“Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner”

Board of Education Meetings

Monday, January 25, 2016
Board of Education Meetings
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, January 25, 2016

AGENDAS with Estimated Timelines—Action Items =

1. CALL OPEN SESSION TO ORDER 5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION 5:30 p.m.
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel
3. RECONVENE INTO OPEN SESSION (immediately following Executive Session) 6:00 p.m.
4. AGENDA CHANGES
5. INTRODUCTIONS
   A. Employees, Exhibit # 5
      New to College
      - Lori Paxton, Proctor/Testing Coordinator
      - Melinda Roberts, Trio SSS Project Assistant
   B. New to Position
      - Joshua White, Recreation Center Technician
   C. Student Ambassadors
   D. Student Athletes of the Month
      - Women’s Basketball—Katelyn Rossback
      - Men’s Basketball—Ivan Harper
      - Cheer—Taylor Dolan
6. BOARD DEVELOPMENT
   A. Presentations
      1) CASE Recap/TAACT Burning Glass, Exhibit # 6 A 1
      2) LDC Division – Science Program
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      - 02/22/16, 2:00 p.m., Meeting, Tioga Hall 505
      - 03/28/16, 5:30 p.m., Meeting, Tioga Hall 505
      - 04/25/16, 5:30 p.m., Meeting, Tioga Hall 505
      - 05/09/16, 5:30 p.m., Budget Committee Meeting, Tioga Hall 505
      - 05/23/16, 5:30 p.m., Meeting, Tioga Hall 505
      - 06/16/16, 5:30 p.m., 2nd Budget Committee Meeting, Tioga Hall 505 (if needed)
      - 06/10/16, 7:00 p.m., Commencement, Prosper Hall
      - 06/27/16, 5:30 p.m., Meeting, Tioga Hall 505
      - 07/25/16, TBD, Meeting, Brookings
      - 09/07/16 and 09/08/16 OR 09/08/16 and 09/09/16, Board Retreat, (TBD)
      - 09/12/16, 5:30 p.m., Meeting, Tioga Hall 505
B. Board Operations
1) OCCA Report
2) Board Updates
3) President's Evaluation

8. COLLEGE REPORTS
A. President's Report
1) Health and Science Technology Building
2) Other

B. Financial Reports, Exhibit # 8 B
Presenter: Kathy Dixon
1) Statement of Budget and Revenue and Expenditures – General Fund, Exhibit # 8 B 1
2) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 2
3) Enterprise Fund Categories, Exhibit # 8 B 3
4) Enterprise Fund, Exhibit # 8 B 4

C. Student Success Indicators
1) #2, Enrollment Credit and Non-Credit, Presenter: Tom Nicholls
2) #9, Employee Satisfaction, Presenter: Terry Hoagland
3) #11, Completion, Presenter: Ross Tomlin
4) #29, Connections: High School Dual Enrolled, Presenter: Tom Nicholls
5) #44, Remediation, Presenter: Rod Keller

D. Human Resources Hiring Matrix, Exhibit #8 D

9. CONSENT AGENDA
A. November 16, 2015 Minutes, Exhibit # 9 A
B. December 7, 2015 Minutes, Exhibit # 9 B

10. OLD BUSINESS
A. Board Policy Review – 1st Readings
   - 4040, Dual Credit/College Now
   - 4045, Alternative Student Credit
   - 4046, Alternative Instruction

B. Board Policy Review – 2nd Readings
   - 4025, Reproduction of All Copyrighted Materials
   - 4035, Teaching About Controversial Issues

11. PUBLIC COMMENT

12. NEW BUSINESS
A. New Program Endorsements
   1) Dental Assistant, Exhibit # 12 A 1
   2) Administrative Assistant, Exhibit # 12 A 2
   3) Office Specialist, Exhibit # 12 A 3

B. Retreat Date Selection
   1) September 7 and 8, 2016
   2) September 8 and 9, 2016

13. CORRESPONDENCE/INFORMATION

14. ADJOURNMENT

Shaded Exhibit included in meeting materials

Board policy states that requests must be made by contacting the Clerk of the Board at least nine working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair. It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
SOUTHWESTERN OREGON COMMUNITY COLLEGE
HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Terry Hoagland, Interim Executive Director of Human Resources

New to College:

Lori Paxton – Proctor/Testing Coordinator (Part - Time Classified)

Education:
- Bachelor’s in General Studies Interdisciplinary – Southern Oregon State College, Ashland, OR
- Associate of Arts – Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
- Library Assistant, 1996 - 2015, City of North Bend/Library, North Bend, OR
- Library Page, 1994 - 1996, Coos Bay Public Library, Coos Bay, OR
- Public Service Representative 1, 1992 – 1993, South Slough National Estuarine Research Reserve, Coos Bay, OR

Melinda Roberts – TRIO SSS Project Assistant (Part –Time Classified)

Education:
- Bachelor’s in Community Health Education; Health Science – Portland State University, Portland, OR
- Associate’s Degree – Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
- Member/Intern, 2013 – 2015, Oregon Student Association, Portland, OR
- Senator, 2014 – 2015, Associated Students of Portland State University, Portland, OR
- Database Coordinator/Volunteer, 2014 – 2014, OSA-Vote OR Vote Campaign, Portland, OR
- Civic Engagement Activities Director, 2010 – 2011, Southwestern Oregon Community College, Coos Bay, OR

New to Position:

Joshua White – Recreation Center Technician (Full –Time Classified)

Education:
- Associate of Science/Criminal Justice – Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
- Head Women’s Wrestling Coach, 2013 - 2016, Southwestern Oregon Community College, Coos Bay, OR
- Assistant Wrestling Coach, 2009 - 2013, Southwestern Oregon Community College, Coos Bay, OR
- Youth Counselor, 2011 -2013, Bob Belloni Ranch, Coos Bay, OR
How is Southwestern’s Region different from State Employment Trends?

