

# 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)

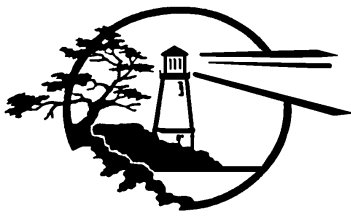
*“Southwestern leads and inspires lifelong learning.”*

## **Board of Education**

### **Regular Meeting**

**Monday, November 24, 2008, 6:00 p.m.**





# Southwestern Oregon Community College

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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  
Monday, November 24, 2008, 6:00 p.m.

### AGENDA –

### Action Items



1. CALL TO ORDER  
*Chair Anderson*
2. AGENDA CHANGES (*BP 113*)
3. INTRODUCTIONS (*BP 302*)
  - Terry Mendez, Tenure Track EMT-Paramedic Instructor
  - Aaron Nielsen, Business/Marketing Instructor-Tenure Track
4. BOARD REPORTS/INFORMATION
  - A. Important Dates/Items
    - 12/08/08, TBD, Regular Meeting – Tioga 505
    - 12/10/08, 3:00 p.m., Strategic Planning Session – Tioga 505
    - 01/26/09, 5:00 p.m., Executive Session – Tioga 505
    - 01/26/09, 6:00 p.m., Regular Meeting – Tioga 505
    - 02/23/09, 5:00 p.m., Executive Session – Tioga 505
    - 02/23/09, 6:00 p.m., Regular Meeting – Tioga 505
    - 03/16/09, 5:00 p.m., Executive Session – Tioga 505
    - 03/16/09, 6:00 p.m., Regular Meeting – Tioga 505
    - 04/04/09-04/08/09, AACC Convention – Philadelphia
  - B. Board Operations (*BP 104*)
    - 1) Presidential Search  
*Presenter: Betsy Miller-Jones (OSBA)*
    - 2) Progress on Financial Processes
    - 3) Core Values, # 4 B 3  
*Presenter: Chair Anderson*
    - 4) Policy & Procedure Update  
*Presenter: Marcia Jensen*
  - C. OCCA Legislative Report  
*Presenter: David Bridgham*
5. COLLEGE REPORTS (*BP 202, BP 307*)
  - A. Interim Organizational Chart, #5 A  
*Presenter: Patty Scott*
  - \* B. Strategic Plan Update, #5 C  
*Presenter: Patty Scott*
  - C. Financial Reports, #5 D  
*Presenter: Ron Olson*

- 6. CONSENT AGENDA (BP 113)
  - A. Minutes
    - 1. September 18, 2008, Special Meeting, #6 A 1
    - 2. September 25, 2008, Executive Session, #6 A 2
    - 3. October 3 and 4, 2008, Retreat, #6 A 3
    - 4. October 4, 2008, Executive Session, #6 A 4
    - 5. October 8, 2008, Executive Session, #6 A 5
    - 6. October 8, 2008, Special Meeting, #6 A 6
    - 7. October 15, 2008, Executive Session, #6 A 7
    - 8. October 15, 2008, Special Meeting, #6 A 8
  - B. Grants
    - 1. Oregon Economic and Community Development Department, #6 B 1



- 7. OLD BUSINESS
  - A. Public Safety and Security Update  
*Presenter: Patty Scott*
  - B. Residence Hall Audit, #7 B  
*Presenter: Jeff Whitey*
  - \* C. OSBA Recommendation Update, #7 C  
*Presenter: Patty Scott*

- 8. NEW BUSINESS
  - \* A. Early Retirement, #8 A  
*Presenter: Patty Scott*



9. PUBLIC COMMENT (BP 113)

10. EX-OFFICIO REPORTS (BP 201, 202)

- A. Associated Student Government  
*Presenter: Drew Jones*
- B. Classified Union  
*Presenter: Wayne Chandler*
- C. Faculty Senate  
*Presenter: Bernadette Kapocias*
- D. Faculty Union  
*Presenter: Tim Dailey*
- E. Exempt  
*Presenter: Tom Nicholls*
- F. Foundation  
*Presenter: Carol Oelke*

11. INFORMATION/EXECUTIVE TEAM REPORTS (BP 201, BP 202)

- A. Executive Team Reports
  - 1. Student Services, #11 A 1
  - 2. Administrative Services, #11 A 2
  - 3. Instructional Services, #11 A 3
  - 4. Integrated Technology Services, #11 A 4
  - 5. Curry County, #11 A 5
  - 6. Foundation, #11 A 6

12. ADJOURNMENT (BP 113)

*Chair Anderson*

KEY: Shaded Exhibit included in meeting materials  
\* Materials to be distributed at the meeting

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.

**CORE VALUES**

Collegiality

Community

Joy

Pride

Professionalism

Service

Stewardship

COLLEGIALITY builds community through respect and honor of diversity.

COMMUNITY as evidenced by a genuinely welcoming and supportive atmosphere.

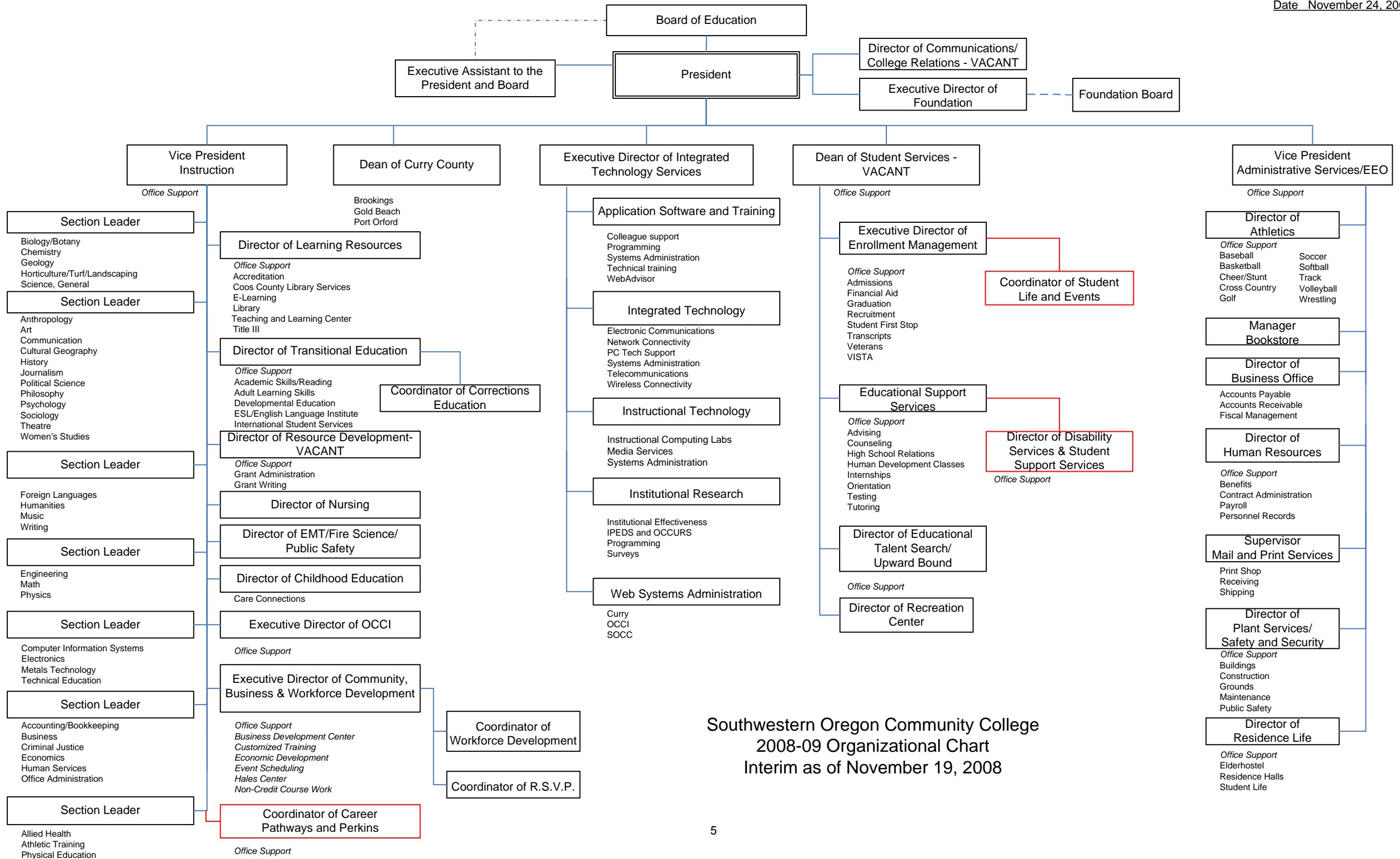
JOY as evidenced by a nurturing culture of positive attitude and celebration.

PRIDE is the achievement of effort.

PROFESSIONALISM is wisdom reflected through high standards and honest interactions.

SERVICE through proactive giving, caring, sharing, communicating and meeting needs.

STEWARDSHIP is responsibility as evidenced by reliability, integrity and honesty.



Southwestern Oregon Community College  
 2008-09 Organizational Chart  
 Interim as of November 19, 2008

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
**Balance Sheet and Statement of Revenues and Expenditures**  
Year-to-Date as of September 30, 2008 (preliminary)

