“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 23, 2015
Board of Education Meetings

Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, February 23, 2015

AGENDAS with Estimated Timelines—

1. CALL SESSION TO ORDER 5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION 5:30 p.m.
   Pursuant to:
   - ORS 192.660 (2) (d) Labor Negotiations
   - ORS 192.660 (2) (e) Property
   - ORS 192.660 (2) (h) Legal Rights
   - ORS 192.660 (2) (i) Personnel
3. RECONVENE INTO OPEN SESSION (immediately following Executive Session) 6:00 p.m.
4. AGENDA CHANGES
5. INTRODUCTIONS
   A. Employees, Exhibit # 5 A
      New to College
      - Meredith Bulinski, Transitional Education Program Manager
   B. Athletes of the Month
      - Rebecca Potts, Cheer/Dance
      - Wyatt Engler, Men’s Swimming
      - Brittany Banks, Women’s Swimming
6. BOARD DEVELOPMENT
   A. Presentations
      1) Community Education, Presenter: Karen Domine
      2) Integrated Technology, Presenter: Rocky Lavoie
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      - 03/23/15, 4:00 p.m., Work Session, Tioga Hall 505
      - 03/23/15, 5:30 p.m., Meeting, Tioga Hall 505
      - 04/27/15, 5:30 p.m., Meeting, Tioga Hall 505
      - 05/11/15, 5:30 p.m., Budget Committee Meeting, Tioga Hall 505
      - 05/18/15, 5:30 p.m., Meeting, Tioga Hall 505
      - 06/01/15, 5:30 p.m., 2nd Budget Committee Meeting (if needed), Tioga Hall 505
      - 06/22/15, 5:30 p.m. Meeting, Tioga Hall 505
      - 07/27/15, TBD, Meeting, Brookings (20 year celebration)
      - 11/4-6/15, OCCA Conference, Salishan
   B. Board Operations
      1) OCCA Report, Exhibit # 7 B 1
8. COLLEGE REPORTS
   A. President’s Report
   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 26, 2015 Meeting Minutes, Exhibit # 9 A

10. OLD BUSINESS
A. Board Policy Review – 1st Readings
   • 2011, Board Powers
   • 2012, Board Operations and Governance Style
   • 2020, Board Ethics and Conflicts of Interest
   • 2037, Administrative Policies/Procedures
   • 2040, Regular Board Meetings
   • 2041, Executive Sessions
   • 2050, Special & Emergency Board Meetings
   • 10015, Community Use of College Facilities

11. PUBLIC COMMENT

12. NEW BUSINESS
A. Recreation Center Usage Fees, Exhibit # 12 A
B. Commercial Fitness Equipment Lease, Exhibit # 12 B
C. Budget Committee Vacancies, Exhibit # 12 C
D. 2015-16 OCCI Rates, Exhibit # 12 D
E. 2015-16 Fees, Exhibit # 12 E
F. Title III Grant Writer - Aaron Shonk IBD, Inc., Exhibit # 12 F

13. EX-OFFICIO WRITTEN REPORTS
A. Faculty Senate, Mike Turner
B. Faculty Union, Bernadette Kapocias
C. Classified, Vickie Brumit
D. Associated Student Government, Jonna Jorgensen, Exhibit # 13 D
E. Foundation, Elise Hamner, Exhibit # 13 E

14. UNIT WRITTEN REPORTS
A. Executive Team Reports
   1) Student Services, Tim Dailey (see # 14 A 3)
   2) Administrative Services, Bill Becker, Exhibit # 14 A 2
   3) Instructional Services, Ross Tomlin, Exhibit # 14 A 3
   4) Integrated Technology Services, Rocky Lavoie, Exhibit # 14 A 4
   5) Human Resources, Jan Baxter (see # 14 A 2)
      Human Resources Hiring Matrix, Exhibit # 14 A 5
   6) Curry Campus, Janet Petti

15. CORRESPONDENCE/INFORMATION

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.
INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:

Meredith Bulinski - Transitional Education Program Manager

Education:
Master’s in English – Composition Theory – California State University, Fresno, CA
Bachelor’s in English – California State University, Fresno, CA

Recent Work Experience:
Director of Business Programs – 2012-2014, Heald College, Fresno, CA
Adjunct Faculty – 2009-2011, College of the Sequoias, Visalia, CA
Grant Assistant – 2010-2010, Office of Research and Sponsored Programs, Fresno, CA
Teaching Assistant – 2006-2010, California State University, Fresno, CA
Proposals suggest ‘free community college.’
What might that mean – and cost?

