“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, February 22, 2016
AGENDAS with Estimated Timelines—

1. CALL OPEN SESSION TO ORDER
   Action Items =
   
2. RECESS INTO EXECUTIVE SESSION
   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
   Action Items =

3. RECONVENE INTO OPEN SESSION (immediately following Executive Session)
   Action Items =

4. AGENDA CHANGES
   Action Items =

5. INTRODUCTIONS
   A. Employees, Exhibit # 5
      New to College
      • Matthew Gilroy, Executive Director of Human Resources
   B. New to Position
      • Anna Cole, Administrative Assistant/Office Manager
      • Stevie Paxton, Financial Aid Advisor
   C. Student Athletes of the Month
      • Sienna Smith, Women’s Swimming
      • Thomas Reams, Men’s Swimming
   Action Items =

6. BOARD DEVELOPMENT
   A. Presentations
      1) ITS Update, Social Media at SWOCC
         Presenter: Chris Eckersley
      2) Recreation Center
         Presenter: Megan Corriea
   Action Items =

7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 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
      • 06/06/16, 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
      • 09/08/16, 8:00 a.m., Board Retreat (Lakeview E/F)
      • 09/09/16, 8:00 a.m., Board Retreat, (Lakeview E/F)
      • 09/12/16, 5:30 p.m., Meeting, Tioga Hall 505
   Action Items =

2
B. Board Operations
   1) OCCA Report
   2) Board Updates

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

9. CONSENT AGENDA
   A. January 25, 2016 Minutes, Exhibit # 9 A

10. OLD BUSINESS
    A. Board Policy Review – 2nd Readings
       • 4040, Dual Credit/College Now
       • 4045, Alternative Student Credit
       • 4046, Alternative Instruction

11. PUBLIC COMMENT

12. NEW BUSINESS
    A. Labor Attorney, Exhibit # 12 A
    B. Fees, Exhibit # 12 B
    C. Budget Committee Vacancies, Exhibit # 12 C

13. EX-OFFICIO WRITTEN REPORTS
    A. Foundation, Elise Hamner, Exhibit # 13 A
    B. Faculty Union, Bernadette Kapocias, (no submission)
    C. Faculty Senate, Kyriakos Kypriotakis, Exhibit # 13 C
    D. Classified Union, Vickie Brumit, (no submission)
    E. Associated Student Government, Kelsey Meusburger, (no submission)

14. EXECUTIVE TEAM REPORTS
    A. Student Services, Tim Dailey (see # 14 C)
    B. Administrative Services, Eric Stasak, Exhibit # 14 B
    C. Instructional Services, Ross Tomlin, Exhibit # 14 C
    D. Integrated Technology Services, Rocky Lavoie, Exhibit # 14 D
    E. Human Resources, (see # 14 B)
       Human Resources Hiring Matrix, Exhibit # 14 E
    F. Curry Campus, Janet Pretti, (no submission)

15. CORRESPONDENCE

16. 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.
HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

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

New to College:

Matthew Gilroy – Human Resources Executive Director (Full –Time MASSC)

Education:
Master’s in Business Administration – Webster University, St. Louis, MO
Bachelor’s in Business Administration - Northwest Nazarene University, Nampa, ID

Recent Work Experience:
Operations Officer, Secretary of the General Staff, 2013–2015, United States Army, Pacific, Honolulu, HI
Human Resources Officer, 2008–2013, United States Army, 2nd Infantry/ 10th Mountain, Joint Base Lewis-McChord, WA

New to Position:

Stevie Paxton – Financial Aid Advisor (Full - Time Classified)

Education:
Associate of Science – SWOCC, Coos Bay, OR

Recent Work Experience:
OCCI Student Services Representative, 2012–present, SWOCC, Coos Bay, OR
Relief Cashier/ Dining Services Representative, 2010–2012, SWOCC, Coos Bay, OR

Anna Cole – Administrative Assistant/Office Manager Office of Instruction (Full –Time MASSC)

Education:
Associate of Arts/Oregon Transfer and Associate of General Studies – SWOCC, Coos Bay, OR

Recent Work Experience:
Curriculum Technician, 2014–2016, SWOCC, Coos Bay, OR
Student First Stop Representative, 2010–2014, SWOCC, Coos Bay, OR
Child and Adult Care Food Program Monitor, 2007–2010, SWOCC, Coos Bay, OR
Bear Room Supervisor, 1995–1997, USCG Child Development Center, Kodiak, AK
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 January 31, 2016

<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><strong>Beginning Fund Balance (July 1, 2015)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td></td>
<td>$ 2,699,370</td>
<td>$ 2,000,000</td>
<td>699,370</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>1,832,551</td>
<td>5,468,617</td>
<td>6,985,840</td>
<td>1,517,223</td>
</tr>
<tr>
<td>Federal Support</td>
<td>464</td>
<td>4,210</td>
<td>13,500</td>
<td>9,290</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>99,802</td>
<td>4,868,643</td>
<td>5,375,060</td>
<td>506,417</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(143,161)</td>
<td>3,980,923</td>
<td>6,104,924</td>
<td>2,124,001</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>19,631</td>
<td>53,880</td>
<td>82,500</td>
<td>28,620</td>
</tr>
<tr>
<td>Other Income</td>
<td>33,422</td>
<td>130,168</td>
<td>306,272</td>
<td>176,104</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>&amp; -</td>
<td>1,000,000</td>
<td>4,500,000</td>
<td>3,500,000</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>-</td>
<td>624,175</td>
<td>624,175</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,842,708</td>
<td>15,506,441</td>
<td>23,992,271</td>
<td>8,485,830</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td>18,205,811</td>
<td>25,992,271</td>
<td>9,185,200</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>686,895</td>
<td>5,047,503</td>
<td>9,553,897</td>
<td>4,506,394</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>276,591</td>
<td>2,420,434</td>
<td>4,444,372</td>
<td>2,023,938</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>237,486</td>
<td>1,811,806</td>
<td>3,510,310</td>
<td>1,698,504</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>43,454</td>
<td>75,400</td>
<td>31,946</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>1,500,000</td>
<td>4,500,000</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>30,938</td>
<td>35,000</td>
<td>4,063</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>679,217</td>
<td>681,217</td>
<td>2,073,292</td>
<td>1,392,075</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,880,189</td>
<td>11,535,352</td>
<td>24,192,271</td>
<td>12,656,919</td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td>(37,481)</td>
<td>3,971,089</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td></td>
<td>$ 6,670,459</td>
<td>$ 1,800,000</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>State Support</td>
<td>5,468,617</td>
<td>4,753,757</td>
<td>444,644</td>
<td>501,317</td>
</tr>
<tr>
<td>Federal Support</td>
<td>4,210</td>
<td>4,665</td>
<td>4,874,763</td>
<td>5,481,002</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>4,868,643</td>
<td>4,760,003</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>3,980,923</td>
<td>3,997,877</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>53,880</td>
<td>59,449</td>
<td>23</td>
<td>16</td>
</tr>
<tr>
<td>Other Income</td>
<td>130,168</td>
<td>316,047</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>1,000,000</td>
<td>2,200,000</td>
<td>204,341</td>
<td>217,531</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>15,506,441</td>
<td>16,091,798</td>
<td>5,523,772</td>
<td>6,199,866</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>5,047,503</td>
<td>4,890,184</td>
<td>34,475</td>
<td>36,827</td>
<td>960,422</td>
<td>1,052,437</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>2,420,434</td>
<td>2,221,367</td>
<td>65</td>
<td>-</td>
<td>451,855</td>
<td>430,168</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>1,811,806</td>
<td>1,879,224</td>
<td>5,543,459</td>
<td>6,219,653</td>
<td>701,471</td>
<td>819,300</td>
<td>6,223</td>
<td>6,016</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>43,454</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>38,115</td>
<td>84,142</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>
</tr>
<tr>
<td>Principal</td>
<td>1,500,000</td>
<td>2,200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>681,217</td>
<td>700,510</td>
<td>-</td>
<td>-</td>
<td>46,133</td>
<td>26,889</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>11,535,352</td>
<td>11,918,772</td>
<td>5,577,999</td>
<td>6,256,480</td>
<td>2,197,996</td>
<td>2,412,936</td>
<td>6,223</td>
<td>6,016</td>
</tr>
</tbody>
</table>

Revenues Over (Under) Expenditures:
- 3,971,089 | 4,173,026 | (54,227) | (56,614) | (168,422) | (453,875) | 22,779 | 24,497 |
- 2,699,370 | 2,171,492 | -       | -       | 553,868 | 650,932 | 443,785 | 423,663 |
- 6,670,459 | 6,344,518 | (54,227) | (56,614) | 385,446 | 197,057 | 466,563 | 448,160 |