<table>
<thead>
<tr>
<th>Specified Education Level of All Jobs</th>
<th>Statewide</th>
<th>SOCC</th>
<th>SOCC**</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school or vocational training</td>
<td>36.73%</td>
<td>47.98%</td>
<td>66%</td>
</tr>
<tr>
<td>Associate’s degree</td>
<td>9.31%</td>
<td>13.48%</td>
<td>9%</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>45.00%</td>
<td>28.28%</td>
<td>18%</td>
</tr>
<tr>
<td>Graduate or professional degree</td>
<td>8.96%</td>
<td>10.25%</td>
<td>7%</td>
</tr>
</tbody>
</table>

** includes postings with skills listed, but no education level specified

Top Skills for: % SOCC Region Only % State but not SOCC

<table>
<thead>
<tr>
<th>Top Skills for:</th>
<th>% SOCC Region Only</th>
<th>% State but not SOCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Person</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Customer Service</td>
<td>70%</td>
<td>13%</td>
</tr>
<tr>
<td>Personal Care Aide</td>
<td>18%</td>
<td>55%</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Forestry Technician</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOCC Top Skills for Customer Service Reps

<table>
<thead>
<tr>
<th>Skills</th>
<th>region?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Setting</td>
<td>in both state &amp; SOCC</td>
</tr>
<tr>
<td>Cash Handling</td>
<td>in both state &amp; SOCC</td>
</tr>
<tr>
<td>Product Sale and Delivery</td>
<td>in both state &amp; SOCC</td>
</tr>
<tr>
<td>Scheduling</td>
<td>in both state &amp; SOCC</td>
</tr>
<tr>
<td>Technical Support</td>
<td>in both state &amp; SOCC</td>
</tr>
<tr>
<td>Call Priority Monitoring</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Contract Preparation</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Invoice Preparation</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Payment Processing</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Troubleshooting Technical Issues</td>
<td>SOCC only</td>
</tr>
</tbody>
</table>

Wow! A lot more jobs in our community college target!

Wow! Lots of skills in SOCC, not statewide!

Wow! SOCC employers seem to ask for more for the same occupation!
**New Program:** Airplane Mechanics Certificate

- North Bend Airport wants a program.
- LMI says, it doesn’t generate enough jobs.

Perhaps a “**Basic Skills for Mechanics**” would be better...

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### Top detailed occupations

**Report #1**

- Full year 2010: Aircraft Mechanics and Service Technicians (4)

**Report #2**

- Last 12 months: Aircraft Mechanics and Service Technicians (3)
- Avionics Technicians (2)
What would we teach in a “Basic Skills for Mechanics” Certificate?

- Top skills from 17 O*Net Mechanics Occupations
- Regionalized for what our employers ask for

<table>
<thead>
<tr>
<th>SOCC Top Skills for Mechanics</th>
<th>%postings</th>
<th>Regions with this Top Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Repair*</td>
<td>20.69%</td>
<td>all three ← most common job title, so no surprise</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>17.24%</td>
<td>all three</td>
</tr>
<tr>
<td>HVAC Repair</td>
<td>20.69%</td>
<td>all three</td>
</tr>
<tr>
<td>Repair</td>
<td>72.41%</td>
<td>all three</td>
</tr>
<tr>
<td>Blogging</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Computer Repair</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Mechanical Knowledge</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Oil Changes</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Plumbing</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Processing Customer Requests</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Product Sale and Delivery</td>
<td>13.79%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Record Keeping</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Test Equipment</td>
<td>10.34%</td>
<td>SOCC only</td>
</tr>
<tr>
<td>Welding</td>
<td>17.24%</td>
<td>state and SOCC only</td>
</tr>
</tbody>
</table>
Current Program: Should we change?
Surveyed Top Skills in 12 target occupations from O*Net over three years

<table>
<thead>
<tr>
<th>Skill Name in Job Postings (5% or more)</th>
<th>% of posts</th>
<th>What years had skill listed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Protection</td>
<td>11.14%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Detection of Suspicious or Criminal Activity</td>
<td>15.14%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Deterrence of Rule or Safety Violations</td>
<td>15.20%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>First Aid</td>
<td>13.14%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Inspection</td>
<td>13.50%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Loss Prevention</td>
<td>22.02%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Report Writing</td>
<td>16.43%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>Surveillance</td>
<td>17.20%</td>
<td>2012, 2013, Last 12 months</td>
</tr>
<tr>
<td>CCTV Monitoring</td>
<td>17.15%</td>
<td>new in 2013</td>
</tr>
<tr>
<td>Fire Control</td>
<td>8.78%</td>
<td>new in 2013</td>
</tr>
<tr>
<td>Screening</td>
<td>7.10%</td>
<td>phased out 2013</td>
</tr>
<tr>
<td>Security Experience</td>
<td>8.12%</td>
<td>phased out 2013</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>5.70%</td>
<td>phased out 2012</td>
</tr>
</tbody>
</table>
Skills, Skills, Skills!

- **Curriculum Development:**
  - Exploring New Programs
  - Updating Existing Programs
  - Understanding regional employment market
  - Finding members for advisory councils

- **Course Material Development:**
  - Developing *context-sensitive materials, methods, classroom environment*

- **Career Coaches & Student Advisors**
  - **Advising students** pursuing certain credential or degree
  - Matching jobs in target locations with credentials
  - Reviewing skill descriptions/key words in resume
What does LMI analysis entail?
Labor Insight
for Program Development

Jenny Jones, MS in Math, MBA
TAACCCT C2 Grant Data Analyst
Southwestern Oregon Community College
541-888-1621
jenny.jones@socc.edu
Southwestern Oregon Community College

Financial Statements Narrative

**General Fund Statement of Budget and Revenue and Expenditures:**
State Support – Community College Support Fund revenues
Federal Support – Family Center USDA Food Program and Federal Financial Aid administrative allowance
Other Income - Child Care services, Student Recreation Center facility use, Curry books sales, sale of supplies, miscellaneous expense reimbursements

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

**Special Projects Fund:** Tuition & Fees are primarily for Curry County Special Projects, Online BNA Program, High School Credit Recovery, Extended Learning, International Students, and the Korean Program. Other Income includes Family Center Program income, facility use, Achieving the Dream, and Foundation and miscellaneous expense reimbursements. Other Grant Income is primarily foundation grants.