Board members might want to get more familiar with the different ideas for “free community college.” President Obama highlighted his $60 billion plan, America’s College Promise, in his state of the Union address. In Oregon, Sen. Mark Hass (D- Beaverton), offered a markedly cheaper blueprint, filed as Senate Bill 81 to be considered by Oregon Legislature this year.

All the proposals aim at reducing the cost of attendance for students. A key difference is how they are financed. The president’s proposal is a “first-dollar” waiver and would be funded by tax credits, among other sources. Students would get the benefit first, before other sources of aid are applied. The federal government would pay 75 percent of the cost.

As introduced, SB 81 is a “last dollar” waiver. That means the benefit would be available to offset tuition that has not been paid from other sources. Each of the proposals has eligibility requirements.

<table>
<thead>
<tr>
<th>America’s Promise</th>
<th>Tennessee Promise</th>
<th>Oregon proposal (SB 81)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>Adult students and recent high school graduates</td>
<td>Any high school senior who recently graduates from a Tennessee eligible high school or Tennessee home school program</td>
</tr>
<tr>
<td>Student requirements</td>
<td>Attend at least half-time; maintain a 2.5 GPA; and make steady progress towards completion</td>
<td>Complete FAFSA by Feb. 1st of each year; attend meetings and mandatory college orientation; begin college the fall following high school graduation and remain in school; maintain at least 12 hours each semester and at least 2.0 GPA; and complete 8 hours community service each semester</td>
</tr>
<tr>
<td>Institution requirements</td>
<td>Colleges must adopt promising and evidence-based institutional reforms to improve student outcomes</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>“First-dollar” waiver; Federal funding will cover 75% of the average cost of community college; Participating states would cover 25%; Estimated cost $60 billion over 10 years</td>
<td>Lottery-fed endowment; “Last dollar” plan; changes existing award for students attending community colleges from $2,000 per year to $3,000 per year; while reducing the award amount at the four-year institutions for freshmen.</td>
</tr>
</tbody>
</table>

OCCA BOARD REPORT

With the 2015 Legislature about to launch committee hearings, discussion at the Jan. 29 OCCA board meeting in Gresham was dominated by details of introduced bills in Salem.

College officials will continue to get updates via conference calls and the weekly OCCA digest.

The board mulled potential changes to the OCCA bylaws and also discussed creation of employee and operations manuals for staff of the association. In addition, board members discussed how to best articulate the shared value of community colleges speaking with a single voice on political matters.

The board discussed but did not approve a position on proposals surrounding “free community college.” The association will continue to monitor legislation. Oregon is 47th in the nation for higher education funding, so funding adequacy will continue to be a driving concern.

The Board approved nominees for the following committees: nominating (propose the slate for OCCA executive committee), budget, strategic conversation, and education.

The meeting included a discussion with Ben Cannon, the director of the Higher Education Coordinating Commission. He said the HECC wants to be a strong partner with community colleges to improve student success.

“It means a lot to be at the table and hear the conversation and be treated as a partner, and not a combatant,” Cannon told the board. “Your work is our work. We do have different roles, but we do have the same goals.”
Build your political effectiveness for 2015

The OCCA Legislative Summit will give board members the opportunity to get more familiar with the political agenda of Oregon’s community colleges – and to help advocate for students and their colleges.

The event will take place this year on Feb. 25-26 at the Salem Conference Center and at the state Capitol.

This is your opportunity to have conversations with legislative leadership and representatives from the Governor’s office.

You’ll walk away from this summit with the tools you need to maximize your effectiveness during the 2015 legislative session.

To help showcase the excellent work of Oregon’s community colleges, the wine for the legislator reception will be provided by the viticulture programs at Chemeketa Community College and Umpqua Community College.

The Wednesday session is at the Salem Conference Center. Thursday is set aside for appointments at the Capitol.

REMINDER: Each college should make appointments with their respective legislators.

Oregon trustees and administrators urge Pell grant expansion, changes in loan default rules

Oregon community college board members will head to Washington DC on Feb. 9-12 to learn firsthand about federal matters facing post-secondary education and speak with members of Oregon’s Congressional delegation.