Exhibit # 5 D  
 Date November 24, 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	(910,512.84)	0.00	414,299.74	68,456.57	434,130.64	535,023.98	184,883.91	(45,171.33)	414,973.61	128,465.34	1,224,549.62
Accounts Receivable	3,445,690.75	0.00	(262,538.61)	396,723.99	0.00	22,501.30	0.00	0.00	27,589.25	0.00	3,629,966.68
Prepaid Expenses	37,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228,810.39	0.00	265,890.39
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167,956.26	0.00	167,956.26
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,870,835.89	0.00	15,870,835.89
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>2,572,257.91</u>	<u>0.00</u>	<u>151,761.13</u>	<u>465,180.56</u>	<u>434,130.64</u>	<u>557,525.28</u>	<u>184,883.91</u>	<u>(45,171.33)</u>	<u>16,710,165.40</u>	<u>128,465.34</u>	<u>21,159,198.84</u>
<b>** LIABILITIES AND FUND BALANCE **</b>											
Liabilities:											
A/P Payroll/Withholdings	494,475.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	494,475.63
Accounts Payable	338,613.80	0.00	3,060.72	0.00	0.00	0.00	0.00	8,271.62	101,786.67	0.00	451,732.81
Deposits Held in Custody	4,208.53	0.00	91,181.10	0.00	0.00	0.00	0.00	0.00	149,971.49	0.00	245,361.12
Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,750.00	0.00	12,750.00
Bonds/Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,492,481.17	0.00	15,492,481.17
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>837,297.96</u>	<u>0.00</u>	<u>94,241.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,271.62</u>	<u>15,756,989.33</u>	<u>0.00</u>	<u>16,696,800.73</u>
Fund Balance	1,734,959.95	0.00	57,519.31	465,180.56	434,130.64	557,525.28	184,883.91	(53,442.95)	953,176.07	128,465.34	4,462,398.11
Total Liabilities and Fund Balance	<u>2,572,257.91</u>	<u>0.00</u>	<u>151,761.13</u>	<u>465,180.56</u>	<u>434,130.64</u>	<u>557,525.28</u>	<u>184,883.91</u>	<u>(45,171.33)</u>	<u>16,710,165.40</u>	<u>128,465.34</u>	<u>21,159,198.84</u>
<b>Revenues:</b>											
State Support	2,217,269.93	0.00	72,075.00	72,427.06	0.00	0.00	0.00	0.00	0.00	0.00	2,361,771.99
Federal Support	3,363.27	0.00	81,423.94	520,945.65	0.00	0.00	0.00	0.00	0.00	0.00	605,732.86
Local Support (prop. tax)	65,946.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,946.54
Tuition and Fees (Net)	2,004,477.13	0.00	0.00	129,634.38	0.00	0.00	0.00	0.00	834,720.86	16,721.00	2,985,553.37
Other Income	1,506,198.38	0.00	1.84	177,156.98	1,185.73	0.00	235,199.36	74,436.94	1,538,574.81	20,094.64	3,552,848.68
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>5,797,255.25</u>	<u>0.00</u>	<u>153,500.78</u>	<u>900,164.07</u>	<u>1,185.73</u>	<u>0.00</u>	<u>235,199.36</u>	<u>74,436.94</u>	<u>2,373,295.67</u>	<u>36,815.64</u>	<u>9,571,853.44</u>
<b>Expenditures:</b>											
Personnel Services & Benefits	2,753,322.79	0.00	2,101.59	790,934.83	0.00	0.00	0.00	50,419.44	386,606.12	0.00	3,983,384.77
Materials and Services	1,025,001.06	0.00	97,351.45	345,962.28	92.00	70,096.58	0.00	69,167.13	491,702.95	17,015.16	2,116,388.61
Capital Outlay	15,500.00	0.00	0.00	399.99	0.00	120,507.39	0.00	0.00	0.00	0.00	136,407.38
Debt Service	1,006,325.73	0.00	0.00	0.00	0.00	0.00	50,315.45	8,293.32	19,673.37	0.00	1,084,607.87
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>4,800,149.58</u>	<u>0.00</u>	<u>99,453.04</u>	<u>1,137,297.10</u>	<u>92.00</u>	<u>190,603.97</u>	<u>50,315.45</u>	<u>127,879.89</u>	<u>897,982.44</u>	<u>17,015.16</u>	<u>7,320,788.63</u>
Revenues Over(Under) Exp.	997,105.67	0.00	54,047.74	(237,133.03)	1,093.73	(190,603.97)	184,883.91	(53,442.95)	1,475,313.23	19,800.48	2,251,064.81
Beginning Fund Balance	<b>737,854.28</b>	<b>0.00</b>	<b>3,471.57</b>	<b>702,313.59</b>	<b>433,036.91</b>	<b>748,129.25</b>	<b>0.00</b>	<b>0.00</b>	<b>(522,137.16)</b>	<b>108,664.86</b>	<b>2,211,333.30</b>
Ending Fund Balance	<u>1,734,959.95</u>	<u>0.00</u>	<u>57,519.31</u>	<u>465,180.56</u>	<u>434,130.64</u>	<u>557,525.28</u>	<u>184,883.91</u>	<u>(53,442.95)</u>	<u>953,176.07</u>	<u>128,465.34</u>	<u>4,462,398.11</u>

# SOUTHWESTERN OREGON COMMUNITY COLLEGE General Fund

## Statement of Budget and Actual Revenues and Expenditures For the Month Ended September 30, 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>		737,854	800,000	(62,146)	92.2%	101.2%
<b><u>REVENUES:</u></b>						
State Support	0	2,217,270	8,574,725	(6,357,455)	25.9%	25.0%
Federal Support	1,377	3,363	41,500	(38,137)	8.1%	6.4%
Local Support (Taxes)	26,601	65,947	4,604,483	(4,538,536)	1.4%	1.3%
Tuition & Fees (Net of Waivers)	526,671	2,004,477	3,289,734	(1,285,257)	60.9%	69.3%
Interest Earnings	2,616	9,738	130,000	(120,262)	7.5%	12.5%
Other Income	25,639	46,080	1,128,727	(1,082,647)	4.1%	2.0%
Loan Proceeds	450,000	1,450,380	2,500,380	(1,050,000)	58.0%	
<b>TOTAL REVENUES</b>	<b>1,032,905</b>	<b>5,797,255</b>	<b>20,269,549</b>	<b>(14,472,294)</b>	<b>28.6%</b>	<b>23.1%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>6,535,109</b>	<b>21,069,549</b>	<b>(14,534,440)</b>	<b>31.0%</b>	<b>26.6%</b>
<b><u>EXPENDITURES:</u></b>						
Personnel Services & Benefits	1,012,167	2,753,323	13,192,818	10,439,495	20.9%	18.3%
Materials & Services (Net of Waivers)	566,324	1,025,001	4,049,963	3,024,962	25.3%	28.4%
Capital Outlay	15,500	15,500	44,400	28,900	34.9%	44.8%
Debt Service:						
Principal	0	1,000,380	2,500,380	1,500,000	40.0%	
Administrative Fees & Interest	0	5,946	4,946	(1,000)	120.2%	
Contingency			481,988	481,988		
<b>TOTAL EXPENDITURES</b>	<b>1,593,991</b>	<b>4,800,150</b>	<b>20,274,495</b>	<b>15,474,345</b>	<b>23.7%</b>	<b>20.1%</b>
<b>FUND BALANCE End of Month</b>		<b>1,734,960</b>	<b>795,054</b>	<b>939,906</b>		

Exhibit # 6 A 1  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 18, 2008**

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

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

Deb Nicholls (*Recording Secretary*)

**Staff**

Robin Bunnell  
Dede Clements  
Tim Dailey  
Kim Draper  
Mary Jane Fisher  
Kat Flores  
James Fritz  
Judy Garrett-Newton  
Karen Helland  
Frances Karroll  
Julie Kremers  
Linda Kridelbaugh  
Brenda Locke  
Mary Loiselle  
Rocky Lavoie

Valerie Martinez  
Renee Menkens  
Sheldon Meyer  
Dan Neal  
Tom Nicholls  
Ron Olson  
Rick Osborn  
Diana Schab  
Patty Scott  
Barb Shreckengost  
Marie Simonds  
Sharon Smith  
John Speasl  
Susan Walker  
Kathy Walsh

**Guests**

Brenda Brecke  
Mike Gaudette  
Mike Ionno  
Ruben Kretzschmar

Sandy Kretzschmar  
Steve Kridelbaugh  
D. Stephen Pickering  
Alexander Rich

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Special Session at 5:02 p.m. The meeting was held in Tioga Hall room 505, 1988 Newmark Ave., Coos Bay, Oregon. Due and proper public notice was provided.

**AGENDA  
CHANGES**

No agenda changes were noted.

NEW BUSINESS FINANCIAL

**Fiscal Resolution, #3 A 1**

President Hansen and Vice President Meyer briefed the Board on the resolution to borrow funds. It was noted, if approved, the borrowing would occur immediately.

Mike Ionno, Datatel, explained the cash flow compilation stating that August and September were the lowest cash flow months of the year; the conclusion of fall term and start of winter are the peak highs. Cash flow is impacted by the timing of state payments. Ionno informed the Board that the College will be faced with the same position in the spring, noting that he didn't feel comfortable projecting cash flow beyond January 2009, that the need for the College to borrow again was very high, and that the Board should look into a working capital line-of-credit to draw on as needed. Ionno stated that due to the low cash flow, the College did not have the ability to meet the October 10<sup>th</sup> payroll and pay bills on time simultaneously without borrowing money.

It was noted that the fee for the August borrowing cost the College slightly less than \$6,000 and that the total effect of this borrowing over 60 days would likely be \$10,000 or less.

Discussion occurred on budget reductions to alleviate the situation. Hansen noted that a cash analysis had been conducted over the last two weeks and that expenditures were relooked at to determine what could be deferred until next year. One of the budget reduction measures implemented was to reduce travel to the northwest region only.

The postponing of new hires was discussed. Concern was raised regarding not hiring another person in Curry County since Dean Wood's departure.

It was mentioned that the Board Budget Committee should be reconvened.

Discussion occurred on the depleted plant fund, Contingency budget and Accounts Payable. It was noted that Contingency was simply a budgeted line item.

Chair Anderson stated that the Board would review a 10-year financial history at their upcoming Retreat.

Abel noted his frustration with the short notice on this request to borrow, mentioned that he had received calls from contractors about not being paid, and stated that he felt that the Board was being forced into voting on the recommendation to borrow.

M09/08-8

Rick Howell's motion to ***authorize the establishment of a 60-day borrowing agreement with Umpqua Bank in the amount of \$1,500,000*** was seconded by Cherie Mitchell. Upon call for the vote, the ***MOTION PASSED*** unanimously.

Board members expressed their disappointment about the budget situation and worry that student services would suffer.

ADJOURNMENT

Chair Anderson adjourned the meeting at 5:35 p.m.

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Lonny Anderson, Board Chair

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Deb Nicholls, Recording Secretary

Exhibit # 6 A 2  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**September 25, 2008**

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

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

**Guests**

Rick Elliott	Alexander Rich
Roger Gould	

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 4:00 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 Executive Session under ORS 192.660 (2) (h) Legal Rights. No action was taken by the Board during the Executive Session.

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 5:10 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

David Bridgham, Recorder

Exhibit # 6 A 3  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**October 3, 2008**

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

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

Deb Nicholls (*Recording Secretary*)

*Absent:*  
Carol Oelke

**Staff**

Kat Flores  
Valerie Martinez  
Sheldon Meyer

**Guest**

Rick Stucky (OSBA)

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Retreat Session at 3:00 p.m. The meeting was held in the Oregon Coast Culinary Institute. Due and proper public notice was provided.

**DISCUSSION CORE VALUES IN RELATION TO COLLEGE VISION AND MISSION**

Copies of the College's current Core Values, Vision and Mission Statements were distributed.

Chair Anderson led the discussion on Core Value definitions and offered the history of the Core Values that were adopted by the Board on June 26, 2006.

Breakout groups developed the following values.

- **COMMUNITY** as evidenced by a genuinely proactive, welcoming and supportive atmosphere.
- **COLLEGIALITY** builds community thru respect and honor of diversity
- **PRIDE** is the achievement of effort.
- **STEWARDSHIP** is responsibility as evidenced by reliability, integrity and honesty.
- **PROFESSIONALISM** is wisdom reflected thru high standards and honest interactions.
- **JOY** as evidenced by a nurturing culture of positive attitude and celebration.
- **SERVICE** thru proactive, giving, caring, sharing and meeting needs.

**RECESS FOR  
THE EVENING**

The Board recessed for the evening at 5:30 p.m.

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

**October 4, 2008**

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

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

Deb Nicholls (*Recording Secretary*)

*Absent:*  
Carol Oelke

**Staff**

Kat Flores  
Linda Kridelbaugh  
Valerie Martinez  
Sheldon Meyer  
Tom Nicholls  
Ron Olson

**Guests**

Mike Ionno (Datatel)  
Alexander Rick (The World)  
Rick Stucky (OSBA)

**RECONVENED**     Lonny Anderson, Board of Education Chair, reconvened the Retreat Session at 8:50 a.m. The meeting was held in the Oregon Coast Culinary Institute. Due and proper public notice was provided.

**DISCUSSIONS**     **REVIEW VALUE DEFINITIONS FROM OCTOBER 3, 2008**

Chair Anderson reviewed the work accomplished in yesterday's session on value definitions developed by the Board:

- **COMMUNITY** as evidenced by a genuinely proactive, welcoming and supportive atmosphere.
- **COLLEGIALITY** builds community thru respect and honor of diversity
- **PRIDE** is the achievement of effort.
- **STEWARDSHIP** is responsibility as evidenced by reliability, integrity and honesty.
- **PROFESSIONALISM** is wisdom reflected thru high standards and honest interactions.
- **JOY** as evidenced by a nurturing culture of positive attitude and celebration.
- **SERVICE** thru proactive, giving, caring, sharing and meeting needs.