Fund Balance (End of Month): 6,670,459 | 6,344,518 | (54,227) | (56,614) | 385,446 | 197,057 | 466,563 | 448,160 |
## Southwestern Oregon Community College
### Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending January 31, 2016 and 2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</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>
<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>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Support</td>
<td>-</td>
<td>74,948</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(871)</td>
<td>115,081</td>
<td>346,811</td>
<td>334,130</td>
<td>140,607</td>
<td>138,759</td>
<td>3,936,169</td>
<td>3,479,015</td>
<td>109,033</td>
<td>81,200</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>-</td>
<td>765</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>585,217</td>
<td>592,590</td>
<td>94,000</td>
<td>105,920</td>
<td>17,648</td>
<td>-</td>
<td>4,688</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>395,899</td>
<td>115,081</td>
<td>1,007,741</td>
<td>926,721</td>
<td>234,607</td>
<td>244,678</td>
<td>5,881,866</td>
<td>5,259,470</td>
<td>114,128</td>
<td>101,417</td>
<td>-</td>
<td>-</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>-</td>
<td>-</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 Taxes &amp; Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>108,922</td>
<td>159,062</td>
<td>50</td>
<td>107,954</td>
<td>121,711</td>
<td>2,397,950</td>
<td>2,083,345</td>
<td>78,656</td>
<td>52,847</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>395,192</td>
<td>123,655</td>
<td>-</td>
<td>4,545</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>-</td>
<td>311,170</td>
<td>297,845</td>
<td>-</td>
<td>-</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>675,290</td>
<td>638,425</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>-</td>
<td>2,688</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>504,114</td>
<td>282,717</td>
<td>986,511</td>
<td>936,271</td>
<td>239,898</td>
<td>247,891</td>
<td>3,930,427</td>
<td>3,638,829</td>
<td>81,345</td>
<td>52,847</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>(108,215)</td>
<td>(167,636)</td>
<td>21,230</td>
<td>(9,550)</td>
<td>(5,291)</td>
<td>(3,213)</td>
<td>1,951,440</td>
<td>1,620,641</td>
<td>32,783</td>
<td>48,570</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fund Balance (July 1)</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>729,320</td>
<td>(0)</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fund Balance (End of Month)</td>
<td>(72,584)</td>
<td>(129,425)</td>
<td>27,030</td>
<td>(3,750)</td>
<td>(5,291)</td>
<td>(3,213)</td>
<td>3,236,922</td>
<td>2,349,962</td>
<td>32,783</td>
<td>48,570</td>
<td>-</td>
<td>-</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 January 31, 2016 and 2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</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>Tuition/Fees</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ 53,796</td>
<td>$ 54,147</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
</tr>
<tr>
<td>Sales</td>
<td>582,939</td>
<td>688,215</td>
<td>-</td>
<td>-</td>
<td>2,525</td>
<td>4,608</td>
<td>787,264</td>
<td>458,575</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>162,665</td>
<td>136,673</td>
<td>-</td>
<td>2,361,675</td>
<td>2,163,660</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7,480</td>
<td>2,260</td>
<td>-</td>
<td>-</td>
<td>10</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>
<td>17,648</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>590,418</td>
<td>690,475</td>
<td>162,665</td>
<td>137,295</td>
<td>2,418,006</td>
<td>2,222,415</td>
<td>804,912</td>
<td>458,575</td>
<td></td>
<td></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>Personnel Services</td>
<td>44,113</td>
<td>44,608</td>
<td>30,040</td>
<td>24,195</td>
<td>171,927</td>
<td>200,916</td>
<td>229,231</td>
<td>209,174</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>29,921</td>
<td>28,195</td>
<td>18,293</td>
<td>12,259</td>
<td>92,644</td>
<td>90,808</td>
<td>100,655</td>
<td>88,251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>19,208</td>
<td>26,615</td>
<td>32,146</td>
<td>33,910</td>
<td>146,912</td>
<td>150,444</td>
<td>259,420</td>
<td>237,992</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>394</td>
<td>300</td>
<td>-</td>
<td>-</td>
<td>1,868</td>
<td>2,121</td>
<td>691</td>
<td>930</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>10,450</td>
<td>11,882</td>
<td>20,031</td>
<td>16,614</td>
<td>780,525</td>
<td>491,429</td>
<td>12,752</td>
<td>10,062</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials for Resale</td>
<td>445,529</td>
<td>430,732</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Rental &amp; Internal Services</td>
<td>110</td>
<td>248</td>
<td>-</td>
<td>-</td>
<td>1,434</td>
<td>1,748</td>
<td>637</td>
<td>93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs</td>
<td>-</td>
<td>-</td>
<td>580</td>
<td>375</td>
<td>-</td>
<td>-</td>
<td>1,537</td>
<td>784</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>35,294</td>
<td>14,319</td>
<td>111,198</td>
<td>136,628</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>325</td>
<td>302</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</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 to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,648</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>549,725</td>
<td>542,581</td>
<td>136,384</td>
<td>110,672</td>
<td>1,324,481</td>
<td>1,074,395</td>
<td>604,923</td>
<td>547,287</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>40,694</td>
<td>147,894</td>
<td>26,281</td>
<td>35,623</td>
<td>1,093,526</td>
<td>1,148,021</td>
<td>199,989</td>
<td>(88,712)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>1,198,084</td>
<td>1,125,425</td>
<td>1,665,894</td>
<td>1,407,599</td>
<td>(196,473)</td>
<td>(476,903)</td>
<td>248,567</td>
<td>235,435</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$1,238,778</td>
<td>$1,273,319</td>
<td>$1,692,175</td>
<td>$1,443,222</td>
<td>$897,052</td>
<td>$671,118</td>
<td>$448,556</td>
<td>$146,724</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Southwestern Oregon Community College

#### Comparative Statement of Revenues and Expenses - Enterprise Funds

For the Periods Ending January 31, 2016 and 2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conferences Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Conferences Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Oregon Coast Culinary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Neighborhood Facility Bldg.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></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>$1,773,154</td>
<td>$1,619,500</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$-</td>
<td>$1,928,050</td>
<td>$1,780,455</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12,575</td>
<td>20,866</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,385,303</td>
<td>1,172,263</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>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,136</td>
<td>2,735</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>11,626</td>
<td>5,618</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>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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>$1,790,765</td>
<td>$1,643,902</td>
<td>$14,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,881,866</td>
<td>$5,259,470</td>
<td></td>
<td></td>
<td></td>
<td></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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>5,696</td>
<td>12,446</td>
<td>11,805</td>
<td>11,965</td>
<td>387,985</td>
<td>436,247</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>880,797</td>
<td>939,552</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>2,496</td>
<td>2,177</td>
<td>1,321</td>
<td>1,632</td>
<td>186,363</td>
<td>181,369</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>431,693</td>
<td>404,693</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>-</td>
<td>-</td>
<td>11,422</td>
<td>8,905</td>
<td>437,962</td>
<td>394,308</td>
<td>-</td>
<td>2,924</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>907,070</td>
<td>855,096</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>15,534</td>
<td>12,759</td>
<td>23,851</td>
<td>45,611</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>42,338</td>
<td>61,721</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>555</td>
<td>727</td>
<td>2,834</td>
<td>2,862</td>
<td>53,316</td>
<td>58,227</td>
<td>1,914</td>
<td>2,099</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>882,377</td>
<td>593,902</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials for Resale</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>23,916</td>
<td>50,303</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>469,444</td>
<td>481,036</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Rental &amp; Internal Services</td>
<td>-</td>
<td>-</td>
<td>3,818</td>
<td>3,456</td>
<td>7,334</td>
<td>4,832</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>13,333</td>
<td>10,377</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,356</td>
<td>14,412</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19,471</td>
<td>15,571</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>63,915</td>
<td>65,641</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>63,915</td>
<td>65,641</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50,627</td>
<td>54,977</td>
<td>4,571</td>
<td>4,763</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>201,689</td>
<td>210,687</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>325</td>
<td>161</td>
<td>-</td>
<td>90</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>650</td>
<td>553</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</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 to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>8,746</td>
<td>15,351</td>
<td>46,734</td>
<td>41,578</td>
<td>1,252,950</td>
<td>1,306,090</td>
<td>6,485</td>
<td>9,876</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,930,427</td>
<td>3,638,829</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>18,530</td>
<td>20,291</td>
<td>27,090</td>
<td>29,588</td>
<td>537,815</td>
<td>337,812</td>
<td>7,515</td>
<td>(9,876)</td>
<td>1,951,440</td>
<td>1,620,641</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>82,445</td>
<td>51,293</td>
<td>85,303</td>
<td>57,458</td>
<td>(1,897,597)</td>
<td>(1,725,983)</td>
<td>99,257</td>
<td>54,996</td>
<td>1,285,482</td>
<td>729,320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>100,975</td>
<td>71,584</td>
<td>112,393</td>
<td>87,046</td>
<td>(1,359,781)</td>
<td>(1,388,171)</td>
<td>106,772</td>
<td>45,120</td>
<td>3,236,922</td>
<td>2,349,961</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BOARD OF EDUCATION
MEETING MINUTES
January 25, 2016

ATTENDANCE
Board of Education/Staff (Quorum Present)

Susan Anderson (Chair) *
Tim Bishop *
David Bridgham *
Marcia Jensen *
Judy May-Lopez * (IPV)
Ken Messerle *

Absent: Harry Abel

Staff/ExOfficios

Patty Scott (President) *
Michele Benoit
Karen Domine
Bob Fields
Mike Herbert
Terry Hoagland *
Jenny Jones
Bernadette Kapocias
Rod Keller
Kyriokas Kypriotakis
Rocky Lavoie *
Deb Nicholls *
Tom Nicholls
Kelly Northcutt
Lori Paxton
Janet Pretti * (IPV)
Melinda Roberts
Bev Segner
Mike Springer
Eric Stasak *
Ross Tomlin *
Josh White

*Also present at Executive Session

Guests
Taylor Dolan
Ivan Harper
Katelyn Rossback

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 – Update on Faculty negotiations.
• (e) Property – Updates on various properties in the College’s district.
• (h) Legal Rights – Updates on current and potential litigation.
• (i) Personnel – Updates on BOLI complaint and retirements.

RECONVENE INTO OPEN SESSION
Chair Anderson reconvened the open session at 6:05 p.m.

AGENDA CHANGES
Introduction of Student Ambassadors will move to a future month.

INTRODUCTIONS

Employees Exhibit # 5 - The following employees were introduced to the Board:
New to College
• Lori Paxton, Proctor/Testing Coordinator
• Melinda Roberts, Trio SSS Project Assistant
New to Position
• Joshua White, Recreation Center Technician

Student-Athletes of the Month - The following student-athletes were introduced to the Board:
• Women’s Basketball – Katelyn Rossback
• Men’s Basketball – Ivan Harper
• Cheer – Taylor Dolan
BOARD DEVELOPMENT
Presentations
CASE Recap
Karen Helland provided a brief overview of the CASE Grant (almost $1.5 million over four years).