The health and success of each of Oregon’s 17 community colleges is tied directly to federal decisions that impact access and affordability.

The Community College National Legislative Summit is a significant opportunity that is presented jointly by the Association of Community College Trustees and the American Association of Community Colleges.

As noted by organizers, it is crucial that trustees, presidents, students, and other community college advocates and leaders can meet with U.S. representatives and senators in Washington. “By joining more than a thousand of your peers … your participation will send a loud, clear message about the economic and educational importance of community colleges.”

These are the Oregon priorities that board members will be discussing.

**Fully restore year-round Pell**

Pell Grants assist more than 9 million postsecondary students each year, and approximately 3.5 million are low-and moderate-income community college students.

Year-Round Pell Grants help students get their degrees faster, with no gap in eligibility. About 1 million students used Year-Round Pell Grants each year before Congress eliminated them in 2011.

**Reinstate full eligibility for "ability to benefit” students**

Students who would have qualified under Ability-to-Benefit (ATB) were eliminated from the Pell Grant program in 2012. This hurt Oregon families and created concerns at colleges because those students were not able to access financial aid.

Ability-to-Benefit students lack a high school diploma or GED, yet qualified for Pell Grants and other student aid by demonstrating their capacity to succeed in a higher education program.

**Don’t punish students because a minority are in default**

Oregon is a state where several colleges are watching loan defaults closely. Current rules jeopardize the ability of low- and middle-income students to get PELL grants and federal loans.

If default rates are above 30 percent for 3 years, federal financial aid can be curtailed. Those rules unfairly penalize our students and schools because we are “open access” and do not control who can receive loans.

It is a small minority of students that are causing this dynamic. Only 17% of community college students take out federal loans in the first place. Our colleges are working hard to stem the tide of student defaults. At a minimum, Congress should separate Pell eligibility from loan defaults.

**Approve federal funding for “free” community college tuition, or something similar**

We share the bottom line goal of helping more Americans get educations and good-paying jobs. Free community college ideas have been called a “game changer” but it is not a “math changer.”

Community colleges are underfunded, and capacity is vital for what we want them to do.
Southwestern Oregon Community College

Financial Statements Narrative

General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.
Southwestern Oregon Community College  
GENERAL FUND  
Statement of Budget and Revenues and Expenditures  
For the period ending January 31, 2015

February 18, 2015

<table>
<thead>
<tr>
<th>Current Month</th>
<th>YTD</th>
<th>Adjusted Budget</th>
<th>Variance Favorable</th>
<th>Actual YTD % of Budget</th>
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<tbody>
<tr>
<td>Designated (see Note 1)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Undesignated</td>
<td>$ 2,171,492.06</td>
<td>$ 2,000,000</td>
<td>171,492.06</td>
<td>108.6%</td>
</tr>
</tbody>
</table>

Revenues:

- **State Support**: 1,580,271.54 ($4,753,757.16 - 6,274,885) 75.8%
- **Federal Support**: 672.74 ($4,665.29 - 13,500) 34.6%
- **Local Support (Taxes)**: 184,714.15 ($4,760,003.19 - 5,284,483) 90.1%
- **Tuition & Fees (Net of Waivers)**: -3,479.16 ($3,997,801.53 - 6,275,912) 63.7%
- **Interest Earnings**: 3,947.12 ($57,502.05 - 28,000) 205.4%
- **Other Income**: 21,306.13 ($315,869.66 - 512,670) 61.6%
- **Loan Proceeds**: -2,200,000.00 ($4,860,000) 45.3%
- **Transfers from Other Funds**: - (669,906) 0.0%

**Total Revenues**: 1,787,432.52 ($16,089,598.88 - 23,919,356) 67.3%

**Total Resources Available**: 18,261,090.94 ($25,919,356 - 7,658,265.06) 70.5%

Expenditures:

- **Personnel Services**: 688,224.68 ($4,890,184.28 - 9,170,167) 53.3%
- **Payroll Taxes & Benefits**: 278,438.43 ($2,203,849.45 - 4,468,790) 49.3%
- **Materials & Services (Net of Waivers)**: 208,493.27 ($1,867,832.13 - 3,534,912) 52.8%
- **Capital Outlay**: - ($60,000) 0.0%
- **Debt Service**: - ($60,000) 0.0%
- **Principal**: - ($2,200,000.00 - 4,860,000) 45.3%
- **Administrative Fees & Interest**: - ($27,487.50 - 35,000) 78.5%
- **Transfer to Other Funds**: - ($700,509.91 - 1,970,487) 35.6%

