CALL TO ORDER
Chair Marcia Jensen called the Work Session to order at 4:00 p.m.

BOARD POLICY REVIEW
The Board reviewed the following policies:
- 2011, Board Powers
- 2012, Board Operations and Governance Style
- 2020, Board Ethics and Conflicts of Interest
- 2037, Administrative Policies/Procedures

Further review will occur at the February 23rd meeting as they will be presented for 1st readings.

The next Work Session is planned for March 23rd at 4 p.m. to review the following policies as well as others, if needed:
- 2060, Board Members’ Standards of Conduct
- 2061, Individual Board Member’s Requests for Information
- 2062, Individual Board Member’s Authority and Responsibilities
- 2063, Board Committees
- 2080, Staff and Public Complaints

RECESS INTO EXECUTIVE SESSION
Chair Jensen recessed the Board into Executive Session under ORS 192.660 (2) from 5:30 p.m. to 6:00 p.m.:
- (d) Labor Negotiations – Update on grievances and arbitrations.
- (e) Property – Update on properties in Coos County.
• (h) Legal Rights – Update on OSHA complaint.
• (i) Personnel – Discussion on Early Retirement applicants.

RECONVENE INTO OPEN SESSION
Chair Jensen reconvened the Open Session at 6:05 p.m.

AGENDA CHANGES
The following changes were noted:
• Meredith Bulinksi’s introduction deferred to February
• Jasmine Metzgar’s introduction removed
• Curtis Buell’s introduction moved to “New to Position” section
• OSU’s Open Campus deferred to March
• Board Goal Update deferred to February
• Success Indicator #5, Student Engagement deferred to February

INTRODUCTIONS
EMPLOYEES
Copies of new employee bios were included in the meeting materials. The following employees new to the College were introduced to the Board:
• Bill Becker, Interim Vice President of Administrative Services
• Martin Harpole, Curry Student Success Specialist
• Kate Dyer, Criminal Justice Instructor
• Natalie Waters, NurtureCare Assistant

The following employees in new positions were introduced to the Board:
• Jillian Howell, Sous Chef
• Keith Lehman, Multimedia Technician
• Curtis Buell, Transitional Education Technician Resource and Assistant

ATHLETES OF THE MONTH
The following athletes were introduced to the Board:
• Jordan Willis (Men’s Basketball)
• Aminata Cole (Women’s Basketball)

BOARD DEVELOPMENT PRESENTATIONS
Pearson VUE Testing
Internship Coordinator Trish McMichael briefed the Board on the new computer-based GED testing process and the new tests that are available. The GED test has to be paid for in advance, so if a no-show occurs the tester cannot retake the test without paying again.

Testing Center Proctor Sharon Teyler shared that the additional testing options available now through Pearson have allowed people from all over the state to test at SWOCC’s Center where they would have had to travel to Eugene (University of Oregon) or elsewhere previously. Several tests are still not available at SWOCC as Pearson restricts them to their “owned” testing sites. Additional computers and monitoring cameras are being added as the number of testers is expected to increase. It was noted that the closest Pearson VUE testing site is in Bandon. However, that site only has one computer, but is open on Saturday.

Discussion occurred on GED testing options for Curry as it’s not offered there. The numbers don’t support offering it there at this time.

BOARD REPORTS/ INFORMATION
IMPORTANT DATES
The Board reviewed numerous upcoming events.
BOARD OPERATIONS

OCCA Report, Exhibit # 8 B 1
Copies of the report were included in the meeting materials.

President’s Evaluation Process
Chair Jensen reported that this year’s evaluation instrument would be disseminated soon to the Evaluation Committee.