TACCT Burning Glass, Exhibit # 6 A 1
Jenny Jones conducted a brief presentation sharing that labor market information was a good way to quantify the measures of success and assist with curriculum development.

LCD Division – Science Program
Dean Rod Keller addressed the Board sharing a PPT presentation highlighting science programs and faculty. It was noted that 90% of the students take science courses for their degrees and that the new facility planned would replace and update the current facilities, some of which originate from 1965.

BOARD REPORTS/INFORMATION
Important Dates - The Board reviewed numerous upcoming events. The Board was reminded that the February meetings would start off with an Executive Session at 1:30 p.m. and the open session immediately following at approximately 2:00 p.m.

BOARD OPERATIONS
OCCA Report - Marcia Jensen reported that the Legislature was in session and would share more next month on the five bills that OCCA was monitoring.

Board Updates
- Chair Anderson thanked the other Board members for their donations to the student food/item pantry.
- Marcia Jensen shared that she conducted a presentation on the Health & Science Technology project at a local Soroptimist meeting recently, adding that a letter of endorsement was forthcoming from the group. She stated that she was pleased to have had the opportunity to clarify what the “free college tuition” bill (Oregon Promise) really was.

President’s Evaluation – Executive Assistant Deb Nicholls to disseminate the document to the Board that will be used.

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.
- 2016 Legislative Session – Copies of the Life, Health, Safety Equipment Requirements document that the State requested were distributed at the meeting ($716,778.50).
- New College Logo – Press release and rollout coming soon.
- Uncorking Opportunities – Annual Foundation scholarship event (Uncorking Opportunity) on January 22 raised almost $50,000 ($39,000 auction) with 122 people in attendance.
- HR Director – Hiring process underway. One candidate interviewed last week and another is scheduled for this week.

Financial Reports, Exhibits # 8 B 1 – 4 - Copies of the financial reports were included in the meeting materials and Vice President Eric Stasak briefed the Board on them. It was noted that the College borrowed $1 million less this year to meet payroll which was partially due to the timing of the payments from the State.

Student Success Indicators, Exhibits # 8 C 1-5 - Links to the following electronic documents were included in the meeting materials.
- #2, Enrollment Credit and Non-Credit - Executive Director of Enrollment Tom Nicholls briefed the Board on the indicator (#2 was not achieved, red). As a result of lower numbers of graduating in-district high
school students along with under-performing recruitment efforts in areas of athletics and specific academic programs, unduplicated headcount decreased by 466. FTE also decreased with the largest decrease coming from the less than half-time category.

- #29, Connections: High School Dual Enrolled - Executive Director of Enrollment Tom Nicholls briefed the Board on the indicator (#29 was achieved, green). Though the numbers are down, the increase of more than 7% over the last five years collectively helped to reach 21.83% of the in-district high school students with a 92% completion rate (grades of A, B or C).

- #9, Employee Satisfaction – Interim Human Resources Director Terry Hoagland briefed the Board on the indicator (#9 was achieved, yellow). Limited resources, lack of stability in the College workforce, and low participation rate are all factors affecting the progress of this indicator.

- #11, Completion – VP of Instruction and Student Services Ross Tomlin briefed the Board on the indicator (#11 was achieved, green). Nearly a 265% increase in the number of degrees/certificates conferred to students has transpired since the 2009-2010 academic year. This increase is due to enhanced retention efforts, increased number of degrees and certificates offered, as well as the continued practice of auto-awarding.

- #44, Remediation – Dean Rod Keller briefed the Board on the indicator (#44 was achieved, green). The efforts to redesign developmental education courses, enhance support courses, and increase tutoring and supplemental instruction to better prepare students for successful progress in a timely manner is having a positive results.

Human Resources Hiring Matrix, Exhibit # 8 D - Copies of the matrix were included in the meeting materials.

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

M01/16-1 David Bridgham’s motion to approve the Consent Agenda, as presented, was seconded by Marcia Jensen.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated November 16 and December 7, 2015, Exhibits # 9 A and B.

OLD BUSINESS

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

- 4040, Dual Credit/College Now (modified)
- 4045, Alternative Student Credit (modified)
- 4046, Alternative Instruction (modified)

Board Policy Review – 2nd Readings - The following policies were presented for second readings and will be posted to the Board’s webpage.

- 4025, Reproduction of All Copyrighted Materials
- 4035, Teaching About Controversial Issues

M01/16-2 Ken Messerle’s motion to adopt the Board Policy# 4025, as amended, was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

M01/16-3 Marcia Jensen’s motion to adopt the Board Policy # 4035, as amended, was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.
PUBLIC COMMENT
Faculty Member Bev Segner (Counseling/Human Services) addressed the Board sharing that teachers had a wonderful opportunity at the end of each term to find out how good of a job they did. Copies of the results of a final essay exam from a diverse group of students in her HS 100 class were distributed at the meeting.

NEW BUSINESS

New Program Endorsements - Copies of the following certificates were included in the meeting materials and Dean Cody Yeager briefed the Board on them.

- Dental Assistant, Exhibit # 12 A 1 – NEW. It will be offered at six sites throughout the community. Local dentists have expressed interest in future internships. Grant funding will cover the faculty member for the first year and discussions are underway regarding potential chair/faculty endowments.

   M01/16-4 Ken Messerle’s motion to endorse the new Dental Assistant certificate was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

- Administrative Assistant, Exhibit # 12 A 2 – NEW. Funding is available for this faculty position for two years.

   M01/16-5 Tim Bishop’s motion to endorse the new Administrative Assistant was seconded by Marcia Jensen. Upon call for the vote, the MOTION PASSED unanimously.

- Office Specialist, Exhibit # 12 A 3 This is a program name change only.

   M01/16-6 Marcia Jensen’s motion to endorse the Office Specialist certificate was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

Retreat Date Selection - September 8 and 9, 2016 was selected.

CORRESPONDENCE
No correspondence was presented.

OTHER
The Board congratulated President Scott for her recent AAWCC Campus Excellence award. President Scott mentioned the Rotary Membership Rally award she recently received for her efforts in increasing membership by 14%.

ADJOURNMENT
Chair Anderson adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Susan Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

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.
DUAL CREDIT/COLLEGE NOW

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

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.

END OF POLICY

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

The Board of Education authorizes The President shall 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
ALTERNATIVE INSTRUCTION COMMUNITY EDUCATION AND TRAINING

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

END OF POLICY

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

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
Southwestern Oregon Community College District  
Board of Education

Prepared by: Eric Stasak, Vice President of Administrative Services

**ACTION UNDER CONSIDERATION**

Appoint Garrett Hemann Robertson P.C. as the College Labor Attorney for a three-year contract.

**DISCUSSION / HISTORY**

In March 2011, the Board selected Garrett Hemann Robertson P.C. as the College Labor Attorney for a three-year contract. In March 2014, Garrett Hemann Robertson P.C. was reappointed to a second two-year term. On June 30, 2016, Garrett Hemann Robertson P.C.’s contract will expire.

Prior to Garrett Hemann Robertson P.C.’s initial appointment in 2011, Williams, Zografos and Peck served as Southwestern’s Labor Attorney as far back as 1998.

In November 2015, Administrative Services advertised a Request for Proposal for College Labor Attorney for six days in The World and four days in the Daily Journal of Commerce. One firm responded to that request, Garrett Hemann Robertson P.C.

As per Board Policy 6031 Appointment of Board Consultants, Board consultant contracts are initially for a period of three years. Following the initial contract, the consultant is eligible for a two-year extension upon Board approval.

**TIMING**


**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints Garrett Hemann Robertson P.C. as the College Labor Attorney for an initial three-year contract.
Southwestern Oregon Community College District
Board of Education

ACTION UNDER CONSIDERATION
Approve changes in the Fee Schedule for the 2016-2017 academic year, effective summer term 2016.

DISCUSSION / HISTORY
The Per Credit Incidental Fee, Per Course Registration Fee, and Distance Education Fee are charged in lieu of specific fees including: Transcript Request Fees, Class and Computer Lab Fees, Student Recreation Center Fees, Graduation Fees, Public Safety Fee, Technology Fee, Parking Fee, Add Class Fee, Drop Class Fee, and all associated course costs that are not directly related to support or delivery. For the first time, we have included a Student Multi-Passenger Vehicle component to the Per Credit Incidental Fee, which will allow the College to have the necessary funds to lease a large bus.

At the September 28, 1998 Board of Education meeting, Administrative Policy #9.028 was revised as follows: “It is the Administrative procedure of the Southwestern Oregon Community College District that fees will be assessed according to the schedule that follows. Fees will be automatically adjusted by inflation using the July-to-July change in the consumer price index (Portland CPI-U), rounded to the nearest dollar. Fees may be adjusted at any time to reflect the actual cost of supplies and parts used by the student to produce or repair a project which the student owns or will have possession of when the course is completed, or for classes, activities or services for which a fee is charged the College.”

The change in Portland-CPI for all items from July 2014 to July 2015 was 1.1% which—combined with the abovementioned fee for a large bus—would result in a Per Credit Incidental Fee increase from $27 to $29 per credit; Per Course Registration Fee from $29 to $30 per course, and a Distance Education Per Course Surcharge from $33 to $34 per class. These increases are necessary due to the lack of full restoration of state support (we are operating at an inflation adjusted state support level equivalent to funding received in 2007/2008) and continuing increases in College operating costs. The additional fee necessary for funding a large multi-passenger vehicle (bus) for students will assist us in significantly increasing the safety of our students and staff when travelling for college related events.

The $7 increase for Transitional Education (Coos) is to defer costs of providing Coos Campus Transitional Education students full access to the Rec Center. It’s important that these students have the same Rec Center privileges as other students and we believe this will lower barriers for them to transition forward in their educational careers. The Curry students do not have this opportunity, and therefore are not included in this fee increase.