**Plant Fund:** Expenditures for Coaledo heating repair, Curry facilities, Recreation Center field house & improvements, and many small repairs

**Enterprise Fund:** Tuition & fees – OCCI, Housing fees, and Conferencing revenue; Other Income – Student Housing, Dining Services, Bookstore revenue, Newmark rent

**Trust & Agency:** Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.
# Southwestern Oregon Community College

## GENERAL FUND

Statement of Revenues, Expenses, and Changes in Fund Balance

For the period ending December 31, 2015

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Actual YTD</th>
<th>Adjusted Budget</th>
<th>(Over) Under Budget</th>
<th>Actual YTD % of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance (July 1, 2015)</td>
<td>$ 2,699,370</td>
<td>$ 2,000,000</td>
<td>2,000,000</td>
<td>135.0%</td>
</tr>
<tr>
<td>Undesignated</td>
<td>$ 2,000,000</td>
<td>$ 2,000,000</td>
<td>2,000,000</td>
<td>135.0%</td>
</tr>
</tbody>
</table>

### Revenues:

- **State Support**: 3,636,066 / 6,985,840 = 52.0%
- **Federal Support**: 3,746 / 13,500 = 27.8%
- **Local Support (Taxes)**: 4,768,840 / 5,375,060 = 88.7%
- **Tuition & Fees (Net of Waivers)**: 4,133,246 / 6,104,924 = 67.7%
- **Interest Earnings**: 34,249 / 82,500 = 41.5%
- **Other Income**: 96,745 / 306,272 = 31.6%
- **Loan Proceeds**: 1,000,000 / 3,500,000 = 22.2%
- **Transfers from Other Funds**: 624,175 / 624,175 = 0.0%

**Total Revenues**: 1,186,026 / 23,992,271 = 57.0%

**Total Resources Available**: 16,372,263 / 25,992,271 = 63.0%

### Expenditures:

- **Personnel Services**: 892,765 / 5,193,345 = 45.6%
- **Payroll Taxes & Benefits**: 2,143,841 / 2,300,531 = 48.2%
- **Materials & Services**: 1,576,153 / 1,934,157 = 44.9%
- **Capital Outlay**: 43,454 / 31,946 = 57.6%
- **Debt Service:**
  - **Principal**: 1,500,000 / 3,000,000 = 33.3%
  - **Administrative Fees & Interest**: 30,938 / 4,063 = 88.4%
  - **Transfer to Other Funds**: 2,000 / 2,071,292 = 0.1%

**Total Expenditures**: 2,917,428 / 24,192,271 = 39.9%

**Revenues over (under) expenditures**: (1,731,402) / 24,192,271 = -7.2%

**Ending Fund Balance**: $ 6,715,325 / $ 1,800,000 = 373.6%
## Southwestern Oregon Community College
### Comparative Statement of Revenues and Expenditures - All Funds
For the Periods Ending December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>3,636,066</td>
<td>3,173,486</td>
<td>219,789</td>
<td>166,573</td>
</tr>
<tr>
<td>Federal Support</td>
<td>3,746</td>
<td>3,993</td>
<td>828,338</td>
<td>836,736</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>4,768,840</td>
<td>4,575,289</td>
<td>166,573</td>
<td>1,773,942</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>4,133,246</td>
<td>4,001,281</td>
<td>465,965</td>
<td>287,830</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>34,249</td>
<td>53,555</td>
<td>976</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>96,745</td>
<td>271,315</td>
<td>832,145</td>
<td>894,820</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>1,000,000</td>
<td>1,200,000</td>
<td>161,518</td>
<td>283,696</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>46,133</td>
<td>27,165</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>13,672,894</td>
<td>14,278,917</td>
<td>3,223,279</td>
<td>3,747,697</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>4,360,552</td>
<td>4,201,960</td>
<td>823,145</td>
<td>894,820</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>2,143,841</td>
<td>1,925,411</td>
<td>395,880</td>
<td>365,969</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>1,576,153</td>
<td>1,655,839</td>
<td>589,551</td>
<td>733,443</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>43,454</td>
<td>-</td>
<td>30,187</td>
<td>84,142</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>1,500,000</td>
<td>2,200,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>30,938</td>
<td>27,488</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>2,000</td>
<td>700,510</td>
<td>46,133</td>
<td>26,889</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>9,656,938</td>
<td>10,711,207</td>
<td>1,649,299</td>
<td>2,105,264</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>4,015,956</td>
<td>3,567,710</td>
<td>235,597</td>
<td>233,121</td>
</tr>
<tr>
<td><strong>Fund Balance (July 1)</strong></td>
<td>2,699,370</td>
<td>2,171,492</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Fund Balance (End of Month)</strong></td>
<td>6,715,326</td>
<td>5,739,202</td>
<td>45,378</td>
<td>73,512</td>
</tr>
</tbody>
</table>
### Southwestern Oregon Community College