Adjustments were made to the following value definitions:

- **COMMUNITY** as evidenced by a genuinely proactive, welcoming and supportive atmosphere.

- **SERVICE** thru proactive, giving, caring, sharing **communication** and meeting needs.

## **POLICY AND PROCEDURES REVIEW**

Copies of the College's current Board Policies and Rick Stucky's Policy Analysis were distributed as Stucky conducted a PowerPoint presentation.

*Governing is leading in partnership with your president and administrative staff in making decisions and judgments that shape and direct the community college in three areas:*

- *Where should the college be headed in the long term? (strategic planning)*
- *What should we be now in the short term? (operational planning)*
- *How well are we performing – educationally, financially, administratively? (evaluation)*

*What is a Policy?*

- *A guideline adopted by the board to chart a course of action*
- *What is wanted or not wanted*
- *May also include “why” and “how much”*
- *Broad enough to allow administrative discretion/specific enough to give clear guidance*

*What Policy is Not:*

- *Detailed direction*
- *Restatements or paraphrases of state and federal law*
- *Forms, job descriptions, etc.*

Discussion occurred on referencing the proper Oregon Revised Statutes (ORS) and Administrative Rules (AR) in board policies. Stucky stated that there were ORSs and ARs that specifically state that there will be a policy that needs to be addressed.

*What is Administrative Rule (AR)?*

- *Detailed directions*
- *Developed by administration*
- *Reviewed by the Board*
- *Puts policy into practice*
- *Tells how, by whom, where and when things are to be done*

Discussion occurred on how a board assures that the ARs are being followed and/or are effective. It was stressed that students must know where to find policies that affect them.

*Importance of Policy*

- *Provides consistency, stability and continuity*
- *Conserves time and effort, freeing the board from routine action*
  - *Is it board work or administrative work?*
  - *Do we have a policy?*

Discussion occurred on ethics and conflicts of interest. It was noted that meals provided during Board meetings were considered to be a form of 'reimbursement.'

Stucky explained the Policy Analysis in detail and reviewed a sample set of policies.

The Board Policy Review Committee (Abel, Jensen and Howell) will meet with Stucky to review proposed policies. IPV meetings will be held whenever possible to keep costs down.

## CASH FLOW AND FINANCIAL ANALYSIS

Copies of various reports were distributed and explained by Ionno:

- Cash and Fund Balance Analysis
- Curry Fund Analysis (10-Year Summary)
- Curry Full Transactions
- Curry Analysis (Detailed Transactions)

Discussion occurred regarding the large cash balances that were realized in past years due to the bond financing for capital construction, the fact that the College had a very low balance of liquid assets, and no money was placed in 'restricted' accounts.

Ionno clarified that Contingency was not real money. At this time, it is a budgeted line item (on paper), with no real money in it.

An in-depth discussion ensued on the Curry County Campus Funding History documents that were distributed.

Linda Kridelbaugh distributed and briefed the Board on a spreadsheet titled 2009 -1997 Comparison Report of Plant Fund 36 Using Yearly GLSA Report, September 26, 2008.

Mitchell requested that Curry funds be placed in an interest bearing account for future use.

Discussion occurred on whether the funds were available to build the Curry Campus. It was noted that the current fund situation would not allow such a project.

Ionno explained why he had not completed a cash flow analysis for a full year, noting that come spring there would be another cash flow problem. His recommendation was to revisit the budget. The cash flow projection can be completed once the budget review is accomplished. Chair Anderson requested that the budget review be completed by November.

Board members expressed their frustration with the budget situation, with several noting that they felt forced into passing the resolution to borrow money to meet payroll, and that the President allowing this situation to occur was in violation of the Executive Limitations.

It was noted that dedicated restricted cash could be set-aside for specific projects and that dedicated long-term interest bearing cash reserves could be built.

It was noted that monthly detailed cash flow and financial reports should be shared with the Board. Discussion occurred on the type of person needed to provide a qualitative analysis of the financial situation at the College. It was noted that a controller is needed.

## ADJOURNMENT

Chair Anderson adjourned the meeting at 1:15 p.m.

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Lonny Anderson, Board Chair

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Deb Nicholls, Recording Secretary

Exhibit # 6 A 4  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

**October 4, 2008**

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

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

**Staff**

Kat Flores                                              Rick Osborn  
Valerie Martinez  
Sheldon Meyer

**Guests**

Rick Elliott                                              Alexander Rich  
Roger Gould

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 1:30 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.

Members of the staff were dismissed from the last portion of the meeting. No action was taken by the Board during the Executive Session.

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 2:10 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Deb Nicholls, Recording Secretary

Exhibit # 6 A 5  
Date November 24, 2008  
Approved YES \_\_\_ NO \_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
BOARD OF EDUCATION  
EXECUTIVE SESSION  
MEETING MINUTES  
October 8, 2008**

***Attendance:***

Board Members/Staff -

Lonny Anderson (Board Chair)	Deb Nicholls (Recording Secretary)
Harry Abel	
David Bridgham	
Judith Hansen	
Rick Howell	
Marcia Jensen	
Cherie Mitchell (via conference phone)	
Carol Oelke (via conference phone)	

Guests -

Rick Elliott	Alexander Rich
Roger Gould	Rick Stevens
Matt Jarvis	

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 9:30 a.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) (f), to consider information exempt by law from public inspection.

The recording secretary and President Hansen were excused shortly after the beginning of the meeting. No action was taken by the Board during the Executive Session.

**RECESS TO**

**OPEN MEETING** The Board recessed into open session from 10:30 to 10:33 a.m.

**RECONVENED** Chair Anderson reconvened the Executive Session at 10:33 a.m.

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

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 10:41 a.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Deb Nicholls, Recording Secretary

Exhibit # 6 A 6  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
BOARD OF EDUCATION  
SPECIAL OPEN SESSION**

**October 8, 2008**

***Attendance:***

**Board Members/Staff -**

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

Deb Nicholls (Recording Secretary)

**Staff -**

Robin Bunnell  
Anna Chavez  
Megan Corriea  
Tim Dailey  
Kim Draper  
Jan Farnsworth-Thompson  
Kat Flores  
Judith Hansen  
Jackie Hansford  
Cindy Holland  
Bernadette Kapocias  
Linda Kridelbaugh  
Brenda Locke  
Bruce Locker  
Mary Loiselle

Valerie Martinez  
Sheldon Meyer  
Tom Nicholls  
Rick Osborn  
Katie Paulson  
Kristi Rayevich  
Sarah Recken  
Kim Richards  
Diana Schab  
Patty Scott  
John Speasl  
Jade Stalcup  
Adam Whitlatch  
Tina Woodworth

**Guests -**

Nancy Anderson  
Rick Elliott  
Roger Gould  
Kim Griffin

Matt Jarvis  
Alexander Rich  
Rick Stevens

**CALL TO  
ORDER**

Chair Anderson called the meeting to order at 10:30 a.m.

College Attorney, Roger Gould stated that he received a letter from Dr. Hansen's attorney, Meg Kieran, dated October 6, 2008 indicating Hansen's decision to resign her position as President of Southwestern Oregon Community College with the following severance package:

- One year salary from date of termination (October 10, 2008)
- Payment of unused accrued vacation leave
- Twelve months health insurance coverage
- Twelve months PERS contributions
- Purchase vehicle at fair market value

**MSM10/08-1** Marcia Jensen's motion to ***accept Hansen's resignation and severance package offer as presented*** was seconded by Rick Howell. Upon call for the vote, the motion passed unanimously.

Hansen plans to submit her letter of resignation to the Board on Friday, October 10, 2008. However, Chair Anderson instructed Hansen to prepare to leave the campus today.

(Carole Oelke's participation in the meeting ended. However, a quorum of the Board remained.)

**RETURN TO EXECUTIVE SESSION**

The Board moved back into Executive Session from 10:33 a.m. to 10:41 a.m.

**RECONVENED**

Chair Anderson reconvened the open session at 10:45 a.m.

**MSM10/08-2** David Bridgham's motion to ***appoint Dr. Patty Scott as interim President of Southwestern Oregon Community College as the Board works with Oregon School Boards Association (OSBA) to select long-term interim leadership and facilitate a new presidential search for a permanent president*** was seconded by Marcia Jensen. Upon call for the vote the motion passed, with Mitchell abstaining.

Discussion on the Board's selection occurred. Since Vice President Meyer was retiring this month and Vice President Martinez was new to the institution, Scott was selected. The Board stressed the importance that the appointment was not to discredit the abilities of the current staff, but to assure a knowledgeable point person was in place to perform the job that the Board needed during this very busy time of year.

Scott to work with Chair Anderson and the staff to move the College forward.

**MSM10/08-3** Rick Howell's motion to ***have OSBA conduct an interim search as well as a permanent presidential search*** was seconded by Harry Abel. Upon call for the vote, the motion passed unanimously.

Discussion occurred on alternative presidential search services. It was noted that OSBA was in-state and relatively less expensive than search processes through the Association of Community College Trustees (ACCT) or American Association of Community Colleges (AACC).

**ADJOURNMENT** Chair Anderson adjourned the meeting at 10:52 a.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Deb Nicholls, Recording Secretary

Exhibit # 6 A 7  
Date November 24, 2008  
Approved YES \_\_\_ NO \_\_\_  
Motion # \_\_\_\_\_

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

**October 15, 2008**

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

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

**Guests**

Dori Brattain                                              Alexander Rich  
Lisa Freiley                                              Rick Stucky  
Angie Peterman

**RECESS FROM**

**OPEN MEETING** The Board recessed from the open meeting at 3:12 p.m.

**CALL TO ORDER** Lonny Anderson, Board of Education Chair, convened the Executive Session meeting at 3:15 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) (f) to consider information exempt by law from public inspection and ORS 192.660 (2) (h) Legal Rights.

The recording secretary was excused shortly after the beginning of the meeting. No action was taken by the Board during the Executive Session.

**RECESS TO**

**OPEN MEETING** The Board recessed into open session from 4:20 to 5:27 p.m.

**RECONVENED** Chair Anderson reconvened the Executive Session at 5:27 p.m.

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

**ADJOURNMENT** Chair Anderson adjourned the Executive Session at 5:40 p.m. and returned into open session.

Respectfully submitted,

Lonny Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 6 A 8  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
BOARD OF EDUCATION  
SPECIAL OPEN MEETING  
10-15-08**

**Attendance:**

Board Members –

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

*Absent:* Carol Oelke

Staff –

Patty Scott (Interim President)  
John Berman  
Daniel Brouse  
Kate Bruner  
Robin Bunnell  
Wayne Chandler  
Dede Clements  
Ray Daniels  
Jan Farnsworth-Thompson  
Kat Flores  
Cari Friesen  
Jeremy David Jones  
Bernadette Kapocias  
Frances Karroll  
Linda Kridelbaugh

Karen Helland  
Jeannie Johnson  
Dave McKinney  
Deb Nicholls (Recording Secretary)  
Ron Olson  
Janet Pretti  
Kristi Rayevich  
Carol Richards  
Diana Schab  
Barb Shreckengost  
Marie Simonds  
Sharon Smith  
Leigh Squires  
Leigh Stiles

Guests –

Christopher David-GarlandAlexander Rich (The World)  
Dori Brattain, Lisa Freely, Angie Peterman and Rick Stucky (OSBA)

**CALL TO ORDER** Chair Anderson called the open session to order at 3:12 p.m.

**RECESS INTO EXECUTIVE SESSION** The Board recessed into Executive Session from 3:15 to 4:15 p.m.

**RECONVENED** Chair Anderson reconvened the open session at 4:20 p.m.

**ADDITIONS TO THE AGENDA** The following additions were made to the Agenda, under New Business:

- OSBA Update
- Safety and Security Update

**OSBA UPDATE**

Dori Brattain distributed copies of the OSBA report for public viewing and briefed the Board on the redacted report. She expressed her appreciation for the staff's assistance during the interview process, noting that the information received was very helpful for continuing the investigation and would be beneficial to the College. Brattain noted that all references to a particular employee had been redacted from the public report as they were exempt from public record.