Other fee increases shown here include an increase in Compass/Asset Testing Fees to reflect an increase in material costs. The proposed schedule also reflects the removal of the $2 “Fee to send test result to other college,” resulting from process automation.

BUDGET IMPACT
Projected additional revenue for the proposed fee increases is approximately $124,600.

TIMING
The proposed changes will become effective summer term 2016. Announcement of these modifications at this time will assure that student publications and billings are correct at the time of registration and avoid the need for a corrected billing at a later date.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District approves changes in the Fee Schedule, as presented, for the 2016-2017 academic year, effective summer term 2016.
## FEE SCHEDULE

<table>
<thead>
<tr>
<th>Fee Title/Description</th>
<th>2015-2016 Fees</th>
<th>PROPOSED 2016-2017 FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Incidental Fee</td>
<td>27.00</td>
<td>29.00</td>
</tr>
<tr>
<td>Per Course Registration Fee</td>
<td>29.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Distance Education Per Course Surcharge</td>
<td>33.00</td>
<td>34.00</td>
</tr>
<tr>
<td><strong>Self –Support Courses</strong></td>
<td>At Cost</td>
<td>At Cost</td>
</tr>
<tr>
<td><strong>Program or Course Associated/Required Fees</strong></td>
<td>At Cost</td>
<td>At Cost</td>
</tr>
<tr>
<td>Transitional Education (per term/unlimited courses) (Curry)</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Transitional Education (per term/unlimited courses) (Coos)</td>
<td>50.00</td>
<td>57.00</td>
</tr>
<tr>
<td>Music Individual Lessons (1 credit)</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Music Individual Lessons (2 credits)</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Nursing Application</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Nursing Deposit</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Nursing Program Fee First Year</td>
<td>3,325.00</td>
<td>3,325.00</td>
</tr>
<tr>
<td>Nursing Program Fee Second Year</td>
<td>3,075.00</td>
<td>3,075.00</td>
</tr>
<tr>
<td>EMT Basic Fee Per Course (EMT151, EMT152)</td>
<td>225.00</td>
<td>225.00</td>
</tr>
<tr>
<td>AEMT 181/182 Per Course</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Paramedic Fee Per Course (EMT296, EMT297, EMT298, EMT280F)</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Culinary Deposit</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Student Housing Deposit</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Challenge Fee (per credit)</td>
<td>1/2 tuition</td>
<td>1/2 tuition</td>
</tr>
<tr>
<td>Initial Compass* Test</td>
<td>15.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Retake All 3 Compass*/Asset Tests</td>
<td>20.00</td>
<td>23.00</td>
</tr>
<tr>
<td>Retake Individual Compass* /Asset</td>
<td>7.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Compass*/Asset Test (For Another School)</td>
<td>15.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Fee to send test result to other college</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Meyer Briggs Test Fee</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Strong Interest Inventory Fee</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Other Test Proctored</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Application for Admission Fee</td>
<td>40.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Catalog (mailed request)</td>
<td>6.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Catalog (Bookstore purchase)</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>NSF Fees</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Transcript Fee (after 7 per academic year)</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Fee Title/Description</td>
<td>2015-2016 Fees</td>
<td>PROPOSED 2016-2017 FEES</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Late Registration (after last day to withdraw w/o grade)</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Late Registration (after the end of the term)</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Payment Plan Setup Fee</td>
<td>32.00</td>
<td>32.00</td>
</tr>
<tr>
<td>OCCI Payment Plan Setup Fee</td>
<td>55.00</td>
<td>55.00</td>
</tr>
<tr>
<td>Academic Reinstatement</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Fax</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Per Sheet Printing Fee Black &amp; White (single/double sided)</td>
<td>0.07 / 0.13</td>
<td>0.07 / 0.13</td>
</tr>
<tr>
<td>Per Sheet Printing Fee Color (single/double sided)</td>
<td>0.25 / 0.45</td>
<td>0.25 / 0.45</td>
</tr>
</tbody>
</table>

*Compass may change to “Accuplacer”*

Adopted by Board of Education:
Policy #7.014(A) June 15, 1987
Revised July 5, 1990
Revised April 29, 1991
Revised April 20, 1992
Revised April 19, 1993
Revised April 18, 1994
Revised December 19, 1994
Revised March 27, 1995

Changed to Administrative Policy January 22, 1996

Revised by Southwestern Administration:
Policy #9028(A) March 16, 1998
Revised January 25, 1999
Revised March 27, 2000
Revised March 19, 2001
Revised January 28, 2002
Revised April 22, 2002
Revised April 28, 2003
Revised April 26, 2004
Revised November 15, 2004
Revised June 22, 2009
Revised April 26, 2010
Revised March 28, 2011
Revised March 26, 2012
Revised March 25, 2013
Revised February 24, 2014
Revised February 23, 2015
Revised February 22, 2016

Southwestern is an equal opportunity employer and educator.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Reappoint Mark Gagnon to a three-year term of office on the Southwestern Oregon Community College Board Budget Committee, with term expiring June 30, 2018.

HISTORY
Two positions on the College’s Budget Committee expired on June 30, 2015 and are currently vacant (Gagnon and McKelvey). Gagnon is interested in continuing his service. The College will solicit candidates for the remaining position through advertisement, with interviews scheduled in March.

In public meetings, the Budget Committee meets to review, discuss and make additions or deletions to the proposed budget presented by the Budget Officer. Upon completion of the Budget Committee’s deliberations, the budget is approved by the Committee and forwarded to the Board of Education for final adoption. The Board of Education formally adopts the budget during a budget hearing, which is held by June 30 each year.

TIMING
The first Budget Committee meeting will be held on Monday, May 9, 2016 at 6:00 p.m. in Tioga 505. Appointments for both positions will ensure a full Budget Committee is in place.

BUDGET IMPACT
None.

RECOMMENDATION
BE IT RESOLVED that the Board of Education of Southwestern Oregon Community College District appoints Mark Gagnon to a three-year term of office on the Southwestern Oregon Community College Budget Committee, with term expiring June 30, 2018.
Core Themes: Community Engagement and Access

Increase and enhance activities for community attendance

The Laker Alumni Association hosted an inaugural dinner event at the Oregon Coast Culinary Institute on January 9 to honor this year’s teams and individuals inducted into the Hall of Fame. The event brought over 100 alumni, their families, former coaches and community members to campus to share in celebrating the college’s athletic history.

Community members participate and contribute to the college

The Southwestern Oregon Community College Foundation and its volunteer board of trustees hosted the second-annual Uncorking Opportunity! scholarship fundraising event in partnership with OCCI on January 22. Approximately, 130 community members and 30 businesses attended and/or supported the event, helping raise nearly $48,000 for scholarships.

On February 3, the Foundation hosted a joint community event with the Coquille Indian Tribe to celebrate the tribe’s awarding of a grant to support the Health & Science Technology building fundraising. The celebration brought tribal members to campus to meet with students and tour science and health facilities. Media reported on the event to increase community awareness about the project and students we serve.

On February 10, Plum Creek local manager Eric Gehrke met with students and presented a $10,000 grant to the Foundation in support of the two-year start-up of the Forestry/Natural Resources Degree Program.

Increase community engagement

On February 18 to assist the Alumni Association with outreach, ASG members and student ambassadors, with the guidance of Student Life Coordinator Kyle Croy, conducted a phone-a-thon to talk with alumni who graduated over the past 10 years. The goals were to strengthen alumni’s connection to the college, update contact information and share information about campus activities.
Expand Access to Financial Assistance

Foundation Resources Coordinator Kelsey Guenther, Senior IT Specialist Cari Friesen and Admissions Representative Barb Shreckengost worked together to implement the Foundation’s new online scholarship application and management system. This improves students’ access to scholarship information and ability to efficiently apply and qualify for scholarships.

To date FY 15-16, 12 students have received emergency assistance scholarships totaling $1,440, with a goal of helping them overcome temporary financial emergencies so they can stay in school. Campus employees donate to this scholarship fund and a campus committee reviews applications. Funds have helped students cover needs from car repairs, to safety equipment for welding classes to food and utilities.
Board of Education
Faculty Senate Report

Submitted by: Kyriakos Kypriotakis, Faculty Senate Chair

Following are things that the Faculty Senate has worked on during winter 2016:

• Faculty Senate will continue to sponsor brown bag lunches and will offer one topic each term. Winters brown bag lunch is scheduled Thursday, February 25th at noon and Friday, February 26th at 1pm. The discussion will focus on how to insert Honors into our courses.
• Plus/Minus grading; this topic was discussed last year, at that time more research was needed. J. Milligan did some research and reported back to the senate (see below).
• The Senate will be conducting the annual Faculty Climate survey. The survey is currently available and open through Monday (February 22nd) at nearly midnight. The survey is 3 pages of options using a Likert Scale and a fourth page that includes optional demographic information and typed feedback.
• Faculty Senate will review Faculty Senate constitution to update our rules for running meetings. This would include updating to using Robert’s Rule of Order most current edition and participation via distance and email.
• The Senate has motioned to have the challenge process for Credit for Prior Learning designed by the Instructional Design & Delivery committee.
• The Senate has decided to assign the Revision of the Student Complaint process to the Academic Standards committee.
• The Senate motioned to send on the General faculty a change in the Constitution; Article II, section 3, letter E:

Change FROM ...

“In the absence of special regulations to the contrary, Robert's Rules of Order, Revised may govern the procedure of all meetings of the General Faculty.”

TO.....

In the absence of special regulations to the contrary, Robert's Rules of Order, most current edition may govern the procedure of all meetings of the General Faculty, Faculty Senate, and Faculty Senate Committees.
Mini Literature Review of Plus/Minus Grading

While there are numerous logical points of view about the advantages and disadvantages of plus-minus grading, the empirical evidence does not wholly support nor detract from the use of incremental grades.