**Comparative Statement of Revenues and Expenditures - All Funds**

**For the Periods Ending December 31, 2015 and 2014**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>396,770</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Support</td>
<td>-</td>
<td>-</td>
<td>74,948</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(871)</td>
<td>110,367</td>
<td>693,621</td>
<td>334,130</td>
<td>118,254</td>
<td>114,515</td>
<td>2,965,220</td>
<td>997,380</td>
<td>80,532</td>
<td>69,498</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>-</td>
<td>-</td>
<td>765</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>(871)</td>
<td>110,367</td>
<td>693,621</td>
<td>334,130</td>
<td>118,254</td>
<td>114,515</td>
<td>2,965,220</td>
<td>997,380</td>
<td>80,532</td>
<td>69,498</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>592,590</td>
<td>-</td>
<td>105,920</td>
<td>17,648</td>
<td>-</td>
<td>4,688</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total Revenues:</strong></td>
<td>395,899</td>
<td>110,367</td>
<td>769,335</td>
<td>926,721</td>
<td>118,254</td>
<td>220,435</td>
<td>4,721,454</td>
<td>2,737,103</td>
<td>85,627</td>
<td>89,715</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>68,698</td>
<td>217,926</td>
<td>761,809</td>
<td>813,057</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>89,092</td>
<td>167,026</td>
<td>50</td>
<td>-</td>
<td>84,649</td>
<td>109,858</td>
<td>2,131,977</td>
<td>1,872,965</td>
<td>49,530</td>
<td>40,338</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>395,192</td>
<td>98,656</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,545</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>-</td>
<td>308,468</td>
<td>288,295</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>-</td>
<td>-</td>
<td>684,986</td>
<td>638,425</td>
<td>-</td>
<td>-</td>
<td>202,339</td>
<td>211,240</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,648</td>
<td>-</td>
<td>2,688</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures:</strong></td>
<td>484,283</td>
<td>265,682</td>
<td>993,504</td>
<td>926,721</td>
<td>200,008</td>
<td>367,783</td>
<td>3,489,831</td>
<td>3,247,445</td>
<td>52,218</td>
<td>40,338</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>(88,384)</td>
<td>(155,315)</td>
<td>(224,169)</td>
<td>-</td>
<td>(81,754)</td>
<td>(147,349)</td>
<td>1,231,623</td>
<td>(510,343)</td>
<td>33,409</td>
<td>49,377</td>
</tr>
<tr>
<td><strong>Fund Balance (July 1)</strong></td>
<td>35,631</td>
<td>38,211</td>
<td>5,800</td>
<td>5,800</td>
<td>-</td>
<td>-</td>
<td>1,285,482</td>
<td>799,320</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td><strong>Fund Balance (End of Month)</strong></td>
<td>(52,754)</td>
<td>(117,103)</td>
<td>(218,370)</td>
<td>5,800</td>
<td>(81,754)</td>
<td>(147,349)</td>
<td>2,517,105</td>
<td>218,977</td>
<td>33,409</td>
<td>49,377</td>
</tr>
</tbody>
</table>
Enterprise Fund Categories

Bookstore:
- **Materials & Supplies** – general supplies, postage & shipping, credit card fees, equipment under $5,000
- **Purchased Services** – telephone, dues, fees, maintenance contracts, equipment maintenance, software maintenance

Newmark Operations:
- **Payroll** – custodial & maintenance staff
- **Purchased Services** – heat, lights, water, sewage, sanitation, pest control, other contracted services, insurance

Student Housing:
- **Tuition/Fees** – activity fees, deposit fees forfeiture, other fees (key card replacement, property damage, citations, etc.)
- **Sales** – vending
- **Materials & Supplies** – general supplies, postage & shipping, credit card fees, equipment under $5,000
- **Purchased Services** – resident assistants room & board, telephone, meeting expense, heat, lights, water, sewage, sanitation, cable TV, insurance, student meal plans, copier expense

Dining Services:
- **Sales** – Housing food sales, public food sales
- **Miscellaneous revenue** - catering revenue
- **Materials & Supplies** – general supplies, postage & shipping, food costs, catering supplies, equipment <$5,000
- **Purchased Services** – water, sewage, sanitation, routine restaurant maintenance services

Conferences Other:
- **Revenue** – athletic camps, Upward Bound housing, Korean Project housing
- **Payroll** – Service Learning coordinator, part time temp employees
- **Purchased Services** – laundry services, meeting expense

Conferences Projects:
- **Revenue** – Road Scholars (Elderhostel)
- **Payroll** – Road Scholars presenters, part time temp employees
- **Purchased Services** – laundry services, meeting expense
  - **Internal Services** – SWOCC bus, Motor Pool, vehicle rental, printing

Oregon Coast Culinary Institute:
- **Sales** – sale of bakery items for fund raising, Chef’s Table & other food service
- **Miscellaneous Revenue** – American Culinary Foundation, culinary camps
- **Materials & Supplies** – food supplies, uniforms, paper products, promotional materials, postage, class supplies, linen services, equipment <$5,000
- **Travel** – operational, recruitment, professional development
- **Purchased Services** – advertising, dues & fees, natural gas, heat, lights, water, sewage, sanitation, insurance, linen service, routine restaurant maintenance services, special event expenses, printing
- **Materials for Resale** – textbooks, knife sets
- **Internal Services** – SWOCC bus, Motor Pool, vehicle rental, printing

Neighborhood Facility: **Purchased Services** – insurance, heat, lights, water
## SOUTHWESTERN OREGON COMMUNITY COLLEGE
### Comparative Statement of Revenues and Expenses - Enterprise Funds
#### For the Periods Ending December 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY15-16</th>
<th>Newmark Center FY15-16</th>
<th>Student Housing FY15-16</th>
<th>Dining Services FY15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 38,132</td>
<td>$ 46,664</td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>447,724</td>
<td>530,439</td>
<td>1,364</td>
<td>2,698</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,574,586</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>700</td>
<td>2,248</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,648</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>448,424</td>
<td>532,687</td>
<td>1,614,092</td>
<td>793,141</td>
</tr>
</tbody>
</table>

| **Total Expenditures:** |                   |                        |                         |                        |
| Personnel Services    | 38,071            | 38,320                 | 151,196                 | 178,260                |
| Payroll Costs/Benefits | 26,197            | 23,610                 | 78,375                  | 78,923                 |
| Materials & Supplies  | 15,948            | 24,683                 | 131,379                 | 127,709                |
| Travel                | 394               | 300                    | 1,868                   | 1,195                  |
| Purchased Services    | 10,098            | 11,771                 | 759,728                 | 485,689                |
| Materials for Resale  | 378,445           | 382,926                | -                       | -                      |
| Vehicle Rental & Internal Services | 401       | 248                    | 1,219                   | 1,039                  |
| Repairs               | -                 | 580                    | -                       | 930                    |
| Student Aid Grants    | -                 | -                      | -                       | 784                    |
| Bad Debt Expense      | -                 | -                      | -                       | -                      |
| Interest Expense      | -                 | 35,294                 | 111,198                 | 136,628                |
| Debt Service Admin    | -                 | -                      | 325                    | 302                    |
| Depreciation          | -                 | -                      | -                       | -                      |
| Transfers to other funds | -           | -                      | 17,648                 | -                      |
| **Total Expenditures** | 469,554           | 481,857                | 1,252,934               | 497,609                |