Rick Stucky briefed the Board on the Policy section of the report. In a separate action, the Board previously hired him to conduct a complete review of the College's Board and Administrative policies/procedures to assure compliance with state and federal regulations. The Policy Review Committee will be meeting with Stucky on November 10 to begin an in-depth review of the policy materials.

Lisa Freely briefed the Board on the Human Resources and Employee Relations section of the report. She stated that College had an excellent goal setting practice, but stated that the variety of standards in the performance management area concerning discipline and dismissal could cause confusion and that a stronger structure was needed in the recruitment, retention and termination of employees. She added students and staff needed notification on where harassment procedures could be found and stressed the importance of conducting face-to-face exit interviews with employees leaving the College.

Angie Peterman briefed the Board on the Financial Planning, Accounting and Purchasing section of the report. The most significant concerns found were in the budgeting, financial management, accounting practices and payroll and she noted that it was important for the Board to view policies in these areas as a priority during the policy review process. She stated that a pattern of spending in excess of revenues was found and that cash flow forecasting was critical. Concerned about the Plant Fund, as it was unclear where the resources were coming from in this area, the recommendation to suspend capital projects until specific resources could be identified was made. It was noted that monthly financial reports needed to be developed for presentation to the Board to assist their understanding of the financial picture of the College and plan accordingly.

Discussion occurred on how to proceed with the OSBA recommendations.

*MSM10/08-4*

Chair Anderson motion to *hire OSBA to review performance control measures in the finance department* was seconded by David Bridgham.

A happy amendment was made to *have OSBA provide the scope of work and costs that would encompass the OSBA report's recommendations #13-15 on financial operations policies and procedures, performance control measures and the creation of a College financial plan*. Upon call for the vote, the **MOTION CARRIED**.

**NEW BUSINESS**

**Supplementary Budget**

President Scott briefed the Board on the proposed resolution stating that it was a required action of the Board for the borrowing and repayment of the recent loans the College took out.

*MSM10/08-5*

Marcia Jensen's motion to *adopt the fiscal year 2008-2009 supplemental budget for the College* was seconded by David Bridgham. Upon call for the vote, the **MOTION CARRIED**.

## Banking Powers

Scott briefed the Board on the proposed amendment.

MSM10/08-6

Marcia Jensen's motion to *authorize the employees, as presented, in the College's banking arrangements with Umpqua Bank* was seconded by David Bridgham. Upon call for the vote, the **MOTION CARRIED**. Discussion occurred on the upcoming appointment of an interim vice president and it was noted that when the individuals was named they would be included in the signing authority changes as the resolution listed the position so the Board was aware that they were authorized accordingly.

## Interim President's Duty Clarification

Chair Anderson explained the Board's expectations. Discussion occurred on personnel hiring and termination. It was noted that any positions that were funded, but currently vacant could be hired without Board approval.

Anderson requested that Scott prepare recommendations for controlling expenditures, but that the Board expected her to complete travel necessary for the presidential position.

## Interim Presidential Search

It was noted that OSBA had identified several potential candidates and would name the top two later in the month, with interviews to begin in November.

(Failed)

Rick Howell's motion to *adopt the OSBA proposal to move forward on the interim presidential hiring process* was seconded by Harry Abel. A lengthy discussion occurred with comments from all three employee groups stating that they felt it was in the best interest of the institution for Dr. Scott to remain the interim president until a search for a permanent president could be conducted. Upon call for the vote, the **MOTION FAILED** unanimously.

MSM10/08-7

Rick Howell's motion to *appoint Dr. Scott as interim president until the search for a permanent president was completed* was seconded by Marcia Jensen. Upon call for the vote, the **MOTION CARRIED**.

## Safety and Security Update

It was noted that the Board's Safety and Security Committee (Abel, Bridgham and Anderson) met with City of Coos Bay and both parties were in agreement on moving forward on funding options. The Committee requested that President Scott and her team meet with Chief Craddock to look at alternatives and solutions.

Bridgham was given permission to investigate the possibility of the Office of Workforce Development (CCWD) lobbying the State Board of Education to consider legislative changes so the College can be in compliance with higher education in the safety and security area. Bridgham will conduct this task. Discussion on the statue that Gould previously referred to on this subject occurred.

Discussion occurred on cash flow projections, software and procedures. Ron Olson stated that the problem projecting cash flow would not be solved if purchasing procedures are not adhered to. It was noted that several procedures regarding hiring practices and purchasing were in place, but had not been adhered to.

Tom Nicholls stressed the importance of having a Southwestern representative at future funding formula discussions at the state level, noting that delayed payments were not unusual and that prudent schools plan accordingly. He added that he was disappointed that a representative from the OSBA interview team was not in attendance to present their findings in regard to the process.

A student in the audience inquired as to how the fiscal situation and hiring freeze would affect the students. President Scott noted that all tuition waivers currently in place would be honored, that the College planned to stay within budget in terms of waivers, but that the policies in place had not been followed. She added that the Financial Aid Office was understaffed, which had caused a delay in processing. It was mentioned that delays also occur if students have missing file items that are needed to complete their aid package.

Jensen expressed her appreciation to the staff noting that the College could not move forward without them and that it was a positive time with great opportunities to serve our students.

**RECESS INTO**

**EXECUTIVE SESSION** The Board recessed into Executive Session from 5:27 to 5:32 p.m.

**Interim President's Compensation**

Discussion occurred. Due to the budget constraints the College was faced with, Dr. Scott requested no additional compensation. The Board disagreed, stating that Scott should receive additional compensation for the additional responsibilities and expectations the Board was asking of her.

*MSM10/08-8*

Marcia Jensen's motion to *adjust Dr. Patty Scott's salary compensation to \$110,000 per year at a prorated amount, effective 10/08/08, until a permanent president is hired* was seconded by Rick Howell. Chair Anderson will contact the College's labor attorney to draft the necessary documents.

**ADJOURNMENT**

Chair Anderson adjourned the meeting at 5:42 p.m.

Respectfully submitted,

Lonny Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

Exhibit # 6 B 1  
Date November 24, 2008  
Approved YES\_\_\_ NO\_\_\_  
Motion # \_\_\_\_\_

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

Prepared by: Arlene Soto, Workforce Development Executive Director and Business Development Center Director, Karen Helland Workforce Coordinator and Margallee James Pathways Coordinator

**ACTION UNDER CONSIDERATION**

Accept a grant in the amount of \$108,210 from Oregon Economic and Community Development Department (OECDD).

**HISTORY/ DISCUSSION**

The Workforce Development Department of Southwestern Oregon Community College works closely with businesses, workforce agencies and economic development agencies in Coos, Curry and Western Douglas counties to create sustainable businesses through a prepared workforce. The Pathways Department works closely with high schools in the same area to create education to employment opportunities for students. Together these two groups created a working group consisting of four local businesses, representatives from the South Coast Business Employment Corporation, South Coast Economic Development Corporation, Oregon Economic and Community Development Department and the Department of Employment that submitted a grant application to create a model for a clusters approach in metals and transportation equipment.

Clusters are identified as related businesses that have similar employee needs within a region of the state. The working group identified a need for businesses to work closely with educational institutions to ensure the students received the training needed to do jobs in welding and metals fabrication in transportation related companies on the south coast.

**TIMING**

This grant budget period begins October, 2008 and ends September 30, 2010.

**RECOMMENDATIONS**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, accepts a grant in the amount of \$108,210 from OECDD in accordance with Administrative Policy #3.006, External Funding, Grants and Contracts and authorizes the adjustments to the Special Project Fund budget.

**BUDGET IMPACT**

There is no impact to the general fund budget.

Report of Consultant Patricia A. Kearney  
South Western Oregon Community College  
Student Housing and Clery Reporting  
September and October 2008

Patricia A. Kearney  
16164 Foothill Loop N.  
Sisters, OR 97759  
541-549-0362  
pakearney@msn.com

## Purpose of the Consultation:

In late August I was contacted by SOCC President Judith Hansen. President Hansen stated that the SOCC Board had requested a review of Student Housing practices concerning alcohol and drugs. That initial request after further discussion resulted in President Hansen's approval of the following specific charge:

The review will focus on SOCC offering the best experience possible for student residents. Special attention will be given to individual students' well being and community well being. The context of this review will pay attention to any potential exposure the campus might have to liability, including Clery reporting. The report will include:

1. A review of Student Housing conduct policies and practices
2. A review of Student Housing educational programs and other interventions that may help prevent or mitigate student behavior problems
3. A review of conduct records and Clery compliance
4. Recommendations for further review of Student Housing conduct policies and practices
5. Suggestions for possible program enhancements for student residents
6. Suggestions, if any, for possible staff orientation and training

The review was scheduled to include a preliminary visit on September 9, 2008 followed by a two day visit on October 16 and 17, 2008. In addition other background reading and analysis were to be done between the preliminary and October visits.

## People and materials consulted

On September 9<sup>th</sup> the following people provided information:

1. Jeff Whitey, Director of Student Housing
2. Jeremy Jones, Area Director Residence Complex
3. Kyle Croy, Residence Hall Director
4. Vickie Brumit, Administrative Assistant
5. Sheldon Meyer, Vice President Administrative Services
6. Judith Hansen, President

On October 16<sup>th</sup> and 17<sup>th</sup> the following people were interviewed:

1. Carol Richards, Administrative Services
2. Carol Howland, Human Resources Director
3. Dave McKinney, Plant Services/Campus Security
4. Butch Bryson, Campus Security Officer
5. Kyle Croy, Residence Hall Director
6. Jeremy Jones, Area Director Residence Complex

7. Resident Assistants (RA's)
8. Brenda Rogers, Student First Stop representative
9. Patty Scott, Acting President
10. Avena Singh, Director of Financial Aid
11. Jeff Whitey, Director of Student Housing
12. SOCC students
13. Linda Kridelbaugh, Acting Vice President for Administrative Services

Individuals consulted outside the campus and materials available to me included:

1. SOCC Student Housing conduct records for three years
2. Student Housing RA training materials
3. Student Housing application and agreement
4. SOCC Clery Reports
5. The Judicial Educator on [www.reslife.net](http://www.reslife.net)
6. Public Safety policy and procedures at Southwestern Oregon Community College (initial draft)
7. Public Safety Procedures for Residence Hall Response
8. Job descriptions for Residence Hall Director, Area Director –Residence Complex, and Resident Assistant.
9. SOCC Website
10. <http://police.ucdavis.edu/clery/> (CleryCSAtraining04.ppt)
11. Alicia Moore, Dean of Students and Enrollment Services, Central Oregon Community College
12. Larry Roper, Vice President for Student Affairs, Oregon State University
13. <http://www.ed.gov/admins/lead/safety/campus.html> This is the official federal website for Clery Report information
14. Branden M. Petitt, Associate Director UC-Davis Student Housing
15. Courtney Robinson, Assistant Director for Policy and Conduct (Student Housing Clery documents)
16. Dan Schwab, Director Conduct and Community Standards, Oregon State University
17. Bob Brown, Department of Public Safety, Oregon State University
18. Scott Atherton, Assistant Director Conduct and Community Standards, residence halls, Oregon State University

## Context and Philosophy

As a consultant, I do not believe that in a short period of time I can become the expert on SOCC. What I can do is bring many years of experience and my knowledge to bear by taking a fresh look at what a campus is doing. That allows me to raise questions and/or issues that would be fruitful for the campus to thoughtfully review. As I met with campus staff and students I was impressed by their overall enthusiasm for the college.