Arguments for plus-minus grading include “reduced grade inflation, better differentiation among students, increased student motivation, and an enhanced image of grades and an undergraduate degree (Bressette, 2002)” as well as a sense of fairness created by the increased accuracy (Johnston, 2012). Student satisfaction was mentioned in one study at Washington State University in 1987, although that article is not available at this time.

Arguments against plus-minus grading include student satisfaction with the whole-letter grade (Edgar, Johnson, Graham & Dixon, 2014; Fries, Conklin, Krim & Smith, 2012; Morgan, Tallman & Johnson, 2007), and pressure on teachers from students negotiating for slightly higher grades (Johnston, 2012). Also considered is the idea that straight letter grades encourage students to push harder at the end of a term because there is greater reward in moving up a full grade (Edgar, Johnson, Graham & Dixon, 2014). Pressure on the registrar’s office wasn’t mentioned, but we know that exists at Southwestern.

Research shows varied results on the effect of plus-minus grades on GPAs and grade inflation.

One 12-year study at the University of Arkansas showed a decrease in cumulative GPAs under the plus-minus system (Edgar, Johnson, Graham & Dixon, 2014). A year-long study at the Richard Stockton College of New Jersey showed no change (Frank & Feeney, 2006). A five-year study at the University Of Cincinnati College Of Pharmacy showed no difference in the mean cumulative GPA (Barnes, 2012). A Humboldt State University study of one computer science class showed that plus/minus students had a higher GPA (Dixon, 2004).

The impact of plus-minus grading on student motivation was put to the test in one small research project, where it was found that the plus-minus system had no effect on points. This was used as a measurement of motivation (McClure & Spector, 2005), although the author’s agree that this study is inconclusive.

Insightful and amusing, although only anecdotal, is the article The Wretched Curse of the B+ (Chronicle of Higher Education, 2008), where faculty members complain that a B+ increases student complaints.

Overall, the available research does not appear to be definitive. More research needs to be completed, particularly large-scale longitudinal studies. Nonetheless, these research papers do offer points to consider, including Morgan, et al’s ideas on how to introduce the plus-minus system in ways that lessen student anxiety.
REFERENCES


Jessie Milligan, MLS
Assistant Professor
Information Resources and Instructional Librarian
Southwestern Oregon Community College
Coos Bay, OR 97420
541-888-7431
Board of Education
Administrative Services Report

Submitted by: Eric Stasak, Vice President of Administrative Services

The Mission of Administrative Services:

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

The months of November, December and January initiated and finalized activity in Administrative Services to include:

**Core Theme: Learning & Achievement**

*Dining Services*

- Adjusted personnel to support absences in staffing. Everyone has done an outstanding job.
- Welcome Chef Jennifer Severson as she assists us with extended staff absence.
- Extern and graduated student Austin Greenleaf took First Place in his first ever ice sculpture competition mentored by Chef Chris Foltz in Fort Saint John, British Columbia.
- Student Chef and Baker for Dining Services Alana Askew is on the OCCI Culinary Team with Chef Randy Torres. The team took First Place in the Regionals competition in Reno, Nevada the weekend of February 6, 2016.
- Chef Chris Foltz won the First Place Honors in Italy for the 2016 Gelatoria competition. It was the first time in the last eight years the USA team placed over 5th place. The team had two practices at Southwestern hosted by OCCI and were organized by Chef Foltz.

![Chef Chris Foltz in action.](image-url)
Administrative Services

- The Emergency Management Team (EMT) group has been meeting two-three times per month.
- Current issues being addressed by the EMT include:
  - Developing lockdown procedures and lockout versus lockdown (shelter in place). This includes getting quotes for doors on campus to enable electronic locking. Emerald Brunett provided a SWOCC Campus Lockdown Procedure document which outlined steps/actions to be taken in an active shooter emergency and assignment of responsibilities that may occur in the event of an emergency.
  - Rocky Lavoie has created a siren/public address system to be installed on the top of Tioga.
  - “RAVE” is Southwestern’s communication system that sends texts and voice mails to students and staff. More staff will be having training to increase the number of staff who can create and send messages in an emergency situation. The RAVE system is used for notification of class cancellations as well as emergencies.
  - Rocky Lavoie is working on developing an emergency website.
  - Joe Thomas is arranging ICS100 training for the team.
  - The team is creating a phone bank team to man 12 phone lines that Rocky Lavoie has set up in the event of an emergency.
- Continued work on the 2016-2017 budget.
- Led short and long term academic facilities needs meetings.
- Attended Jordan Cove update meeting.
- Submitted a Request for Proposal for the Newmark Facility to Cushman and Wakefield/Department of Human Services.
- Received Request for Proposals for Insurance Agent of Record and College Labor Attorney. See attached resolution for Labor Attorney (Board Packet). Two candidates for Insurance Agent of Record will be presenting at the March 2016 Board meeting.
- Reviewed 35 building inspections for hazards which were conducted by Southwestern employees. Safety recommendations for any findings were submitted to Facilities to remedy. In lieu of the regular January 2016 Safety Committee meeting, SAIF Safety Management Consultant Shelley Nasby conducted training on Accident Investigation.
- Sent out Mandatory Child Abuse Reporting training to all staff via Safe Colleges to remind staff of procedures to follow when they need to report child abuse. This training is required annually.
- Submitted documentation to PACE demonstrating Southwestern’s compliance with PACE’s “boundary invasion” requirements to be met in order for the College to receive a 5% discount on liability insurance for the 2016-2017 policy year. Boundary Invasion encompasses identifying and prohibiting child abuse and sexual violence. The Campus SaVE Act, Clery Act, Sexual Assault, Stalking, and dating violence topics have all been transmitted to staff via Safe Colleges.
- Performed an ergonomics evaluation for an employee and purchased new desk to avert a potential workers’ compensation claim.
- Re-organized (consolidated) the Mailroom / Print Shop under the leadership of Bookstore Manager Shawna Stephens, and bid “farewell” to our Duane LaFavers as he proceeded in following his career goal of attending the Los Angeles Police Department Academy and becoming a member of the LAPD.
- Reviewing management options for Dining Services as Chef Chris Foltz prepares for his future work as full-time Executive Chef at the Coos Bay Mill Casino facility.
• Completed the selection process and hire of our new Executive Director of Human Resources, Matthew Gilroy.

• Human Resources Department - Introduced improved employee recruiting processes and other Human Resources improvements created by Interim HR Executive Director Terry Hoagland. Terry’s last full-time day with us was 2/17/16.

• Worked with our VP Ross Tomlin and Executive Director of Enrollment Tom Nicholls on new enrollment growth plans.

• Safe Colleges courses completed by staff during November, December and January included:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Shooter</td>
<td>1</td>
</tr>
<tr>
<td>Back Injury and Lifting</td>
<td>17</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>2</td>
</tr>
<tr>
<td>Campus SaVE Act</td>
<td>39</td>
</tr>
<tr>
<td>Chemical Spills Overview</td>
<td>1</td>
</tr>
<tr>
<td>Child Abuse Mandatory Reporting</td>
<td>76</td>
</tr>
<tr>
<td>Clery Act Overview</td>
<td>41</td>
</tr>
<tr>
<td>Dating Violence Identification and Prevention</td>
<td>40</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>2</td>
</tr>
<tr>
<td>Eye and Face Protection</td>
<td>3</td>
</tr>
<tr>
<td>Hand and Power Tool Safety Overview</td>
<td>1</td>
</tr>
<tr>
<td>Hazard Communication</td>
<td>20</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>3</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>2</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>1</td>
</tr>
<tr>
<td>Safety Data Sheets</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>18</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>20</td>
</tr>
<tr>
<td>Utility Cart Safety</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total # of Trainings Completed by Staff</strong></td>
<td><strong>307</strong></td>
</tr>
</tbody>
</table>

• The following Administrative Procedure and Policy (APP) was revised, passed and placed on the Administrative Services portal in LakerLink:
  • **APP 5022 – Non-Motorized Means of Transportation.** This APP was passed with several revisions. The name of the APP was changed to **Personal Transportation Devices on Campus.** Clarification was made regarding ADA devices on campus and banning the use of hover boards on campus.

**Campus Security**

• Security activity has been normal for this time period.

• Campus Security staff has seen a substantial drop in the amount of theft overall, but are still encouraging students and others to keep their belongings secured, in their vehicles, apartments, or lockers, in order to further deter this activity. The number of bicycle thefts has decreased, due in large part to the identification and arrest of several persons in the area. A number of stolen bicycles
have been returned to their owners, and this process continues as a number of the recovered bicycles were evidently not reported by their owners’ as stolen.

- Security’s emergence into social media has been met with favorable response. The Security site on Twitter allows us to share and receive information with a larger group.
- The Campus Security patrol vehicle is once again functional and being utilized. The use of this vehicle greatly increases and improves our patrol capabilities.
- The response to Ron Frigulti’s active shooter presentation in November has been most favorable, with an approximate 92% approval rating by its attendees. Security is making plans for Ron’s return, possibly for 2016 fall in-service, and will be working with him to “fine tune” his presentation for maximum effectiveness to our needs here at Southwestern.
- For the first time, Southwestern will be hosting the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Training Institute in March for the South Coast region. In exchange for hosting this group, at least two staff will be able to participate in this training at no cost. The minimum number of participants for this two day training event—involving other entities desiring this training—have already been enrolled. The goal is to have staff from Southwestern who attend this training be able to train other staff on campus in these procedures. The ALICE Institute teaches a process for surviving violent intruder situations through a set of proactive, options-based strategies that increase your chances of survival during a violent intruder or active shooter event. This training has been widely accepted, adapted for individual use, and is currently being used by a majority of our local area schools with staff and students. This process has also been adopted by local law enforcement and other agencies including Coos County Emergency Response, as well as local Fire Departments and ambulance and hospital teams. The training will occur on March 22 and 23.
- During the months of November, December, and January, Southwestern Security provided the following services and responded to calls for various forms of assistance, in addition to our daily patrol duties:
  - 103 verbal warnings for various offences ranging from improper parking, improper or unsafe vehicle operation, and miscellaneous violations of college policy, city ordinance, and other Oregon laws.
  - 152 written warnings for the same manner of problems.
  - 135 requests for various forms of assistance including vehicle assistance such as jump starts, unlocking various locations for students/staff/faculty upon request, providing escorts, directions, emergency messages, and other contacts, etc.
  - 69 other miscellaneous contacts.