COLLEGE REPORTS

PRESIDENT’S REPORT
President Scott briefed the Board on:

- Board Recognition Month, January - Cake was served!
- Enrollment – Winter term is looking good and expected to be flat. We are within 1,500 from where budgeted on billing credits. It was noted that some of the other institutions are experiencing double-digit declines.
- Student Housing – Retention at 10%
- OCCI Enrollment – Only lost a couple from fall to winter
- Fall ’13 to Fall ’14 First-Time Freshman Retention – 61%
- Student Retention – Female at 63%; Male at 58%
  - Compared to 2010 cohort: Male higher by 9%; Female higher by 5%
- Student Athletes are the highest group retained at 68%
- Homecoming 2015 Inductees:
  - Fran (Sichting) Worthen – Track and Field
  - Sam Scott – Men’s Basketball
- Budget – Budgeting conservatively due to enrollment issues and unbudgeted items that have been discovered. Need to rebuild the cash flow so that the College isn’t dependent on the Line of Credit. Ben Cannon will be presenting the community college budget to the Legislature.
- SB88, Free CC Tuition and Obama’s Free CC Tuition Proposal – These are not good if not funded, but it’s been good to have community colleges being discussed.

FINANCIAL REPORTS, EXHIBITS # 9 B 1 - 4
Copies of the financial reports were included in the meeting materials and Business Manager Kathy Dixon briefed the Board. The Board indicated that a year-to-year comparison would be Beneficial in the future.

SUCCESS INDICATORS
Copies of the reports were included in the meeting materials.

#2, Enrollment Credit and Non-Credit, Exhibit # 9 C 1
Executive Director Tom Nicholls briefed the Board indicating that the indicator was not achieved as the 2013-14 unduplicated student headcount was down 9.5% and non-credit enrollment headcounts decreased 14% from the previous year. However, it was noted that the overall FTE for 2013-14 had increased.

#9, Employee Satisfaction, Exhibit # 9 C 3
Executive Director Jan Baxter briefed the Board stating that the indicator was achieved realizing a 1% increase in overall satisfaction among employees, but that the objective of increasing employee participation to 65% was not met as only 43.5% of those sent surveys responded.

The Board inquired as to how much involvement faculty had in planning inservice activities. Vice President Ross Tomlin explained that the Inservice Committee was comprised of representatives from all employee groups (faculty, classified and management).
#11. Completion, Exhibit # 9 C 4
Tomlin briefed the Board noting that the indicator was achieved showing an increase of 1.3% and a 69.6% increase over that of 2009-10. He added that auto awarding was started and new programs had been added so the numbers were expected to increase.

#29. Connections: High School Dual Enrolled, Exhibit # 9 C 5
Nicholls briefed the Board stating that the indicator was achieved as an increase of 8.59% of in-district high school students enrolled in 151 College Now courses. He expressed the importance of growing FTE adding that while growth doesn’t necessarily result in additional funding, not growing could result in a loss.

Discussion occurred on the loss of qualified high school instructors eligible to teach dual credit courses at their respective high schools. Susan Anderson encouraged the Board to lobby at the state level on instructor eligibility. Many high school instructors are encouraged to acquire a Masters of Education, but the degree is not usable at the community college level. A certain number of discipline specific credits are actually needed in order to teach in the desired discipline.

#44. Remediation, Exhibit # 9 C 6
Dean Rod Keller briefed the Board stating that the indicator was nearly achieved with a 2.6% increase in students passing remedial Math or English courses with a C or better. He shared information on the Developmental Education program redesign.

HIRING MATRIX, Exhibit #9D
Copies of the matrix were included in the meeting materials.

CONSENT AGENDA

CONSENT AGENDA, EXHIBITS # 10 A and B
Copies of the items were included in the meeting materials. Discussion occurred on adjustments to the November 24, 2015 minutes.

M01/15-I
Susan Anderson’s motion to approve the Consent Agenda, as amended, was seconded by Judy May-Lopez. 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 November 24, 2015 and December 8, 2014, Exhibits # 10 A and B.

OLD BUSINESS
None was presented.

PUBLIC COMMENT
None was heard.

NEW BUSINESS
None was presented.

CORRESPONDENCE
Copies of the correspondence from Kelly Barnett was included in the meeting materials.

ADJOURNMENT
Chair Jensen adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair                  Patty Scott, Clerk

Deb Nicholls, Recording Secretary