## Findings:

### Student Housing Conduct Policies and Practices

Student Housing has clear conduct policies and practices in place. The Housing contract and the Student Handbook and Student Housing Handbook have all the information needed by students. I also saw evidence of a good orientation for both staff and students.

I know of no campus in the United States where they have eliminated student use of alcohol. Our national culture, college culture, and youth culture as portrayed in popular media reinforce this activity. Drinking in college is a rite of passage for many students. Binge drinking is a national college problem.

There is a group of 100 College presidents that want a review of the legal drinking age. The Amethyst Initiative, drafted by this group, aims to encourage moderation and responsibility as an alternative to the drunkenness and reckless decisions about alcohol that mark the experience of many young Americans. The signers of this initiative believe that current policies are not working on college campuses. Because of the law there is no opportunity to teach students how to drink responsibly. If the drinking age were younger staff would have a much better opportunity to intervene. (See the Amethyst Initiative – [www.amethystinitiative.org/about](http://www.amethystinitiative.org/about)) I have provided information about the Amethyst Initiative simply to show the wide range of thinking on this topic; not as a position I am advocating.

The best a college can do is attempt to keep individual students safe and to stop large group drinking activities. This needs to be done in a way that does not encourage students to simply move drinking off campus and run the risk of accidents or other dangers.

As far as the SOCC policy on alcohol is concerned, it is the strictest policy I have ever seen. Most campuses will not call the police and subject students to a criminal record unless the activity is especially egregious or students are not responding to education and/or staff direction. Most college campuses emphasize education when dealing with many student conduct items. There is no legal requirement that any employee who is not a sworn police officer participate in a process to arrest a student. Calling police to issue MIP's is a choice, not an obligation, that the

college is making. This is an area that has no one answer but I believe that it would be helpful to have SOCC and Student Housing review the approach they wish to take.

While reviewing the area of alcohol and drug policy and enforcement, I saw one area where there may be some degree of liability for the College. This is the area of room searches. In the Housing Contract in the Section – Housing Conduct Code, number 3 the following appears:

*Apartment and Room Entry: Housing reserves the right to enter an apartment or room for the purpose of policy enforcement, property inventory, fire safety, sanitation, maintenance, and the well being of occupants.*

While reviewing conduct records I saw a consistent pattern of searching student's private possessions. This pattern was true of full time staff, RAs, and SOCC campus security. SOCC employees would regularly go through student's drawers, closets, piles of clothing, suitcases and bags, cabinets, etc. I do not believe they have the right to search student's private possessions. The policy noted above does not include private possessions. A student with a parent for a lawyer could challenge an intrusive search where permission has not explicitly been given by the student who owns the items in question.

In some conduct records the SOCC employee has asked for and been granted permission to search. However, in many records there is nothing written about asking or being granted permission. At a minimum (should the college decide to continue to search private possessions) staff must ask, receive permission, and record that permission in the incident report when searching student's personal possessions. The most conservative approach to requesting permission would be to get the student to sign a form granting permission. Another approach is to assume that with the presence of at least two staff members (current practice) witnessing the verbal approval, that verbal approval is sufficient.

Student Housing uses a system of fines for students who break some regulations. Many institutions try to minimize fines because they hurt poorer students more than those with more disposable income. I could find no college staff who said that any student complained when paying fines. There is also evidence that some students are offered alternative community service options instead of fines. I was not able to clearly see the extent of the fines levied, nor the extent of alternative community service. This area should be reviewed.

## Student Housing Conduct Records

As part of my charge I reviewed two calendar years of Student Housing discipline records. In order to do this I reviewed 2005-2006, 2006-2007, and 2007-2008 academic year records. This resulted in a full review of 2006 and 2007 calendar year records that could be compared to Clery reports.

The records I was given are very hard to follow. Incident reports are not linked to outcomes. Student Housing staff report that they meet with every student cited on these incident reports to discuss their behavior. One is not able to see if these meetings took place. It is also not always possible to see what action was taken by Housing or the CBPD. When a report says that a student was arrested, it does not show that charges were actually brought.

The Student Housing Director reports that new software has started to be used this year. This software is said to help track Clery data. The new program may correct some of the omissions I noted above. However, the **process** of reporting and follow up needs to be examined. As you will see in the Clery section of the report, assumptions were made about who was reporting some Clery data resulting in omitted data.

### Student Housing Educational programs and other interventions

Student Housing staff have many elements of a student development approach in place. Staff members are required to present educational programs each term. I was not able to verify that these programs always took place. All staff I talked with both within and outside of Housing thought that having lots of programs and activities for students was really important. “Keeping them busy keeps them out of trouble”. Students also recognized the importance of programs.

The Judicial Educator program noted in the “materials consulted” section at the beginning of the report is a good example of a student development program. Another program with an educational/developmental focus is the Choices for Life (Minor in Possession course) offered as a class at SOCC.

Other programs that I would suggest include early apartment meetings between students and RAs. A handout with questions for students to discuss with the RA individually or as a group, can reinforce policy and help students to understand how to talk to each other and staff about things they do and do not want to happen in their apartment. When I was on campus I discussed this with Housing full time staff and RAs with specific examples of questions and the process they could use. They all seemed open to the idea. I have appended a copy of a roommate workshop used by the University of California Davis. It is for illustration only as an apartment calls for different questions. Please note that the University of California Davis found better success when the RA talked with each student individually rather than the two roommates. It may take some experimentation to find the right method for SOCC housing.

Security in the residence halls, in terms of what is provided, is excellent. Programs, or a security week could be used to educate students who do not always use the security they are given. Conduct records show that there are many cases of open and unlocked doors. In one case it showed that someone who was not a student (summer) used open windows to take up residence.

Another possible program that may be helpful is an apartment “bill of rights”. A possible approach would be to include materials in student’s orientation to housing. A statement such as:

*Your rights and responsibilities – As a resident of SOCC student housing, you possess specific individual rights that your apartment mates and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for the people who share your apartment, and other residents of your building and residential complex. Your basic rights are listed here; you and your community may chose to add to this list. It is important that these items and the concept of others’ rights and responsibilities be discussed throughout the year.*

*You have the right*

- *To read and study in your apartment*
- *To access your room and apartment*
- *To live in a clean, safe environment*
- *To sleep and relax in your room*
- *To entertain guests and visitors without infringing upon your roommate, apartment mates, or community rights*
- *To confront another’s behavior which infringes upon your rights*
- *To seek the aid of staff in resolving possible roommate conflicts*

It would be important to involve students and staff in developing this “bill of rights”, and to make clear that it is the students who have the main responsibility for making it work.

## Clery Report

The method I used to determine if the college is in compliance with the Clery Act was straight forward. I compared Student Housing incident report data for the 2006 and 2007 calendar years with 2006 and 2007 Clery reports. In addition, my knowledge of the Clery Act, along with a review of the Department of Education’s extensive information available on line was compared to the process that was described to me. My task was made very difficult by the resignation of Vice President Sheldon Myers who was the campus coordinator for Clery. The process was also hindered by paper records, noted above in Student Housing Conduct Records. The final authority is always the law and the Department of Education. The link to this information is <http://www.ed.gov/admins/lead/safety/campus.html> .

My review showed that the individuals I interviewed were not knowledgeable about Clery requirements. Individuals knew about a task, or got a request for something specific but did not understand how what they were doing fit into the whole. In the introduction to what an institution must do to be compliant with the Clery Act, the Department of Education states – “Someone must coordinate with the Clery Act.... Note that we used the term “coordinate” here

because this is not a one-person job. Most institutions will find it necessary to coordinate compliance activities with many people and offices throughout the campus community.....”

I will detail specific areas where I believe that there is not compliance.

1. There are items in Student Housing records that are not found in the Clery report. These include incidents with weapons (including pipe bombs), domestic harassment, and a drug related rape. I must say immediately, that it is not Student Housing who is responsible for the omission. I will speculate on what caused omission later.
2. An institution must report crime data not only on the campus but in other geographic areas where there is a building that is used in direct support of, or in relation to, the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Let me quote from the Dept. of Ed. Manual “A site owned or controlled by your institution where a student does an internship, externship, clinical training or student teaching. If your institution offers additional classes for students in a rented or leased location, your disclosure requirements are determined by the time covered in the contract. For example, if you lease a room, floor, or building on Tuesdays and Thursdays between the hours of 4:00 pm and 10:00 pm you must disclose all Clery Act crimes that occur in that space on Tuesdays and Thursdays at that time.” I was told that SOCC classes are taught in Curry County. I do not know if there are other locations that might fall under the requirements. Please review.
3. An institution must report all offenses that occur on public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. What does this mean? You are required to disclose offenses that occur on public property (property not owned or controlled by your institution and not private residences or businesses. This includes public property next to or bordering your campus that is easily accessible from your campus. This means public parks, sidewalks, and streets. I am unclear on how much data from CBPD was used in developing your Clery report. Even if non students were responsible for crimes in the areas noted above they should be on SOCC’s Clery report.
4. Disclosing reported crimes in the Clery report (related to #1 above). “You must know what this law means by disclosing “crimes”. You are required to disclose reported crimes. A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness other third party or even the offender. An institution must disclose crime reports regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime, are associated with the institution.

If the individual receiving the crime information believes it was provided in good faith, he or she should document this as a crime report. In good faith means there is a

reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security agency, nor must a finding of guilt or responsibility be made”.

This is one of the reasons the drug related rape was not reported: it was reported to the police; the woman was given drugs before the rape; and the woman decided not to file charges. Many people on campus knew about this situation but in preparing the Clery report, they relied on police data that did not show anything since a crime report was not filled. This is a failure of process.

5. Who is a campus security authority according to the Clery law? The answer is anyone who has significant responsibility for students. This would include but not be limited to (again, you know the most about your institution) the campus security office, all student housing staff, a dean of students, whoever oversees a student center, student activities, a director of athletics, a team coach, or a faculty advisor to a student group, a women’s center, counseling and psychological services (counselors are exempt from providing names or reporting crimes but they may anonymously report crimes that meets the good faith requirements above). In addition the college must seek information from the CBPD and any other law enforcement agency that has control of other geographical areas that must be included – e.g. Curry County. While you are required to request information you may not always get information. The Department of Education requires that you keep a copy of letters in your files that prove that you requested required information. See Chapter 4 of the Department of Education manual for detailed information on where to get information.
6. Providing timely warning. You must provide a timely warning of any Clery Act crime that might represent an ongoing threat to the safety of students or employees. This means that when, for example, there are a series of thefts you must inform the campus. This can be done via e-mail, posters, etc. The point of this part of the law is to allow individuals to protect themselves. I could not find evidence that you were complying with this part of the law.
7. You must also publish an annual security report about the content of the Clery report and distribute it to all current students and employees. Prospective students and prospective employees must also be informed about the content and availability of the report. I note that you have a report on your website. It would be best if an e-mail was sent to all students, staff, and faculty notifying them of the availability of the report. You must also inform the campus community where to obtain information about registered sex offenders.
8. This year, the Clery report was not filed by the deadline. I would assume that this was due to the changes in leadership this year. However, the deadline is firm and the report must be filed by October 1 of each year.

