied for the LIS Outreach and Technology Grant to the state Oregon SHIBA (Senior Health Insurance Benefits Assistance) Program.

### **Enrollment Management**

- All summer grades were turned in by the deadline date. This is because the instructors are allowed an extra week after the term has ended to submit grades. The extra week is to accommodate the many late ending classes.
- Academic standing student numbers for Summer Term 2008:

Dean’s List (3.0 – 3.49 GPA)	20
Honor Roll (3.5 – 3.99 GPA)	19
Academic Excellence (4.0 GPA)	19
Notification (1 <sup>st</sup> term below 2.0 GPA)	47
Probation (2 <sup>nd</sup> term below 2.0 GPA)	14
Suspension (3 <sup>rd</sup> term below 2.0 GPA)	7
- Jennifer Berry is our new 10-19 hour Student First Stop Center Rep. She is a SOCC graduate. We are very excited that she has joined our team.
- Over 50 staff has signed-up to serve as a Laker Buddy to our new students.

**Student Activities and ASG**

- Student Government took 4 student leaders to the annual Oregon Community College Student Association Retreat in Newport Oregon.
- Finalized details for events during New Student Orientation including “Sex Signals” and Hypnotist Daniel James who will be presenting on Sept. 26 and Sept 29 respectively.
- Worked on developing a voter registration plan for all semesters to be in compliance with state law.