| **Revenues over (under) Expenditures:** |                   |                        |                         |                        |
| (21,130) | 50,830 | 10,560 | 23,647 | 497,609 |

| **Beginning Fund Balance (July 1)** | 1,198,084 | 1,125,425 | 1,665,894 | 1,407,599 |
| **Ending Fund Balance (end of month)** | 1,176,955 | 1,176,255 | 1,676,454 | 1,431,246 |
## Comparative Statement of Revenues and Expenses - Enterprise Funds

**For the Periods Ending December 31, 2015 and 2014**

<table>
<thead>
<tr>
<th></th>
<th>Conferences Other</th>
<th>Conferences Projects</th>
<th>Oregon Coast Culinary</th>
<th>Neighborhood Facility Bldg.</th>
<th>Totals FY15-16</th>
<th>Totals FY14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>27,276 $</td>
<td>35,642 $</td>
<td>73,824 $</td>
<td>71,166 $</td>
<td>$ 1,599,354 $</td>
<td>$ 1,586,250 $</td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from other funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>27,276 $</td>
<td>35,642 $</td>
<td>73,824 $</td>
<td>71,166 $</td>
<td>$ 1,617,142 $</td>
<td>$ 1,605,039 $</td>
</tr>
</tbody>
</table>

| **Expenditures:**    |                   |                      |                       |                             |                |                |
| Personnel Services   | 4,951              | 11,323               | 11,805 $              | 11,965 $                    | $ 334,276 $    | $ 377,471 $    |
| Payroll Costs/Benefits | 2,177              | 1,798                | 1,321 $               | 1,632 $                     | $ 162,510 $    | $ 158,469 $    |
| Materials & Supplies |                   |                      |                       |                             |                |                |
| Travel               |                   |                      |                       |                             |                |                |
| Purchased Services   | 555                | 727                  | 2,834 $               | 2,862 $                     | $ 46,100 $     | $ 56,133 $     |
| Materials for Resale |                   |                      |                       |                             |                |                |
| Travel               |                   |                      |                       |                             |                |                |
| Vehicle Rental & Internal Services |                   |                      |                       |                             |                |                |
| Repairs              |                   |                      |                       |                             |                |                |
| Student Aid Grants   |                   |                      |                       |                             |                |                |
| Bad Debt Expense     |                   |                      |                       |                             |                |                |
| Interest Expense     |                   |                      |                       |                             |                |                |
| Debt Service Admin   |                   |                      |                       |                             |                |                |
| Depreciation         |                   |                      |                       |                             |                |                |
| Transfers to other funds |                   |                      |                       |                             |                |                |
| **Total Expenditures** | 7,683              | 13,848               | 46,734 $              | 41,578 $                    | $ 1,083,838 $  | $ 1,152,761 $  |

| **Revenues over (under) Expenditures** | 19,593 $ | 21,794 $ | 27,090 $ | 29,588 $ | 533,304 | 452,277 | 5,515 $(8,490) | 1,231,623 | 1,724,438 |
| **Beginning Fund Balance (July 1)**   | 82,445 $ | 51,293 $ | 85,303 $ | 57,458 $ | (1,897,597) | (1,725,983) | 99,257 | 54,996 | 1,285,482 | 729,320 |
| **Ending Fund Balance (end of month)** | 102,039 $ | 73,087 $ | 112,393 $ | 87,046 $ | (1,364,292) | (1,273,706) | 104,772 $ | 46,506 $ | 2,517,105 $ | 2,453,758 |
Information: College Hiring Update

**NEW HIRES: November and December 2015**
The following staff members have been hired or moved since the last Board of Education meeting:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Lori Paxton - Proctor/Testing Coordinator</td>
<td></td>
<td>GF</td>
</tr>
<tr>
<td>Melinda Roberts - Trio SSS Project Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josh White - Recreation Center Technician</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information: College Recruiting Update

**CURRENT OPENINGS:**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Custodial Supervisor</td>
<td></td>
<td>GF</td>
</tr>
<tr>
<td>Administrative Assistant/Office Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Housing Facility Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARE Connections Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parenting Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant to the Coordinator of Operations - OCCI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Computer Science/Software Development Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title III Project Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Technician: Automation/Circulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curry Technology Support Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator of Disability Support Service/Advisor for In District High School Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail and Print Services Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Learning Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

KEY: GF=General Fund  *SP=Special Projects  *EF=Enterprise Fund  *Contingent on funding
ATTENDANCE  Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Harry Abel *  David Bridgham *  Ken Messerle *
Susan Anderson (Chair) *  Marcia Jensen *
Tim Bishop *  Judy May-Lopez * (IPV)

Staff/ExOfficios
Patty Scott (President) *  Elise Hamner *  Dan Neal
Vickie Brumit  Mike Herbert  Deb Nicholls *
Robin Bunnell  Terry Hoagland  Kelly Northcutt
Kyle Croy  Rod Keller  Janet Petti *
Tim Dailey *  Claire Kirkpatrick  David Simmons
Kathy Dixon  Kyriokas Kypriotakis  Eric Stasak
Karen Domine  Rocky Lavoie *  Ross Tomlin *
Teri Grier  Allan Ledesma  Cody Yeager

*Also present at Executive Session

Guests
Associated Student Gov.  Alexis Crellin
Josie Child  Jesus Deleon

CALL TO ORDER  Chair Susan Anderson called the session to order at 5:30 p.m.