9. I would recommend that all individuals who are responsible for providing Clery data be trained in the purpose of the law and their role in meeting requirements. I would also recommend that a process be developed to make sure that all reported crimes are counted. While you have new crime software that helps prepare Clery report statistics, it is not that simple. The police log will not necessarily show reported crimes. There needs to be a way to capture all the information on an ongoing basis. The daily crime log required by the Clery Act is only one source of information for the report. Someone needs to gather all information and then make judgments.
10. Finally you may be over-reporting some crimes. If a person is arrested for multiple violations during a single incident (e.g., violations of both drug and liquor laws), law enforcement discretion should determine which violation should be counted. “We (Ed. Dept) recommend that you document the justification for this determination- Officer discretion is allowed only for illegal weapons possession and drug and liquor law violation arrests and referrals that occur during the same incident.”

## Other Questions and Issues

In the course of visiting your campus and talking with staff, a few other related issues arose. First, there does not appear to be a protocol in place to deal with dangerous situations on campus. There seems to be a good system in place to deal with storms and power outages. However there is no system to deal with an imminent danger of someone who is seriously disturbed or has a gun or hot pursuit of a criminal through the SOCC campus. I believe that at a minimum there should be a protocol that allows selected individuals to order a “lock down” of all buildings keeping campus citizens away from harm. There should be a method of notifying people – e-mail, cell phones, telephone tree, etc. There is liability associated with not having a plan.

Second, staff should be commended for their efforts to make connections between offices when they are concerned about students. This appears to be an informal process. I would recommend that a more formal structure be put in place that would include police, student housing, dean of students, counseling center, and academic affairs. This group could meet quarterly, or when any member has a concern about a student. What they should try to do is connect the dots. A disturbed student may have caught the attention of a faculty member because of what they have written in an essay. They may be having problems in student housing and they may have had a confrontation with staff in an office. Just think of Virginia Tech to understand that good people sometimes try to handle their problem without seeing what is “off their radar”. This is another area where there is liability associated with not having a formal system in place.

Third, good diverse staff is critical to Student Housing’s success. There is currently no woman Resident Director on staff. There are some issues that women are more likely to talk about with another woman. I believe that Student Housing already has budget and approval for a third position. Every effort should be made to diversify the already fine staff. I heard some antidotes

about uneven performance from RAs in different years. A year ago there were a number of staff fired or who left. Some of them may not have had the appropriate set of personal and behavioral traits to be an RA. Just one example, an RA who went to the front of the line at the Dining Commons, telling the students that he was an RA. It is very difficult to get 11 good RAs from among 2<sup>nd</sup> year students who want to stay in on campus housing. Many direct and reported pieces of information suggest that this year you have a very good RA staff. It is one of the most important parts of the housing program.

Fourth, Student Housing must begin to build a strong reserve. Student Housing staff should be proud of their hard work in keeping the buildings in good condition. However, all material has a life cycle. The older buildings are going to need new carpets. There are resources available to determine average life-cycles for carpet, blinds, refrigerators, stoves, etc. Keeping the buildings looking well and inviting is important. If the place looks good students are more likely to respect the physical facilities. Conversely, if building materials deteriorate students are more likely to mistreat the facilities. I have consulted with campuses that have ignored their maintenance needs and their buildings get worse, students don't want to live in them, the financial viability of the operation goes down, and there is less money available to get out of a negative spiral. Mr. Whitey has the ability to develop a long range maintenance and replacement plan. He will need the college's support to be allowed to raise rates to develop the reserve fund.

Fifth, SOCC is a growing campus and there is some evidence of individuals becoming overwhelmed by their jobs. Work load is very challenging and some staff are unable to research new technology and improve their work processes because they do not have time to "take on any new work". As the campus continues to grow new systems and processes to streamline work need to be developed. It will be important to give at least some extra temporary support to units that are trying to make a transition in methodologies.

Finally, here is a suggestion for a method of discussing issues that are frequently loaded with values and feeling. Frequently people debate choosing to do either X or Y. It is an either / or question. What I would recommend is to look at all choices as having both positive and negative consequences. The first method would look like this:

X	Y

The second method would look like this:

X positive	X negative	Y positive	Y negative

During a discussion, if one is being intellectually honest, one should be able to list items in all four boxes. The method tends to lead to more thoughtful decisions.

### Conclusion

SOCC is a wonderful institution. Staff and faculty whom I met were dedicated to their jobs and cared about students. Although there is some work to do, new leadership is an opportunity and the talent that is available can get the job done. Thank you for letting me consult for you. Good luck in working through some of these challenges.

### Attached:

In a separate file attached to this e-mail copy of the report, you will find a file of the UC Davis roommate agreement form. It is intended only as an example, should SOCC choose to develop their own process. The file is in Microsoft Publisher program format. If that program is not available to you, I will fax or mail a hard copy.

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

Submitted by: Patty Scott, Interim President/Dean of Student Services

**Service Learning**

- Julia Rose organized the New Student Orientation Scavenger Hunt and award dinner, which took place in September- October.
- Julia Rose, along with instructor Ron Bell and Student Life Coordinator Karina Smith, took 6 students to the Capital Conference at Western Oregon University on October 11, 2008. The Capital Conference connected SOCC students to students from schools such as Willamette and University of Portland, and allowed them to hear speakers such as Portland NAACP President and OSU Alumni Charlene McGee (one of the youngest NAACP Presidents in the country).
- Julia Rose coordinated the Community Involvement Fair, which was held on October 18, 2008. She was able to solicit \$100 in donations to cover some of the costs for this event, which over 100 people attended. Extra pumpkins left over from the event were donated to the Belloni Ranch.
- Julia Rose requested and was approved for a tuition waiver that will be attached to the Leonard C. Farr Community Service Award for the 2009-2010 school year.
- Julia Rose is working with instructors Carolyn Byrd and Ron Bell on 2 service-learning projects for their HD 100 courses. One class is doing site-based service-learning while the other is doing project-based service-learning. Julia created a Wiki for Ron's class project (a concert to benefit ORCCA's community garden), utilizing technology to connect students outside of class and keep everyone in the loop.
- Julia Rose assisted Resident Assistants in putting together a haunted house for Halloween on October 18 which was open to the community and an Election Day panel/ viewing event on November 4 that included Coos County Commissioner Kevin Stufflebean.
- Julia Rose applied for 3 different grants related to Martin Luther King (MLK) Day and Global Youth Service Days. She is working with a dedicated group to organize a full week of events around MLK Day, including two service opportunities, the second annual Hunger Banquet, a tunnel of oppression, a variety of speakers, and lunch time entertainment that represents a variety of cultures.
- Julia's last day as a VISTA is November 26, 2008!

**Rec Center**

- Intramural Flag Football concludes on November 9<sup>th</sup> with the Laker Bowl. Two student teams remain and will collide for pride and the Flag Football Championship. Basketball Open Gym is now taking place on Tuesday and Thursday evenings, a precursor to the Intramural Basketball League to start during Winter Term. There have been several other recreational activities and clubs taking place in and around the Rec Center, including indoor soccer, volleyball open gym, Badminton Club (Prosper), indoor climbing wall for current climbing students, outdoor equipment check-out, and ping pong.

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

- ESPS, Student Support Services have submitted outcomes and objectives for accreditation.
- November 7<sup>th</sup> and 8<sup>th</sup> Carolyn Byrd attended the 15<sup>th</sup> annual Oregon Diversity Institute hosted by Umpqua Community College. The ODI is one of the leading and progressive forces for presenting, discussing, and addressing diversity issues in Oregon. This year’s theme was UNLEARN referring to unlearning biases, stereotypes, prejudices, hate and other ‘isms” that one may unconsciously carry. The conference drew over 200 participants from colleges, universities,, private businesses, non-profits and community organizations.

**RSVP**

- Attended a conference on Advancement Volunteer Management at PSU. Very relevant to RSVP and Service-Learning.
- Chris Coles, representing RSVP, was at both the Elder Resource Fair (Pony Village Mall) and the Community Health Fair in Coquille.
- Atrio Insurance notified Medicare Beneficiaries that it will be pulling out of Coos County in January. Coos County is the only area that it is leaving in Oregon. An alternative has been sought.

**Enrollment Management**

- Financial Aid (FA) recently hired Heather Pettitt into the position of FA Student Employment Representative. FA is also gearing up for College Night November 24<sup>th</sup> and the individual High School presentations December 2<sup>nd</sup> through December 11<sup>th</sup>. They will be visiting Gold Beach, Brookings-Harbor, Pacific, Reedsport, Bandon, Coquille, North Bend, Myrtle Point, Marshfield and Florence.
- College Fair visits are under way with great results to this point:

Alaska	2007	120	2008	140	
Montana	2007	207	2008	339	
Idaho	2007	196	2008	265	
Washington	2007	126	2008	102	
Nevada	2007	160	2008	-----	In progress
Oregon	2007	263	2008	285	
<b>Total</b>	<b>2007</b>	<b>1072</b>	<b>2008</b>	<b>1131</b>	

- Spring Preview 2009 applications currently stand at 27
- Registration for Winter began on this past Monday the 17<sup>th</sup>
- Student Housing numbers are holding steady at around 380 students
- Current OCCI enrollment is 124 with 87 first year students and 37 students currently registered and completing externships.
- The Student Ambassador program is in its second year with nine students being selected to participate in this years’ program. Along with their day to day duties of helping with campus tours, contacting prospective students and representing Southwestern to the community, they have been very active participants in New Student Orientation, the ASG canned food drive, winter term New Student Orientation and had two members attend the NW Student Leadership Conference on November 14-16 at Portland State University.

- Southwestern will be a host site on November 24<sup>th</sup> for College Night Oregon. This is an opportunity for students to receive valuable information on choosing the right school, financial aid, scholarships and many other items of interest and concern for the college bound. Various Southwestern Staff members attended training workshops to help facilitate this event.
- This fall saw the creation of a new retention effort called “Laker Buddies.” This endeavour is an attempt to partner willing staff members with first-time program students in an attempt to provide a resource for students and a point of contact to help them with any problems they may have or to just be someone to provide extra encouragement from time to time.

### **Student First Stop Center**

- Student housing move-in went very smoothly for First Stop and Financial Aid. Even though we were very busy, the students’ wait was not very long and all were in good spirits.
- We are pushing students to self-serve and use online resources.
  - So far 142 students have signed up for e-check, with 10 to 20 students signing up e-check each week.
  - More students are accessing their student email. We started another student email contest, with 50 potential winners, and 12 have submitted their winning emails for their prizes. We received two winning email submissions on the first day of the contest. Faculty are also included in the contest. There will be prizes awarded to the faculty with the most students using student email.
- We are in our second term without the Financial Aid Attendance Verifications (pink sheets). The students are happy about it. We received many administrative withdrawal requests from full-time faculty, which take the place of the ‘pink sheet’.
- We have implemented a new Accounts Receivable to help with bad debt. All registrations \$300 or under will require payment in full at time of registration. This is effective Winter Term 2009. We have added this procedure to the Schedule of Classes and online.
- With Cari Friesen’s help from ITS, we have enhanced the WebAdvisor registration process. Before students can begin the registration process, they are required to agree to an acknowledgement disclaimer. The students acknowledge they will create an account balance at registration and promise to pay the balance. With such a disclaimer we believe more students will pay on time, they won’t be able to say they ‘didn’t know’ and we can then pursue the collection process with better results.
- Kat Flores has worked very hard to change the paper transcript orientation. Now we can print a transcript and fold it directly into a window envelope. In the past we have had to type the mailing address onto each transcript envelope. We send thousands of transcripts a year. We are very excited about this as it will save us a lot of time and ink.
- The First Stop brainstormed ways we can go green and save the College money. We came up with some creative ideas and all have implemented many of the ideas. For examples we are printing less, using both sides of papers and are even flexing time instead of using overtime.