**Total Expenditures**: 1,175,156.38 ($11,889,863.27 - 24,099,356) 49.3%

**Revenues over (under) expenditures**: 612,276.14 ($4,199,735.61 - 1,220,492.73) 49.3%

**Ending Fund Balance**: $6,371,227.67 ($1,820,000)
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds 
For the Periods Ending January 31, 2013 and 2014 

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Financial Aid Fund</th>
<th>Special Projects Fund</th>
<th>Insurance Reserve Fund</th>
<th>Plant Fund</th>
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<td>FY13-14</td>
<td>FY14-15</td>
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<tr>
<td>Revenues:</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>State Support</td>
<td>$ 4,753,757.16</td>
<td>$ 4,233,398.91</td>
<td>$ 501,317.00</td>
<td>$ 371,531.00</td>
<td>$ 169,803.84</td>
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<tr>
<td>Federal Support</td>
<td>4,665.29</td>
<td>3,991.50</td>
<td>5,481,001.82</td>
<td>5,653,559.20</td>
<td>938,134.73</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>4,760,003.19</td>
<td>4,584,567.18</td>
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<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>3,997,801.53</td>
<td>4,024,914.20</td>
<td>501,317.00</td>
<td>5,653,559.20</td>
<td>938,134.73</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>57,502.05</td>
<td>44,297.90</td>
<td>4,233,398.91</td>
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<tr>
<td>Other Income</td>
<td>315,869.66</td>
<td>215,804.37</td>
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<td>Transfers</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Total Revenues</td>
<td>16,089,598.88</td>
<td>16,906,974.19</td>
<td>6,199,865.79</td>
<td>6,159,854.61</td>
<td>1,963,836.96</td>
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<tr>
<td>Expenditures:</td>
<td></td>
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<tr>
<td>Personal Services</td>
<td>4,890,184.28</td>
<td>4,737,005.79</td>
<td>36,826.66</td>
<td>44,812.22</td>
<td>1,052,437.08</td>
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<td>Payroll Taxes &amp; Benefits</td>
<td>2,203,849.45</td>
<td>2,218,045.96</td>
<td>4,301,676.00</td>
<td>5,653,559.20</td>
<td>938,134.73</td>
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<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>1,867,832.13</td>
<td>1,757,851.98</td>
<td>6,219,653.00</td>
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<td>817,985.32</td>
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<td>Capital Outlay</td>
<td>-</td>
<td>43,282.83</td>
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<td>Debt Service:</td>
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<tr>
<td>Principal</td>
<td>2,200,000.00</td>
<td>4,698,075.00</td>
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<tr>
<td>Interest &amp; Administrative Fees</td>
<td>27,487.50</td>
<td>18,972.57</td>
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<tr>
<td>Transfers to Other Funds</td>
<td>700,509.91</td>
<td>652,307.04</td>
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<td>31,940.06</td>
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<tr>
<td>Total Expenditures</td>
<td>11,889,863.27</td>
<td>14,125,541.17</td>
<td>6,256,479.66</td>
<td>6,382,781.82</td>
<td>2,416,672.13</td>
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<tr>
<td>Revenues Over (Under) Expenditures:</td>
<td>4,199,735.61</td>
<td>2,781,433.02</td>
<td>(56,613.87)</td>
<td>(222,927.21)</td>
<td>(452,835.17)</td>
</tr>
<tr>
<td>Fund Balance (July 1)</td>
<td>2,171,492.06</td>
<td>2,853,981.51</td>
<td>-</td>
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<td>650,931.90</td>
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<tr>
<td>Fund Balance (End of Month)</td>
<td>$ 6,371,227.67</td>
<td>$ 5,635,414.53</td>
<td>$ (56,613.87)</td>
<td>$ (222,927.21)</td>
<td>$ 198,096.73</td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds  
For the Periods Ending January 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
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<td>FY13-14</td>
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<tr>
<td><strong>Revenues:</strong></td>
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</tr>
<tr>
<td>State Support</td>
<td>$</td>
<td>-$</td>
<td>$</td>
<td>- $</td>
</tr>
<tr>
<td>Federal Support</td>
<td>-</td>
<td>74,626.44</td>
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<td>Local Support (Taxes)</td>
<td>-</td>
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</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>334,130.49</td>
<td>348,175.93</td>
<td>121,265.29</td>
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<tr>
<td>Interest Earnings</td>
<td>-</td>
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<tr>
<td>Other Income</td>
<td>552,998.39</td>
<td>105,919.62</td>
<td>97,308.65</td>
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<td>Transfers</td>
<td>592,590.29</td>
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<td><strong>Total Revenues</strong></td>
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<td>227,184.91</td>
<td>242,645.60</td>
<td>5,268,844.95</td>
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<td>5,192,951.92</td>
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<td>101,416.76</td>
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<td><strong>Expenditures:</strong></td>
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<tr>
<td>Personal Services</td>
<td>-</td>
<td>-</td>
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<td>Payroll Taxes &amp; Benefits</td>
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<td>46,286.55</td>
<td>46,119.23</td>
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<td>Capital Outlay</td>
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<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Principal</td>
<td>297,845.18</td>
<td>246,180.85</td>
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</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>638,425.41</td>
<td>739,169.72</td>
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<td>211,239.93</td>
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<td>Transfers to Other Funds</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>936,270.59</td>
<td>247,891.21</td>
<td>268,127.13</td>
<td>3,637,568.79</td>
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<td>3,696,178.47</td>
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<td></td>
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<td>52,625.20</td>
</tr>
<tr>
<td>Revenues Over (Under) Expenditures:</td>
<td>(9,549.81)</td>
<td>(9,549.81)</td>
<td>(20,706.30)</td>
<td>(25,481.53)</td>
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<tr>
<td>Fund Balance (July 1)</td>
<td>5,799.58</td>
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<td>729,319.80</td>
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<tr>
<td>Fund Balance (End of Month)</td>
<td>$ (3,750.23)</td>
<td>$ (9,549.81)</td>
<td>$ (20,706.30)</td>
<td>$ (25,481.53)</td>
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</tbody>
</table>
Enterprise Fund