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:30 to 6:00 p.m.:
• (d) Labor Negotiations – Updates on Faculty grievance and Faculty and Classified negotiations.
• (e) Property – Updates on various properties in the College’s district.
• (h) Legal Rights – Updates on current and potential litigation.
• (i) Personnel – Update on BOLI complaint.

RECONVENE INTO OPEN SESSION
Chair Anderson reconvened the open session at 6:00 p.m. and opened the meeting with a moment of silence in honor of the recent events in France.

AGENDA CHANGES  None were made.

INTRODUCTIONS
Employees Exhibit # 5
The following employees were introduced to the Board:

New to College
• Terry Hoagland, Interim Executive Director of Human Resources
• Teri Grier, C2 Career Coach
• David Simmons, Custodian

New to Position
• Mike Cole, Duplicating Technician (not in attendance)
• Claire Kirkpatrick, TRIO Student Support Services Student Success Advisor
• Aaron Simons, OCCI Custodian/Maintenance/Grounds
2015-16 Student Government
Advisor Kyle Croy introduced the student leaders to the Board.

Student-Athletes of the Month
The following student-athletes were introduced to the Board:
- Josie Child, Women’s Soccer (October)
- Jesus Deleon, Men’s Cross Country (October)
- Alexis Crellin, Women’s Cross Country (October)

Athletic Director Mike Herbert announced that coaches Allan Ledesma and Dan Thibault were both voted Coach of the Year in the Southern Region for Soccer.

OCCA Developmental Education Redesign Coach
Mr. Paolo DeMaria (OCCA) addressed the Board, commending the College staff on their innovative efforts.

BOARD DEVELOPMENT
Presentations
Mission Fulfillment, Exhibit 6 A 1
Institutional Researcher Robin Bunnell briefed the Board, sharing a summary of achievement by Core Theme.

Program Development Process
Vice President Ross Tomlin shared a flowchart and matrix on the program development/assessment process conducted through the Faculty Senate’s Academic Affairs Committee.

BOARD REPORTS/INFORMATION
Important Dates
The Board reviewed numerous upcoming events. The February meeting start time was adjusted to 2:00 p.m.

BOARD OPERATIONS
Chair Anderson commended Marcia Jensen on her leadership at the recent OCCA Conference.

OCCA Report
Marcia Jensen noted that the conference was well attended and the Presidents Scott (SWOCC) and Angstadt (Rogue) did a session on lessons learned following their recent campus closures. She added that she participated in a successful session for new board chairs and vice-chairs with Andrea Henderson and Karen Smith from OCCA.

Board Updates
Chair Anderson shared poverty statistics and its impact on students. She challenged other Board members to contribute to the student food pantry. Also, she briefed the Board on her work in the community to solicit statements of support for the Health and Science Technology project. The Southwest Oregon Central Labor Council, South Coast Education Service District and Myrtle Point school boards recently adopted resolutions or provided letters of support for the project.

COLLEGE REPORTS
President’s Report
President Scott briefed the Board on:
- **Health and Science Technology Building** – President Scott updated the Board on the project’s progress.
- **OHSU Rural Campus** – President Scott was a speaker at the event.
- **Uncorking Opportunities** – Annual Foundation scholarship event planned for January 22 at OCCI.
- **Safety and Security Meeting** – Scott will travel to Salem to meet with the Governor and others from around the state on Wednesday, November 18.
- **Achieving the Dream** – The College received Leader College Status. The faculty is highly involved in the project.
Financial Reports, Exhibits # 8 B 1 - 4
Copies of the financial reports were included in the meeting materials and Business Manager Kathy Dixon briefed the Board on them.

CONSENT AGENDA, Exhibit # 9 A
Copies of the item were included in the meeting materials.

M11/15-1 Marcia Jensen’s motion to approve the Consent Agenda, as presented, was seconded by Ken Messerele. Upon call for the vote, the MOTION PASSED unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated October 26, 2015, Exhibit # 9 A.

OLD BUSINESS
Board Policy Review – 1st Readings
The following policies were presented for first readings and moved forward to second readings in December.

• 4025, Reproduction of All Copyrighted Materials
  o Adjustments were made; removed verbiage suggested be moved to an APP.
• 4035, Teaching About Controversial Issues

Board Policy Review – 2nd Readings
The following policies were presented for second readings:

• 4010, Approval of Instructional Offerings: New, Expanded, Deleted and Reduced
• 4015, Expansion, Deletion and Reduction of Instructional Offerings - DELETED
• 4020, Instructional Assessment
• 6015, Authorized Signatures
• 6036, Purchasing
• 6040, Independent Contractors-Personal Services Contracts
• 6070, Funding Proposals and Application

Discussion occurred on policies #6015-6070 and the rationale for the increase in the President’s signing authority. It was noted that the limit was still on the low end of what other Oregon community college presidents’ authority was.

M11/15-2 Marcia Jensen’s motion to adopt the Board Policies, as presented, was seconded by Harry Abel. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT None were heard.

NEW BUSINESS None was presented.

EX-OFFICIO WRITTEN REPORTS
Copies of the reports were included in the meeting materials:

• Foundation, Exhibit # 13 A
• Faculty Senate, Exhibit # 13 C
• Classified Union President Vickie Brumit addressed the Board noting that the last labor management meeting was the best ever. She felt that groups were working well in the spirit of cooperation and she appreciated it.

UNIT WRITTEN REPORTS
Executive Team Reports
Copies of the reports were included in the meeting materials.

• Administrative Services, Exhibit # 14 A 2
• Instructional Services, Exhibit # 14 A 3
• Integrated Technology Services, Exhibit # 14 A 4
• Human Resources Hiring Matrix, Exhibit # 14 A 5
• Curry Campus, Exhibit # 14 A 6
• **Student Services** – Dean of Student Services Tim Dailey briefed the Board on the Lean Audit meeting that occurred earlier in the day and will continue once a month through the end of the academic year. The audit reviews processes on both campuses to improve efficiency and is funded through the Title III Grant. New Student Orientation (NSO) module will be piloted with winter start students. The opportunities for use of the module are unlimited. In the future, housing, OCCI, athletics, part-time faculty, employee onboarding, etc. can be added. A student assessment process for new students is also being developed in math and writing. If it works, it will be incorporated into the module.