## **Student Activities and ASG**

- Student Government sent 2 leaders Nathan Andresean (Assistant Director for Student Government) and Adrian Villanuera (Senator for Student Government) to the Annual ACUI Region 14 Conference in Portland Oregon.
- Attended Campus Compact CAPITAL Conference with Julia Rose, Ron Bell, and 6 Human Development class students.
- Associated Student Government held several events including Dodge Ball, Canoe Races, Red White and Blue Dance (to promote Voter Registration), and a Bingo Night.
- Associated Student Government put on a successful Voter Registration campaign mailing out voter registration cards and encouraging students, staff, and faculty to register and vote.
- Coordinated a scholarship application for students to attend the Northwest Student Leadership Conference in Portland Oregon. There were four scholarships available. Cody Carlson (Ambassador), Brian Wiggins (Ambassador), Noah Griffin (Resident Assistant), and Jimmye Owens (Phi Theta Kappa, First Nation Club member) were selected to attend the Conference
- Associated Student Government approved money to send 4 ASG members to attend the Northwest Student Leadership Conference. Anita Cary (Secretary) Drew Jones (President), Nick Cook (Publicity Director) and Parker Sublette (Senator) will attend.
- Began working on a creating an MLK week for the week of January 19.
- Working with several other campus community members to develop a mini orientation/welcome back week for the first week of classes Winter term.
- Coordinating with Mike Hebert (Women's Basketball Coach) to create an Annual Breast Cancer Awareness Women's Basketball game for January 4.
- Working to bring a comedian to Campus for December 5, 2008.
- Working on a Spirit/Homecoming week to occur during winter term date to be decided.
- Associated Student Government as created several committees to look at student concerns, including sustainability, Veterans Affairs, Smoking, and Tuition and Fee increases.
- Barbara Johnson and Karina Smith worked on a grant for the website Cash Course. The \$1,000 grant was received and will be used to present information on appropriate budgeting, Financial Aid, and other issues associated with financial issues for students.
- Student Government and Ambassadors are working on the first annual canned food drive. It began November 3 and will end November 23. All money and canned food will be donated to ORCCA. The group that has the most lbs will pie the other group at a basketball game.

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

Submitted by: Linda Kridelbaugh, Interim Vice President of Administrative Services

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

***Administrative Services***

- Submitted campus crime survey to Clery website.
- Met with Pat Kearny, independent consultant who performed Student Housing audit.
- Attended SAIF training on controlling costs/reducing premium.
- Met with key personnel to discuss 403b requirements.
- Submitted outcomes to Robin Bunnell for accreditation process.
- Met with Coos Bay Police Department to continue campus incident response discussion.

***Physical Plant/Grounds***

- Installed new stop sign at the main entrance
- Removed hospital bed from Sumner Hall Room 11 and added seating for 10.
- Continued work on heating system in Eden Hall.
- Moved Kate Bruner from Tioga Hall 3<sup>rd</sup> Floor to Tioga Hall 4<sup>th</sup> Floor.
- Set up snack bar in the Student Recreation Center.
- Repaired 80 ton chiller at Tioga Hall.
- Facilitated Reese Electric performing annual smoke detector test on all campus elevators.
- Removed graffiti campus wide.
- Installed new cabinet in Maintenance for Bloodborne Pathogens and Personal Protective Equipment supplies.
- Cleaned roofs on campus buildings.
- Continued cutting brush in ditch around the baseball field.
- Removed trees on the northwest side of Eden Hall.
- Turned off lighting at the top of the Hales Center to save on electricity costs.
- Patched roof on east side of Prosper Hall.

***Bookstore***

*Retail sales:*

September and October of 2007	\$481,230
September and October of 2008	\$504,823

These numbers combine September and October to address the fluctuation depending when the first week of term falls.

The bookstore is holding its own against the competition of on-line sales by placing an emphasis on excellent customer service and variety of products, beverages and snacks.

Bookstore staff would be pleased to see board members in the store.

***Campus Security***

- Coos Bay Police Department (CBPD) and College staff met to review the College's procedures for responding to violations of the student code of conduct for housing and all students. CBPD shared their legal expertise and offered valuable suggestions to the College.

***Athletics***

**Volleyball**

Volleyball is almost over; the team has three games remaining. They are currently placed 2<sup>nd</sup> in the region with 5 wins and 2 losses in league games and the seasons totals are 17 wins and 12 losses.

**Men's Soccer**

One game remains and the team is currently placed 3<sup>rd</sup> in the region with 3 wins, 12 losses and 2 ties.

**Women's Soccer**

One game remains and the team is currently placed 5<sup>th</sup> in the region with 2 wins, 17 losses and no ties.

**Men and Women's Cross Country**

Both the men and women's team finished 3<sup>rd</sup> at the Southern Region Championships.

**Men and Women's Fall Golf**

The men's team placed 4<sup>th</sup> with 7 points and the women's placed 5<sup>th</sup> with 7 points.

**Men and Women's Basketball**

Both teams are just beginning their season.

**Wrestling**

Wrestling has commenced and already competed in 3 scrimmage matches, winning all 3. The roster consists of 26 men.

The Athletic Department has 265 in-district and out-of-district student-athletes on campus.

***Mail & Print Services***

- Handled 38,817 pieces of mail and parcels of which student mail consisted of 1,962. In a very short period of time, students received 112 parcels. Pieces forwarded or returned totaled 1,191.
- Made 127,880 copies plus all the bindery services that were needed to complete each work order.
- Copiers served by MPS totaled 51,370.

***Student Housing***

- Fall term occupancy is at 382 students. This is the highest occupancy ever in Student Housing since opening in 1997. Room change and cancellation notifications for winter term have gone out to all residents.
- Hosting a Thanksgiving dinner at OCCI for housing residents who do not have a place to go for the holiday. All staff has been invited to participate.
- Other programs hosted by student Residents Assistants this fall included a Haunted House at the Recreation Center; voter forum on election night with Coos County Commissioner Kevin Stufflebean; personality ice cream social matching your personality to a flavor of ice cream; Wii sports Olympics; and a board game night.

**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>
Vernon Bryson, Public Safety Officer					GF	
Makayla Pedey, Financial Aid Loan Processor (Internal)					GF	
Dianna Clingan, Infant Toddler Liaison (Internal)						SP
Audra Ashcraft, Childhood Education & Family Studies Assistant (Internal)						SP
Heather Petitt, Financial Aid Student Employment Representative (Internal)					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>
Equipment & Supplies Attendant						GF
Nursing Instructor (Tenure Track)	GF					
Visiting Baking & Pastry Instructor	EF					

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

- Vice President Martinez, by invitation, attended the College's regional accreditation body, Northwest Community Colleges and Universities (NWCCU) workshop for Evaluator Training. Along with Dr. Patty Scott, Valerie participated in the workshop to become a NWCCU Accreditation Evaluator. Completion of this training is required for all individuals prior to traveling to regional colleges as part of accreditation evaluation teams.
- Kathy Barber was on the planning committee that developed the Annual Fall Training for the Ford Family Foundation and Oregon Community Foundation grantees. The training was on the topic of Social Marketing and attended by grantees from around the state and northern California.
- Ron Metzger, Geology Professor, attended the annual Pacific Northwest section meeting of the National Association of Geoscience Teachers, an organization where he continues to serve as section vice president.
- In August, Ron Metzger was one of five community college instructors selected to participate in the first Teachers on the Leading Edge (TOTLE) Workshop in Portland, Oregon. The workshop connected community college instructors/resources with K-12 educators and then exposed the participants to a variety of learning resources associated with earthquake and volcanic activity. Additionally, the workshop included field experiences with nationally and internationally recognized geoscientists.

Goal 2: Student Access

- The first quarter Clusters grant is in process. Schools have visited Sause Brothers and American Bridge manufacturing companies.
- Approximately 440 students registered for fall term community classes with Swimnastics, Ballroom Dancing and Stretch and Flex being the most highly attended. Five additional classes were added beginning the first week in November.
- Laurie Potts presented Southwestern's Childhood Education and Family Studies programs to 3 groups of approximately 20 North Bend High School students at their annual college fair.

Goal 3: Education Programs and Experiences

- Dawn Richardson (of the Information Technology Services Department) is continuing to make progress in establishing online offerings for all essential developmental mathematics courses. Dawn has previously taught MTH20 and MTH70 in the 2009 Summer and Fall terms (respectively), and she will teach MTH94 and MTH95 in the 2009 Winter term, all in an online format via the ANGEL learning management system. One outcome of Dawn's efforts will be that, for the first time, the majority of online mathematics courses offered by SOCC will be taught by a local instructor.

- Summer 2008 Elderhostel groups were successfully completed and all expenses were covered by revenue. One summer group starting next June will be included in the 2008-2009 budget. Revenue from the upcoming June event will cover all expenses incurred with additional revenue supporting 2009-10 Elderhostel expenses.
- Six Summer 2009 Elderhostel programs, with completed itineraries and budgets, have been submitted to the main Elderhostel office in Boston. Plans include three Intergenerational programs with grandparents and their grandchildren 9 to 11 years of age. Activities include Oregon Coast Cooking with Chef Jardin, Geology and Anthropology of Oregon's South Coast with Dr. Ron Metzger and the Oregon Coast Music Festival on July 20 through 26<sup>th</sup>.
- On October 25<sup>th</sup> over 100 people attended a slide lecture on the geologic history of Crater Lake given by Dr. Ron Metzger. The talk was sponsored by the Geology Club and took place as part of Earth Science week 2008.
- 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-Certified Nursing Assistant, 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.
- Cathy Meier is working with the Transitional Education Program to develop a Pre-Early Childhood Education (ECE) Pathway. The Pre-ECE pathway began this month.
- On October 9<sup>th</sup>, Leigh Ann Squires, Office Administration Instructor, attended the Administrative Office Professionals Statewide Consortium meeting in Salem. This consortium is working to standardize and modernize the AAS degree in Office Management based on the Oregon Skill Sets.
- Extern Tara Pryor's Chefs Table is well received serving lunch every Friday from noon to 1:00 p.m. Extern Bill Plowman is producing great breads for La Patisserie and are available for sale each Friday from 1:30 to 5:00 p.m.
- A fundraiser for the OCCI culinary team and student club was held on November 21<sup>st</sup> with a Northwest Cuisine theme.

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

- Starting September 2, 2008, when the Community Education and Events Office took over Facilities Scheduling, Kim Richards established an Accounting Training System for Facilities Scheduling. She is able to track Facility Usage Rental Fees, Refundable Cleaning Deposits and having the Cleaning Deposits refunded in a timely manner.
- Kim Richards has also scheduled over 80 Campus and Community Events between the dates of September 22 through October 30, 2008. Income from these events has been \$2,385.00.
- The Community Education and Campus Events Office is re-designing and updating the website to include information and forms that will assist scheduling of space in a timely and efficient manner.
- SOCC was awarded over \$40,000 to pursue the development of a statewide Basic Nursing Assistant (BNA) program offered in an online format. The Office of Community Colleges and Workforce Development (CCWD) has requested that SOCC faculty serve as the lead to a statewide consortium of community colleges interested in offering the BNA via online learning. Oregon State Board of Nursing approval has been obtained in anticipation of this program's potential to reduce healthcare worker shortages in the state.
- This year's OCCI budget is based on 80 students, while currently going strong with 89 students. OCCI has also identified \$56,740.20 in controllable cost savings.
- All instructional units have participated in the initial stages of expense reduction efforts with the identification of a minimum of 10% savings from all materials and supply accounts.