Mail and Print Services (MPS)
- Shawna Stephens is now supervising both the Bookstore and Mail and Print Services. For the months of November, December and January Mail and Print Services:
  - Processed for mailing 8,690 letters, flats, and parcels with the United States Post Office.
  - Shipped 27 packages with UPS.
  - Received 2,558 packages for students, staff and faculty.
  - Completed 240 print jobs and 65 supply order work requests for staff and faculty.

Bookstore
- During December and January, the Bookstore processed 5,670 transaction in the store with overall sales totaling $174,518.52. Financial Aid spending totaled $64,866.32.
- The Bookstore website processed 136 transaction totaling $20,088.64
- Sales numbers continue to decline, due to the wide range of web-based providers available to our students. In our efforts to continually offer the best value for our students, beginning spring term, the Bookstore will be using software from Verba. This software will allow us to search multiple vendors with dynamic pricing from one site. This should help make our prices more competitive by
giving us a better idea of market prices so we can set our buyback prices more competitively. Our students will be able to see what other competitors are charging for books and compare with our prices from our Bookstore website. Pricing will be more transparent which will hopefully help us win student loyalty.

- The Bookstore has partnered with Red Shelf which is a company that offers only digital textbooks. They have a link from the Bookstore website that takes students to their site. The Red Shelf site has the same look and feel as the Bookstore website. This is a great option for students—especially if the Bookstore runs out of text and they need it quickly. They have 30, 90 and 180 day rentals or a lifetime purchase. Any eBooks purchased on Red Shelf will pay the Bookstore a 10% commission. We rolled this out a little late in winter term so thus far only 10 students have purchased books from Red Shelf and our commission was $46.38.

**Human Resources**
(Please see Hiring Matrix for update on positions hired and currently in the recruitment process.)

**Student Housing/Resident Life**
- Student Housing winter term occupancy is 350 students. Occupancy for winter term 2015 was 324 and in 2014 it was 303.
- Resident Directors are attending the Northwest Association of College and University Housing annual conference in Anchorage, Alaska February 14 - 18. This professional development is an excellent opportunity for new residence life professionals to focus on programing initiatives, student development, and housing operations. Both Resident Directors will be working with the Admissions Office to possibly schedule some high school visits in the area.
- Current application and interview processes are ongoing for student resident assistants (RA’s) and summer internships. RA selection will include qualified students to enroll in the Residence Life Theory course during the spring as preparation for the 2016-2017 school year. Summer internships are hired though the internship program hosted by the Association of College and University Housing Officer’s International. These interns work specifically with the summer Road Scholar programs.

**Facilities Services**
- Submitted application for upcoming seismic grants for Coaledo and Randolph Hall.
- Facilitated lockout/tagout and arc flash training for maintenance staff.
- Ordered two 15-passenger Ford Transits for delivery in early March.
- Completed RFP process for Facility Master Plan – Facility Conditions Assessment.
- Refinished the Testing Center on the 4th floor of Tioga.
- Completed annual fire extinguisher inspections in December.
- Attended low pressure boiler training sponsored by PACE.
- Replaced sump pumps behind the Performing Arts Center for grey water.
- Completed agreement with Oregon Energy Trust to change Prosper gym lighting to LED lighting. SWOCC saved over $7,300, reducing what would have been an approx. $14,000 project to approx. $5,500. The payback to the college on energy savings results in an investment payback of less than 12 months.
- Created and implemented inspection and refill process for first aid kits for Nursing Club.
- Disposed of five college vehicles which were beyond any repair or street value – Ford Tempo, Crown Victoria, Ford Ranger, and 2 Ford E350 Vans.

**Business Office**
(Please see attached financials)
CORE THEME: COMMUNITY ENGAGEMENT

• New* Dining Services Sous Chef Jen Severson oversaw her first internal banquet which was catering the Tribal grant celebration. Jen also headed up an event at North Bend Medical Center. She did an excellent job at both events. *(temporary due to extended absence of full-time personnel).
Board of Education  
Instructional and Student Services Report

Submitted by: Ross Tomlin, Vice President of Instruction and Student Services

CORE THEMES with OBJECTIVES:

Learning and Achievement

LA1: Students demonstrate progress
  • Planning began for a pilot program, with C2 staff to support bilingual and GED students who are eligible to complete a short term credential in the Allied Health field while also working on language/GED targets.
  • Fall 2015 MTH 20 scores up 30% to 77% from fall 2014.
  • Academic standing student numbers for Fall Term 2015-2016:
    o Dean’s List (3.0 – 3.49 GPA)  254
    o Honor Roll (3.5 – 3.99 GPA)  176
    o Academic Excellence (4.0 GPA)  124
    o Notification (1st term below 2.0 GPA) 152
    o Probation (2nd term below 2.0 GPA)  38
    o Suspension (3rd term below 2.0 GPA)  16

LA2: Students complete certificates, degrees, and transfer
  • 16 students have received their GED diploma since July 1, 2015, who took classes at Southwestern in Coos and Curry counties.
  • With the updated GED passing scores changing from 150 to 145, three additional students have now earned their GED diplomas and more are expected.
  • Shutter Creek Correctional Institution finished 2015 with 21 GED graduates, and 5 more in 2016. Current enrollment is 26 students; 12 tutors trained and working with them. We are now an official testing center for RSES certifies individuals to handle refrigerants safely NATE certifies for heating and air conditioning work.
  • For the first time, we printed graduates’ diplomas in house. Students will now receive their diplomas days after we have confirmed their graduation, instead of waiting up to eight weeks. Printing in house also allows us to print replacement diplomas immediately. Not only do we improve services to students, we have also reduced costs for the college. (S.Liggett)
  • So far 36 SSS students have been approved to graduate in June.

LA3: Students demonstrate that they have met institutional learning outcomes
  • 80% of program outcome assessment reports are complete
  • Aligning discipline outcomes with catalog outcomes
  • Development of general education outcomes assessment process through a faculty senate subcommittee to include the following:
    o General Education rubrics based on VALUE Rubrics
    o Multi-State Collaborative artifacts in written communication, quantitative reasoning, and critical thinking.
    o ETS testing for written communication, quantitative literacy, and critical thinking.
• Dean Rod Keller and the VP of Instruction and Student Services presented a session on Student Learning Outcomes Assessment at the 2016 statewide Student Success Conference in Portland on February 4. They shared the process SWOCC is using to measure student learning of course, program, and general education outcomes.

Access

A1: Students access varied learning opportunities
• Welding program is spending Perkins grant funds to purchase a new TIG welder, along with start-up equipment for it. This will give our students state of the art equipment on which to learn.
• 35 aircraft rims were donated by Southwestern Regional Airport to our welding program. These will be welded into fire pits which will be for sale as part of the spring welding sale.
• SSS students visited the PSU campus and met with advisors in their programs of study.
• Enrollment:
  o Mailing over 13,000 inquiry packets to prospective students interested in Forestry, Early Childhood Education, Dental Assistant, Natural Resources, Office Occupations and General Health Care.
  o Developing enrollment stream maps
  o Working with DHX to increase web inquiries for fall 16 by 5%
  o Working with instruction on the implementation of the CTE Revitalization grant
  o Will visit high schools in British Columbia, Canada for the first time in early March
• This winter term 24 students are participating in internships throughout our community. The internships are in a large variety of our programs – some examples are Fire Science, Psychology, Engineering, Physical Therapy, Accounting, and Medical Assistants. Some sites hosting our students are Maslow Project, Bay Area Hospital, Park Avenue Dermatology, and Hanson/Meekins Animal Hospital. Some of our students are also getting a stipend at the end of their internships such as the Marine Biology one at the Oregon Institute of Marine Biology. The students will log 1,617 total hours at their sites when the term is complete. They will have earned a total of 49 credits which translates into 24,990 FTE hours.
• The Vice President of Instruction and Student Services is teaching a Forest Surveying class winter term. It is wonderful to be able to connect with students at this level.

A2: Students access services that support learning
• Staff developed coach workflow processes, file creation/registration standards, participant file auditing processes, and student follow-up standards to improve student support and increase opportunities for timely/successful interventions.
• Some students took advantage of our partnership with WIOA by seeking SCBEC services, including scholarship assistance, additional job search/career guidance services, and access to community resources.
• Transitional Education currently has 19 ESL students enrolled with levels ranging from beginning to intermediate. Many of these students work in the community and are attending classes to improve their English skills and employability.
• Trio SSS Peer tutor program is participating in the CRLA certification process in partnership with the Laker Learning Commons.

A3: Students access relevant curricula that support lifelong learning and achievement
• In November, C2 staff helped plan and implement a Natural Resources Career Day on campus.
• Career Coaches began recruiting and enrolling students, visiting classrooms in Allied Health, Natural Resources/Forestry, and Administrative Office Professional. Employer Engagement activities included participating in three Advisory Committee meetings, generating over 20 employer contacts.
• C2 Coaches visited nine classes to provide an orientation and overview of services offered through the grant. Topics included job search, resumes, support resources, and labor market information relevant to targeted courses/career paths. Coaches also described available services through SWOCC partnership with WIOA/SCBEC, as well as the benefits of working with a coach throughout college and transitioning into careers. Throughout the quarter 43 participants were enrolled into C2. This represents 42% of enrollment goal for both years one and two. Of the 43 enrolled, 17 are incumbent workers. Staff provided follow up
with 160 services to enrolled students this quarter: stress management and test anxiety, career guidance & job readiness information, interest inventory assessments, skill-set resumes, guidance on cover letters and employment applications, and assistance using technology in job search.