**CORRESPONDENCE**  No correspondence was presented.

**ADJOURNMENT**  Chair Anderson adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Susan Anderson, Board Chair  Patty Scott, Clerk

Deb Nicholls, Recording Secretary
BOARD OF EDUCATION
MEETING MINUTES
December 7, 2015

ATTENDANCE
Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen
Harry Abel
Susan Anderson (Chair)
David Bridgham
Judy May-Lopez (IPV)
Ken Messerle

Absent: Tim Bishop

Staff/ExOfficios
Patty Scott (President)
Bernadette Kapocias
Kathy Dixon
Terry Hoagland
Kelsey Meusburger
Deb Nicholls
Kelly Northcutt
Janet Pretti
Eric Stasak
Ross Tomlin

Guest
Joe Colo

CALL TO ORDER
Chair Susan Anderson called the meeting to order at 5:30 p.m.

AGENDA CHANGES
Added: BUSINESS, B. Consideration of OSBA Board Candidates; C. ASG Updates

PRESENTATION
2014-15 AUDIT, EXHIBIT # 5 A
Copies of the audit were included in the meeting materials and Auditor Joe Colo reported that the auditors had met with the Board’s Audit Committee to review the details of the report. He added that no material weaknesses were found. In regards to compliance, the College complied with all material respects under Government Auditing Standards. It was noted that the College had excellent purchasing controls that were followed campus wide.

BUSINESS
APPROVAL OF 2014-15 AUDIT
Copies of the item were included in the meeting materials.

M12/15-1 Marcia Jensen’s motion to approve the 2014-15 Audit, as presented, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

CONSIDERATION OF OSBA BOARD CANDIDATES
Chair Anderson shared that there were two candidates up for the OSBA Board Position #9. A brief discussion occurred, but no Board action transpired.

ASG UPDATES
ASG President Kelsey Meusburger reported that the group was busy working on various activities and other initiatives. She shared that they were focusing on being more frugal by doing a few larger events rather than numerous small ones.

• Sex Education Panel – January
• Laker Loo updated
• Student Survey planned on student needs

ADJOURNMENT
Chair Anderson adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Susan Anderson, Board Chair
Patty Scott, Clerk
Deb Nicholls, Recording Secretary

Southwestern Oregon Community College is an equal opportunity educator and employer.
DUAL CREDIT/COLLEGE NOW

The College will provide College Now education programs for high school students. “Dual credit” is defined as the process for simultaneously awarding both secondary and postsecondary credit for a course offered in a high school during regular school hours and may include lower division transfer courses and professional technical courses.

The Board of Education authorizes the President to establish and maintain working relationships with high schools in the College’s district for purposes of providing College Now opportunities to their students.

END OF POLICY

Legal Reference(s):
ORS Chapter 340
ORS 341.290 and .450
OAR 589-007-0200, Appendix A3
BP: 4045

ALTERNATIVE STUDENT CREDIT

The Board of Education authorizes the President to The College will establish rules for alternative means for students to earn college credit and guidelines for the acceptance of transfer credit, credit by examination, credit for prior learning, and other non-SWOCC earned credit.

END OF POLICY

Legal Reference(s):
ORS 326.051
OAR 589-007-0110

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 4046

ALTERNATIVE INSTRUCTION COMMUNITY EDUCATION AND TRAINING

In addition to the regular curriculum and courses offered, the College offers a wide range of credit and non-credit courses at appropriate off-campus locations. These instructional offerings are designed to meet the needs of the College District. The College encourages community partnerships that utilize resources cooperatively and efficiently to support these instructional offerings.

Courses/Services may include, but aren’t limited to:

1. Outreach;
2. Community Education;
3. Community Services; Workforce Development and Training;
4. Customized Training and Development Services;
5. Small Business Development Center; and
6. Conferences and Camps Others offerings approved by the President.

The Board of Education authorizes the President to oversee community education and training offerings.

END OF POLICY

Legal Reference(s):
ORS 341.290(2), (3)
OAR 589-006-0050
BOARD POLICY

BP: 4025

REPRODUCTION OF ALL COPYRIGHTED MATERIALS

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

The Board of Education therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. “Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

The Board directs the President to provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments and The President will establish administrative policies and procedures for determining the appropriate consequences should violations occur.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)

Administrative Policies and Procedures:
8.014

Board Policies:
5060

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
TEACHING ABOUT CONTROVERSIAL ISSUES

The Board of Education believes that issues in controversy, where they are properly a part of the course content, should not be avoided. A fair presentation of all points of view and an attitude on the part of the instructor which encourages students to evaluate critically and choose freely is within the best traditions of academic discourse and rigor within higher education.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)
OAR 589-008-0100(1)(f)
The Certificate of Completion Dental Assistant is a four-term certificate that prepares students to meet the requirements to become a dental assistant with expanded functions (EFDA). Upon completion, students are eligible to sit for the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) exam. The curriculum is based on general dentistry; students are trained in four-handed chairside assisting techniques to work with general dentists during all phases of examination and treatment. Curriculum is derived from identified learning outcomes relevant to the discipline.

PROGRAM STUDENT LEARNING OUTCOMES
Upon successful completion of this program the student will be able to:
• Demonstrate patient education and management skills.
• Demonstrate administrative office skills.
• Demonstrate occupational safety skills.
• Demonstrate general chairside skills.
• Demonstrate fluency and competency with legal and ethical issues.
• Demonstrate radiographic proficiencies.
• Demonstrate dental and laboratory skills.

GRADUATION REQUIREMENTS
Students must complete a minimum of 56 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a ‘C’ or better. One course must be completed at Southwestern before the Certificate of Completion: Dental Assisting is awarded. Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE
SWOCC is required by federal regulations to disclose information related to SWOCC’s educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC’s certificate programs. Gainful employment information can be found at http://www.socc.edu.