## Goal 5: Employees

- Ten full-time faculty will receive release time during the 2009 Winter term to participate in a Title III cohort for exposure to and training in teaching and learning innovations. Participants include Sean Hutchison (Mathematics); Daniel Brouse (Biology); Cheryl Davies (Psychology); Pauline Smith (Librarian); Eleanor Montagna (English); Carolyn Byrd (Counseling); Jerri Bennett-Stillmaker (Nursing/Allied Health); Daniel Esposito (Health/PE); Aaron Nielsen (Marketing/Business); and Kareema Mattson (Transitional Education).
- Hannah Abraham-Shea participated in the Community College and Workforce Development Adult Content Standards Workshop on October 26-29 in Portland and the Director's Leadership Training on October 30-31, also in Portland.
- Brenda Locke (Community Education) and Aleta Mankamyer (Curry) received professional development funding from the College of Remarkable Employees (CORE) committee to attend the 2008 Community College Forum in Salem on October 23 & 24. An update from the Oregon Department of Community Colleges was presented by Education and Workforce Specialist, Debbie Moller. Other important topics included:
  - Pricing Strategies for community education using LERN-Best Strategies
  - Marketing strategies to target Boomers, X'ers and busy adults
  - Economic forecast and the implications for community colleges
- Chef Roberts has been nominated for Western Regional American Culinary Federation (ACF) Chef Educator of the Year award.
- Chefs Roberts and Hanlin competed recently in Spokane, Washington at the Inland Northwest Culinary Academy in the Category F Hot Food Professional Mystery Basket Competition, scoring Bronze and Silver medals.
- The employees of the Southwestern Community Partnership Family Center have received strong positive recognition for the excellent work that they do each day with children and families through our annual certification visit with our state certifier through the Child Care Division.

## Goal 6: Collaborative Relationships

- Workforce Coordinator, Karen Helland, attended the Southern Oregon Trucking Consortium meeting in Roseburg.
- The Business Development Center offered Foundations for Success: The Business Plan, a 9 session training that was attended by 21 participants representing 13 businesses in Coos County and 6 participants in Curry County.
- Supervisory Skills training series started in October in North Bend and will end in November. Training consists of six topics: Orientation to Supervision, Hiring Practices, Communication, Managing Employees, Managing Teams and Priority Management.
- The Business Development Center staff attended the Oregon Small Business Development Center Network fall conference in Eugene.
- Planning has started for the ten session course Foundations for Success: Skills to Prosper scheduled to start January 20th and run through June 2, 2009. Chetco Federal Credit Union has committed \$2,000 to sponsor the course.
- Business Development Center staff are participating in launching the Bay Area Chamber of Commerce Economic Development Committee New Business Challenge grant. This grant will be given to one startup business in the bay area in May 2009. Sponsors are being sought for an award of \$30,000 and \$9,500 has been committed so far. Grant criteria are established. The advisory committee is meeting monthly.

- Presentation was made at the October Chamber Independent Business Operators (IBO) lunch on the services available through the Business Development Center.
- A very successful week-long Grant Writing Institute training for nonprofits was held in Brookings with Kathy Ingram as the instructor. 18 people participated.
- Transitional Education is collaborating with the community in writing two grants; Community Based Job Training and Youthbuild.
- Seven colleges applied to JBL Associates for the United States Office of Vocational and Adult Education funds to be mentored by Southwestern Oregon Community College regarding Career Pathways. Those colleges were Laramie County Community College, Cheyenne Wyoming; Jefferson Community and Technical College, Louisville, Kentucky; Umpqua Community College, Roseburg, Oregon; Richland College, Dallas, Texas; Louisiana Technical College, Opelousas, Louisiana; Florida Community College at Jacksonville, Florida; and Truckee Meadows Community College, Reno, Nevada. Southwestern was involved in the selection process along with JBL Associates and the JBL Associates Mentoring Colleges Facilitator, Brenda Brecke. The awards were announced on November 4. SOCC staff will be hosting representatives from Laramie County Community College; Jefferson Community and Technical College; and Richland College as alternate.
- North Bend High School seniors were on campus October 8 to meet with their high school advisors, Southwestern staff, Randall Radcliff from the University Center and military recruiters. This was an opportunity for seniors to solidify their plans for their senior year and postsecondary direction.
- Regional high school counselors, Educational Talent Search (ETS)/Upward Bound staff and Southwestern staff met for Counselors' Day on October 9. The group received updates on financial aid, educational student support services, Career Pathways, dual credit, Carl Perkins, scholarships and had an opportunity to network.
- Southwestern co-hosted a Carl Perkins IV update meeting with South Coast Educational Service District on October 14. The meeting was attended by school district curriculum administrators, high school principals, counselors and instructors. The changes to Carl Perkins funding are significant and there are new requirements, processes and mandates to consider.
- Kathy Barber has been instrumental in creating strong partnerships with our Curry County partners in the area of parenting education. Through her work, Southwestern has been able to be recognized by the Ford Family Foundation and the Children's Trust Fund for the excellent collaborative relationships that we have formed.

**Southwestern Oregon Community College  
Board of Education  
Integrated Technology and Research Report  
November 24, 2008**

Prepared by: Kat Flores, Director of Integrated Technology Services

**Instructional Research – Robin Bunnell:**

- Outcomes development, training and preparation: Instructional and Administrative
- Accreditation webpage content preparation for end of Fall rollout
- Dashboard and Outcomes website preparation, site is live
- Foundation: Meyer Memorial and Jung data requests
- Submitted DOLETA Nursing Grant Fall Cohort and Fall Enrollment Files
- Submitted OCCURS (Oregon Community College Uniform Reporting System) Fall Term Data and Yearly Data files using the new OCCURS Data Submission Web process
- Submitted IPEDS (Integrated Postsecondary Education Data System) Institutional Characteristics, Completions and Enrollment
- Responded to numerous HelpBox and ad-hoc data requests

**Instructional Technology – Karen Matson:**

- Create Winter term courses in ANGEL (new learning management system)
- ANGEL training and migration

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

- Purchase Orders and Requisitions online installed in WebAdvisor test
- SAN (Storage Area Network) disks installed in rack.
- FRx virtual server installed (Financial Reporting Software)
- FRx installation scheduled
- HVAC system in server room repaired
- E-Commerce MOTO (Mail Order Telephone Order) account set up
- Energy Assistance moves in Newmark
- Check signer signature chip replaced
- Emergency notification system set up

**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
- Implemented a Registration Confirmation page in WebAdvisor
- Updated check signatures on laser checks
- Created payroll checks for laser printing, ready to be tested

- Addressed issues with AAI (Admissions Application Interface) to prepare for next stage of testing
- Installed, tested and converted current Ethnicity data into new reporting fields
- Chaired committee on input and clean up of Institution data in Colleague system
- Worked with committee to modify the way faculty workloads are used in Colleague
- Installed and attended training on new Requisitions Online module with Business Office personnel
- Installed new FRx (Financial Reporting) components in Colleague
- Provided support to Distance Learning, Transcript Evaluator, Accounts Receivable, Business Office, Counseling and Testing
- Participate in training for business office with Mike Ionno.
- Analyze workflow and resource database implementation.
- Assist HR with payroll transition and plan implementation of time entry online.
- In-Service training sessions for Office 2007 and review of basic Colleague, WebAdvisor, and Helpbox procedures.

#### **Web Systems – Pat Davidson:**

- Launched Dashboard website
- Developing Accreditation site with Robin Bunnell
- Met with new Web Committee
- Began new SOCC site redesign
- Supervised student worker assisting me with SOCC redesign
- Foundation pages updates
- Launched faculty websites for Cheryl Davies and Bruce Locker.

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

The Curry staff has written a unit mission statement -**The Curry County Program is dedicated to providing quality lifelong learning opportunities for Curry students, inspiring them to reach for and achieve their goals**, and established the following outcomes for the 2008 -2009 academic year.

**1) Provide quality curriculum and student services that will engage students in learning**

- Our lower division FTE is up 34% (5 FTE) from last fall. Anatomy and Physiology is full with 16 students and 11 students are in Human Genetics. Both of these classes support nursing students. When the A & P instructor requested an additional skeleton to accommodate the larger numbers we borrowed one from the local library to save money. In addition, 16 are in WR 121, 12 students in SPAN 101 and HD 100, 9 students in GS 105 and BA 101, and 8 students are in PS 201 and ENG 299L Women Healers. Many of these are first time offerings or classes that previously cancelled or ran with much smaller numbers. Consequently, faculty have had to worked cooperatively as we struggle with ‘space issues’ and if we did not have the parking lot, we would not have been able to accommodate the evening student load this fall.
- ABE and ESL classes are up a combined 89%, (3 FTE) mostly due to the efforts of Kay Jones who instructs both offerings at the Brookings Center.
- In an effort to provide better support for Curry Students taking on-line classes (7.35 FTE this term), Marta Wozniak and Michelle Benoit taught two on-line class orientations at the Brookings Center and Karim Shumaker has been providing one-on-one coaching in the Gold Beach Center and at the Port Orford Library (on request).
- Curry New Student Orientation was a huge success. Attendance more than doubled our over last year. 15 of our new students attended. They met and shared a meal with staff, faculty and their peers, gained some insight from a panel of returning students, and had fun with Smart Board technology. Michelle Benoit and Marta Wozniak facilitated the orientations.
- An ABE/GED/ESL New Student Orientation was initiated fall term resulting in improvements in CASAS Testing efficiency and preserving class time for learning instead of mandated testing.

**2) Improve and encourage collaboration between students, staff and faculty with their peers on Coos Campus**

- The IPTV connection is up and running and has been useful to reduce travel to campus for meetings. It is used primarily for the nursing classes. However, the first week of term, media services connected our Political Science class to the campus cable connection through the IPTV so that students could view the Vice Presidential debate. It was a unique way to provide the instructor the teaching tool he wanted on short notice. The connection has also been used to host trainings for care providers.

- The IT department has been most helpful getting Janet Pretti the technology and skills to manage her more mobile work schedule. Rocky Lavoie also came down and brought order to the Brookings Center telephone system. Having all the phones working has enabled us to bring a phone into the IPTV room and connect the Gold Beach Center Assistant to recent staff meetings on the Coos Campus and Curry staff meetings.
- 18 Part-time Faculty attended the Curry Fall Faculty In-Service. Marta Wozniak gave a presentation on teaching based on the conference she attended in June. Curry instructors are interested in meeting with their counterparts on the Coos Bay campus, and we're looking at facilitating this in spring.
- In an effort to engage in sustainable practices, Curry has formed a 'green team' which has recommended several 'green' initiatives at each location.

### **3) Improve outreach and connections to Curry County Communities**

- As an off-shoot from the South Coast Writers Conference, local writer Jayel Gibson offered a 5 month, once a month Saturday workshop series taking writers through the novel writing process. 5 students completed the series. One has submitted their manuscript to an editor and two are almost there. The Students will also be participating in the National Novel Writing Month with Gibson.
- Curry held a grant writing workshop in collaboration with the BDC. 16 attended the week-long grant writing workshop and 2 additional students attended break- sessions.
- Southern Oregon Cadre of Nurse Executives approached the Curry Program about partnering on two federal grants being written for Nurse Education, Practice and Retention and Nursing Workforce Diversity. Susan Walker is hard at work pulling together the information needed for the grant to move forward.

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

Submitted by: Marie Simonds, Foundation Executive Director

**Foundation**

- Hosted Gordon Elwood Foundation for site visit in Curry County regarding submission for scholarship funding for Curry County workforce training students.
- Received gift from the estate of Maybelle Olson for a scholarship endowment.
- Submitted additional scholarship request to Juan Young Trust as requested to assist the Southwestern Foundation in meeting Miller Foundation scholarship match.