- Transitional Education in partnership with the C2 grant have are piloting a new Vocational English as a Second Language (VESL) program. Three ESL students and one GED student were hand-picked to enroll in Southwestern’s Certified Nursing Assistant (CNA) program while co-enrolled in either ESL or GED support classes. Qualified healthcare practitioners are always in demand, particularly in Coos and Curry counties. The VESL CNA program provides relevant curricula to the healthcare field and will create completers with a distinct advantage due to their second language skills.
- Staff participated in OED sponsored workshop by US Forest Service to aid in guiding students through Federal employment applications.
- The First Year Experience committee is reviewing programs from other colleges to develop a FYE for Southwestern.
- The Title IX orientation software is almost finished. It will be tested this Spring for Fall term roll out.
- The Student Success Committee is discussing HD 100 College Success and Survival course to be mandatory for students in two developmental ED courses.

Community Engagement

CE1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs

- This winter term 24 students are participating in internships throughout our community. The internships are in a large variety of our programs – some examples are Fire Science, Psychology, Engineering, Physical Therapy, Accounting, and Medical Assistants. Some sites hosting our students are Maslow Project, Bay Area Hospital, Park Avenue Dermatology, and Hanson/Meekins Animal Hospital. Some of our students are also getting a stipend at the end of their internships such as the Marine Biology one at the Oregon Institute of Marine Biology. The students will log 1,617 total hours at their sites when the term is complete. They will have earned a total of 49 credits which translates into 24,990 FTE hours.

CE2: Southwestern provides our community members access to a wide range of quality, lifelong learning activities

- This month, we will host a professional learning community for all Perkins faculty, including high school teachers, on the SWOCC campus.
- New Community Education classes offerings:
  - Meditation
  - Principles of Eastern Medicine
  - Historic Portraits
  - Line Dance beginning and intermediate
  - Mobile Device Photography

CE3: Our community members participate and contribute to the College

- Employer Partners who were active on campus this quarter include: (Natural Resources Forestry) BLM, Oregon Department of Forestry, Roseburg Lumber, Coos Watershed, and Weyerhaeuser Company. (Allied Health) Bay Area Hospital, North Bend Medical Center. (Office Administration)
- Sixteen employers participated in the Natural Resources Career Day on November 12. Over 80 students from around the region attended this event and learned about the various careers and pathways to those careers. Students were seated at tables with employers, and had an opportunity to conduct information interviews and view a panel presentation. Hands-on activities were included at rotating stations. The local BLM office hosted an industry tour for an introductory Natural Resources class.
- The Forestry program received another $10,000 donation from Plum Creek Forestry to help with purchasing equipment.
- SWOCC has received a $400,000 grant from ODE with the ESD to develop and offer a 14 credit college certificate in Healthcare to HS students in all of the HS in our district. This will be a career pathway certificate that will introduce healthcare career options to HS students from freshman to senior year.
Sustainability

S1: Southwestern provides responsible fiscal management

S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources

- We now have advertised a second Computer Science full-time faculty position, the screening committee is in place, and first review of applicants is next week.
- A new temporary position is posted as well: CTE Revitalization grant coordinator and a new full-time faculty position, Administrative Office Professional, is also up on the college website. Our Dental Assisting full-time faculty position is also open for applications. These last two positions, AOP and DA, are both grant funded.
- Our Digital Design program now has a part-time instructor, in addition to our full-time faculty member. The program has shown sufficient growth to warrant this and enrollments are strong.
- Coos and Curry Community Education offices partnered to develop a new Community Education and Workforce training survey for use as a success indicator. The surveys are already in use and being entered, tracked and analyzed using our survey software.
- Beginning hiring process for the following positions:
  - Director of Learning Resources
  - Library Circulation Technician
  - Anthropology/Sociology tenured faculty
  - Writing tenured faculty
  - Mathematics tenured faculty (2)
  - Psychology tenured faculty
- Student Services areas are engaged in the Lean Audit process. The goal is to eliminate duplicate process, streamline processes thus creating capacity. This will result in improved customer service.
- The Vice President of Instruction and Student Services is pleased to announce the hiring of Anna Cole (Curriculum Technician) as the new Admin Asst to the VP.
- Community Education welcomes new part time faculty:
  - Sarah Hicks is a licensed massage therapist. She is the owner and director of Essential Elements located at Pacific Coast Medical Park. Sarah’s classes started winter term and the enrollment are great, including 21 students in Principles of Eastern Medicine and 26 in Meditation.
  - Amy Pollicino will begin teaching Historic Portraits fall term of 2016. Amy holds a Bachelor’s Degree in Art/Art History. She is currently the Education Coordinator for Coos History Museum.
  - Steve Greif has returned with his popular class Oregon South Coast History. The class is offered at the Coos History museum and has 83 students enrolled for winter term.

S3: Southwestern delivers viable quality instruction

- This month, the SWOCC Medical Assisting program achieved accreditation. This award is evidence that the program has been inspected, evaluated, and found, by a qualified panel, to comply with all accreditation standards established by the Accrediting Bureau of Health Education Schools. We are capable of educating students for entry level employment in the Medical Assistant field.
- All administrative reviews of full-time faculty evaluations from fall term will be completed this month and turned over to the Office of Instruction.
- C2 Grant Manager assisted Dean and VP with development of new grant funded programs in Geographic Information Systems and Administrative Office Professional.
- C2 has revolutionized exploring and revitalizing career technical and lower collegiate programs with labor market skills analysis. We can now combine and correlate information from the Bureau of Labor Statistics, Oregon Employment Department, and Burning Glass’s national posting aggregation to deeply explore program opportunities before making any investments. So far, we’ve delivered 36 reports over 17 specific data sets to presidents, deans, instructors and students. In addition we are producing an interactive skills analysis tool useful for program review and student advising.
- Faculty have been reviewing principles from Redesigning America’s Community Colleges to implement updated standards of instructional quality.
• Attended CTE statewide deans’ meeting in Salem at Chemeketa Community College, serving on committee to identify initiatives from the targeted CTE deans’ strategic plan initiatives which we can bring to scale with no additional resources and also to identify one initiative we can bring to scale with new resources.

• The Accreditation report dealing with the three recommendations from previous reports is being developed for NWCCU and is due March 1. The college has made great progress on its planning process, strengthening the Success Indicators, and developing a consistent, comprehensive Student Learning Outcomes Assessment process for all academic programs, and this report will address all of those changes so the recommendations can be met.
Board of Education
Integrated Technology Services and Research Report

Prepared by: Rocky Lavoie, Director of Integrated Technology Services

Integrated Technology Services Mission

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

Core Theme: Access

Strategic Plan Goal 2: Provide access to support services for students and the community.

Web Systems:

Regular updates
Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across southwestern websites

Emergency website preparation
During a crisis or emergency, www.socc.edu will be a main channel of communication to the public and will receive an exponential increase in site traffic. Currently the website will not be able to handle the anticipated traffic and may experience several “downtimes” effecting communication updates to the public.

www.umpqua.edu uses the same software for their website that www.socc.edu uses. These anticipated effects were evident with the UCC’s website after the October shooting. Umpqua reached out for web support and informed us that their website crashed several times. Estimated application traffic.

Emergency website traffic estimation
To estimate site traffic and server requirements, data from the NIU 2008 shooting was used in conjunction with local population and student population to set a basis for load testing.

<table>
<thead>
<tr>
<th>NUI 2008 Max traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per day</td>
</tr>
<tr>
<td>14,000,000</td>
</tr>
<tr>
<td>per hour</td>
</tr>
<tr>
<td>4,374,500</td>
</tr>
<tr>
<td>per second</td>
</tr>
<tr>
<td>405</td>
</tr>
<tr>
<td>Concurrency</td>
</tr>
<tr>
<td>10,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><a href="http://www.socc.edu">www.socc.edu</a> max estimations</th>
</tr>
</thead>
<tbody>
<tr>
<td>per day</td>
</tr>
<tr>
<td>2,789,335</td>
</tr>
<tr>
<td>per hour</td>
</tr>
<tr>
<td>871,568</td>
</tr>
<tr>
<td>per second</td>
</tr>
<tr>
<td>81</td>
</tr>
<tr>
<td>Concurrency</td>
</tr>
<tr>
<td>1,992</td>
</tr>
</tbody>
</table>

Load testing
For the socc.edu load testing, our hosting provider (Cloud Access) increased our resources to the maximum package available for shared hosting. Even then, we were not close to being able to handle the anticipated load of an emergency.
In addition, the server resource upgrade seemed to make minimal effect on the load testing leading us to believe that the issue is in both the CMS application and hosting environment.

<table>
<thead>
<tr>
<th>Soc.edu current server limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Per second</strong></td>
</tr>
<tr>
<td><strong>Concurrency</strong></td>
</tr>
</tbody>
</table>

**Solution**

In explaining that our college’s website needs to be prepared in case of an emergency, Cloud Access has volunteered to create a custom caching solution, which will be available to their clients as a service and maintained by Cloud Access.

The caching system is currently being tested on our development site. If the system requirements and load testing is satisfied, we will deploy the solution to our main site.

Note: Cloud Access plans to provide this service for a fee in the future but no cost estimates have been established. However, since this is mainly a caching solution and requires minimal server resources it is expected to be a very cost effective solution.

**AAWCC site**

The AAWCC site was recovered from the old server and is now live on socc.edu. More work is needed as the subsite evolves.