PREREQUISITES
Reading Score of ASSET42 COMPASS81

FALL = 13 CREDITS

DEN101 (4) Dental Assisting I
DEN102 (2) Infection Control

WINTER = 16 CREDITS

DEN104 (2) Dental & Medical Emergency Management
DEN105 (2) Dental Materials
DEN106 (2) Dental Administration
DEN107 (4) Practicum & Seminar in Dental Assisting I
DEN108 (2) Legal and Ethical Issues in Dentistry
MTH60 (4) Algebra II (or higher)

SPRING = 12 CREDITS

DEN109 (4) Dental Assisting II
DEN110 (4) Dental Radiology
DEN111 (4) Practicum & Seminar in Dental Assisting II
DEN112 (2) Chairside Assisting
DEN113 (2) Expanded Functions Dental Assistant

SUMMER = 14 CREDITS

DEN113 (2) Expanded Functions Dental Assistant
DEN280 (4) Cooperative Work Experience: Dental Assisting
HE252 (3) First Aid/CPR
BA285 (3) Human Relations in Organizations

55 CREDITS = TOTAL PROGRAM REQUIREMENT

PROGRAM NOTES

1WR121, 122, 123, 227 may be substituted for WR115.
The Career Pathways Certificate of Completion: Administrative Assistant is a one-year certificate to prepare students for immediate employment in a variety of industries, such as healthcare, finance, construction, and technical services. Graduates will have obtained skills most often requested by employers, including written and oral communication, organization, customer service, problem solving, and computer proficiency, including Microsoft Word and Excel.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of this program the student will be able to:

- Use computers and office equipment proficiently.
- Organize and protect information resources to meet business needs.
- Perform routine bookkeeping tasks for a small sole proprietorship, partnership, or corporation, including payroll.
- Diplomatically, tactfully, and respectfully interact with diverse populations.
- Integrate use of contemporary software tools to organize and complete specialized tasks.
- Research technical issues using library, Internet, and specialized reference works.
- Demonstrate effective time management techniques.
- Model professional and ethical behaviors.

**GRADUATION REQUIREMENTS**

Students must complete a minimum of 42 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of ‘C’ or better. One course must be completed at Southwestern before the Career Pathway Certificate of Completion: Administrative Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>FALL = 14 CREDITS</th>
<th>WINTER = 13 CREDITS</th>
<th>SPRING = 15 CREDITS</th>
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<tbody>
<tr>
<td>OA121 (3) Keyboarding I</td>
<td>WR90 (3) Paragraph Fundamentals (or placement test score)</td>
<td>MTH20 (4) Basic Mathematics (or placement test score)</td>
<td>Reading Score of ASSET42 COMPASS81</td>
</tr>
<tr>
<td>WRITING (3)1</td>
<td>OA124 (3) Keyboard Skillbuilding</td>
<td>BA284 (1) Job Readiness</td>
<td>CIS120 (4) Concepts of Computing</td>
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<tr>
<td>MTH20 (4) Basic Mathematics (or placement test score)</td>
<td>MATH (4)2</td>
<td>BA285 (3) Human Relations in Organizations</td>
<td>CIS125W (3) Word Processing Applications</td>
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<tr>
<td>BA177 (3) Payroll Records and Accounting</td>
<td>OA121 (3) Keyboarding I</td>
<td>BA280 (2) CWE: Business Administration</td>
<td>BA177 (3) Payroll Records and Accounting</td>
</tr>
<tr>
<td>OA220 (1) Electronic Calculators</td>
<td>OA240 (3) Filing/Records Management</td>
<td>BA280 (2) CWE: Business Administration</td>
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<tr>
<td>WR90 (3) Paragraph Fundamentals (or placement test score)</td>
<td>BA285 (3) Human Relations in Organizations</td>
<td>OA240 (3) Filing/Records Management</td>
<td></td>
</tr>
<tr>
<td>MTH20 (4) Basic Mathematics (or placement test score)</td>
<td>CIS135W (3) Advanced Word Processing</td>
<td>BA205 (4) Solving Communication Problems with Technology</td>
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<tr>
<td>Reading Score of ASSET42 COMPASS81</td>
<td>APPLICATION (3)1</td>
<td>OA205 (3) Proofreading and Editing</td>
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<tr>
<td>CIS120 (4) Concepts of Computing</td>
<td>CIS125S (3) Spreadsheet Applications</td>
<td>BA205 (4) Solving Communication Problems with Technology</td>
<td></td>
</tr>
</tbody>
</table>

**42 CREDITS = TOTAL PROGRAM REQUIREMENT**

**PROGRAM NOTES**

1Choose from either WR115 or WR121.
2Choose from either CIS125DW or CIS125DB.
3Choose from either MTH98 or MTH82.
The Career Pathway Certificate of Completion: Office Specialist prepares students for immediate employment as an entry level professional in a variety of industries, including healthcare, finance, construction, and technical services. Coursework focuses on skills most requested by employers across the board, including written and oral communication, organization, customer service, and computer proficiency in Microsoft Word and Excel.

Employment in these types of occupations in 2012 was much larger than the statewide average for all occupations. The total number of job openings is projected to be much higher than the statewide average number of job openings for all occupations through 2022.

Credits earned in this program can be applied to the AAS Administrative Office Professional, the Certificate of Completion Clerical, and the Certificate of Completion Bookkeeping Clerical.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of this program the student will be able to:

- Provide customer service according to specific instructions.
- Use computer to organize/complete tasks, communicate effectively, and schedule self or others, according to specific instructions.
- Enter data accurately (requires basic math, keyboarding, and copying skills).
- Accurately produce, edit, and proofread business documents.
- Follow professional business procedures and standards.
- Store, locate, and retrieve information to perform routine duties in a professional environment.

**GRADUATION REQUIREMENTS**

Students must complete a minimum of 28 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of ‘C’ or better. One course must be completed at Southwestern before the Career Pathway Certificate of Completion: Office Specialist is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).