**Core Theme: Community Engagement, Learning and Achievement**

**Media Services and Instructional Labs:**

- Live streamed all of the Men’s home Wrestling Duals
- Live streamed all of the Women’s home Wrestling Duals
- Live streamed the 1st half of the Men’s Basketball season home games
- Live streamed the 1st half of the Women’s Basketball season home games
- Traveled to the Mill Casino and live streamed the Bay Area Economic Outlook Forum for the public to view
- Live streamed “The Great Museum of the Sea” and “The Cascadia Initiative and Earthquake Early Warning in the Pacific Northwest” lectures for the Geology Lecture Series
- Created a promotional video for the new Health and Science building
- PAC hosted the Matt Maher Concert
- PAC hosted the Synergy Dance Recital
- PAC hosted the Miss Coos County Pageant
- OCCI and the Rec Center computer labs updated to new computers

**Core Theme: Sustainability**

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

**Jenzabar Programming, Training and Support:**

- Implementation of new software
  - CourseLeaf eCatalog – Met with LeepFrog and implementation team for an overview of project. Completed LDAP questionnaire. Project completion projected for August 2016.
  - Award Springs Scholarship Management Software Implementation - Finalized extracts, applications. Software is now in production and in maintenance status.
• LiveText Implementation – Extracts are complete and automated. A small test group is piloting the software Winter term. Projected production timeline is set for Summer 2016.

• EXi – New advising capabilities have been delivered in the new interface. Access for advisors and new levels of access for coaches, deans and ESPS advisors to all students in their area are scheduled to be implemented first. Future features planned for adoption include Academic Planning which outlines a student’s entire degree plan term by term and will provide better data to use in section scheduling based on student course needs.

• AMS CoursEval – Implemented new survey software for course evaluations. Participation was above expectations for the new process. Automated communications for faculty and staff and access for deans to departmental reports are still to be completed.

• Comevo – Developed process to update Jenzabar system and release holds when students complete the online orientation. Small test group will pilot the process for Spring term. Target for production is April 2016, prior to summer and fall registration cycles.

• User Support
  • Met with faculty and librarian to discuss issues in accessing online resources for on campus and online students and community members. Compliance with contracts was reviewed. EBSCO host database links will be updated to allow on campus use without need of login. Further work needs to be done to extend this to off-campus constituents.
  • Implemented new policy for use of student email. Updated system to support new policy. Provided support for staff and students in the transition.
  • Provided support to gather data for SSS Grant annual report.
  • Provided information on implementing the proposed honors program at Southwestern. Much work still to be done in designing the processes, applications, testing registration and transcription, determining impact on state and federal reporting. Proposed target is Fall 2016.
  • Provided support in the National Student Clearinghouse (NSC) reporting. Modified data to decrease errors due to incorrect entry procedures. Reviewed procedures with staff. This is an ongoing project to get cleaner data and stay in compliance.

• Institutional Researcher support
  Created, modified and optimized views, functions, reports and stored procedures used by the IR office for compliance and program review process.

• Work with Data
  • Maintained tutor lab hours. Created process to pull hours from LabTrac and automatically update hours for students registered in tutoring sections.
  • Extracted data from Datatel system for data retention compliance. This should complete the extracts in preparation of retirement of the server.
  • Provided ad-hoc data for a variety of office in support of their day-to-day processes

• Maintenance Jenzabar, SQL, myLakerLink
  • Jenzabar Updates
    Prepared for upgrade by reading manuals, documenting updated functionality, installation of testing machines and meeting with staff to overcome foreseeable issues.
  • Troubleshoot and modify extracts to integrated third-party applications including FitnessTrac, LabTrac, Rave Alert
  • Maintained security access, learned new features for security, implemented changes, planned adoption of new techniques
  • Maintained and created reports to work with new data structures, meet user needs more effectively.
- Provided information on system functionality, analyzing current and proposed processes, provided technical information to a variety of departments across campus.

**Systems, Security, and Telecommunication:**
- Received Dell Solid State SAN
- New servers racked and ready for migration
- Emergency Siren equipment staged and tested.
- PowerFAIDS software updated for Financial Aid
- Skype for business testing
- HR employment opportunities display screen purchased
- Emergency Command Center planning
- Panic button server and software installed
- Panic button hardware received
- SIP trunk card installed
- Quotes for Title III wireless updates
- Wireless site survey planned for student housing
- Phone and network moves for Newmark tenants
- Gold Beach server maintenance.
- New custom Portlets and upgrades for myLakerLink installed
- Intrusion protection system updated.
- Network operating system deployed to perimeter switches
- Cisco Prime updated
- Long distance service switched to Frontier
- Microcall accounting upgraded
- Student housing wireless upgrade ordered
- Jenzabar update 6.2.01 staged
- Jenzabar EXi and Izenda moved to a new server
- Izenda reporting software updated
- EXi software updated
- Writing and Tutoring reconfigured in Tioga
- Jenzabar EX testing clients upgraded to 6.2 in R-9
- Deployed a phone bank with 12 phones for emergency communications
- Prime network monitoring software upgraded.
- E911 data base updated
- Continuing VOIP phone distribution
- PCI compliance SAQ completed
- Quote for intercom/emergency notification speaker system for all buildings
- Prepare emergency projects for state ask. $716,000.

**Glossary:**
- 802.11ac – Gigabit wireless standard
- Authorize.Net – Credit Card payment processor
- C# - Programming language
- CASE - Credential, Acceleration, and Support for Employment grant
- Compass – online placement testing software
- CORE – College of Remarkable Employees committee
- CRM – Constituent Relationship Modules (JICS)
- DAS – State – Department of Administrative Services
- DHCP - Dynamic Host Configuration Protocol
DMZ – servers exposed to the outside world and isolated from the internal network
DNS – Domain Name Server
E911 – Enhanced 911 to pin-point calling location
eCommerce – online payment
eLearning – Jenzabar Learning Management Software (formally e-Racer)
ESPS – Educational Support Programs and Services Department
EDI – Electronic Data Interchange software used for electronic transcripts
EX – Jenzabar software version the college purchased
FitnessTrac – Recreation Center entrance software that will eventually work with CardSmith
Flash – Cross-platform video and graphic player; Apple products to not support Flash
HelpBox – ITS online job request system
ICL – Instructional Computing Labs
InfoMaker – Jenzabar report writing software aka Sybase
IPEDS – Integrated Postsecondary Education Data System (Federal reporting system)
IPV – Internet Protocol Video
Jenzabar – Academic Enterprise Resource Planning System and Student Information System from Jenzabar, Inc.
JICS – Jenzabar Internet Campus Solution (myLakerLink portals)
Joomla – open source webpage content management software for new webpage
LabTrac – Lab software that works with the Laker1Card for lab entry
Libki – Library public patron login to use college computers
Linux – Operating system used on some servers
myLakerLink – Jenzabar portals (JICS)
myLakerLink Go – Jenzabar mobile
NBS – Nebraska Bookstore System
NENA – National Emergency Number Association
NeoGov – Web-based online HR recruitment system
NWCCU – Northwest Commission on Colleges and Universities
OCCURS – Oregon Community College Uniform Reporting System
OHN – Oregon Health Network
PCI – Payment Card Industry Compliance
PCounter – Lab printer software to work with the Laker1Card, printer server, and printers
Perceptive – Document Imaging System from Perceptive Corporation (formally Nolij)
PHP – scripting language used in webpage creation
POE – Power over Ethernet (inline power)
portlet – single portion of a portal that performs separate function (find course, for example)
PowerFAids – Jenzabar Financial Aid software
PRI – Primary Rate Interface – 23 voice circuits and 1 control circuit
QAS – Address checking and standardization software integrated with Jenzabar
QOS – Quality of Service
QR code – Quick Response code
Ram – Random Access memory
RAVE – Rave Alert, emergency notification system
SAN – Storage Area Network is very large disk storage area for backup and storage
SAQ – Self Assessment Questionnaire
SFTP – Secure File Transfer Protocol
SMTP – simple mail transfer protocol (internet standard for electronic mail)
SQL – Microsoft database system used by Jenzabar and other software applications
SRMGC - Survivable Remote Gateway Controller
SSD – Solid State Disk
SSMS – SQL Server Management Studio
SSRS – SQL Server Reporting Services
Tableau – Reporting and analytical reporting software for success indicator reports
TracDat – Accreditation database and software for assessment, planning, and outcomes
Triggers and Stored Procedures – SQL programs used with Jenzabar
vlan – Virtual local area network
VNC – Virtual network control is remote control software for monitoring lab computers from a central point
VoIP – Voice over IP (Internet Protocol)
Vantage – Dashboard module of Jenzabar
WinPrism – NBS/Jenzabar interface
WordPress – Software for websites and blog sites
HUMAN RESOURCES HIRING MATRIX

INFORMATION ONLY
Prepared by: Matthew Gilroy, Executive Director of Human Resources

Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following staff members have been hired or moved since the last Board of Education meeting:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stevie Paxton - Financial Aid Advisor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aubrey Schrader - Campus Security</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew Gilroy - Human Resources Executive Director</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anna Cole - Administrative Assistant/Office Manager</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information: College Recruiting Update

<table>
<thead>
<tr>
<th>CURRENT OPENINGS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCI Student Services</td>
<td>EF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashier/Dining Services Representative</td>
<td>EF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science Instructor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTE Revitalization Coordinator</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Dental Assistant Instructor</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Computer Science/Software Development Instructor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Administrative Office Professional Instructor</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Services Supervisor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curry Technology Support Technician</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Housing Facility Maintenance</td>
<td>EF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Technician: Circulation</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title III Project Director</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARE Connections Assistant</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parenting Assistant</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Start Home Visitor (2 positions)</td>
<td>SP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Anthropology/Sociology Instructor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager of Learning Resources</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Instructor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Instructor</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant to the Coordinator of Operations - OCCI</td>
<td>EF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator of Disability Support Service/Advisor for In District High School Students</td>
<td>GF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

KEY:  GF=General Fund  *SP=Special Projects  *EF=Enterprise Fund  *Contingent on funding

Southwestern is an equal opportunity employer and educator.