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 forfeit, 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, 2014 and 2015**

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY14</th>
<th>Bookstore FY15</th>
<th>Newmark Center FY14</th>
<th>Newmark Center FY15</th>
<th>Student Housing FY14</th>
<th>Student Housing FY15</th>
<th>Dining Services FY14</th>
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<tr>
<td>Tuition/Fees</td>
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<td>$458,574.86</td>
<td>$1,948,056.65</td>
<td>$2,163,660.44</td>
<td>$42,460.67</td>
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<td>$413,614.23</td>
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<tr>
<td>Rent</td>
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<td>146,741.79</td>
<td>136,673.16</td>
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<td><strong>Total Expenditures</strong></td>
<td>712,568.01</td>
<td>542,580.93</td>
<td>103,531.39</td>
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SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Comparative Statement of Revenues and Expenses - Enterprise Funds  
For the Periods Ending January 31, 2014 and 2015

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<thead>
<tr>
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<td>Tuition/Fees</td>
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<td>$35,642.00</td>
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<td>Transfer from other funds</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>35,155.00</td>
<td>35,642.00</td>
<td>50,643.00</td>
<td>71,166.00</td>
<td>1,808,594.81</td>
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<td><strong>Expenditures:</strong></td>
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<td>Interest Expense</td>
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<td>9,875.78</td>
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<td>16,661.85</td>
<td>20,291.48</td>
<td>24,954.81</td>
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<td>428,478.84</td>
<td>338,689.47</td>
<td>(10,670.61)</td>
<td>(9,875.78)</td>
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<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>35,573.14</td>
<td>51,292.73</td>
<td>37,427.90</td>
<td>57,457.99</td>
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SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

January 26, 2015

ATTENDANCE

Board of Education/Staff (Quorum Present)

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

Staff/ExOfficios
Patty Scott (President) #*
Jan Baxter #*
Bill Becker #*
Curtis Bueell
Tim Dailey #*
Kathy Dixon
Karen Domine
Kate Dyer
Elise Hamner
Mike Herbert
Jonna Jorgensen
Bernadette Kapocias
Rod Keller
Rocky Lavoie #*
Keith Lehman
Trish McMichael
Deb Nicholls #*
Tom Nicholls
Janet Pretti *
Diana Schab
Ross Tomlin #*
Sharon Teyler

Guests
Aminata Cole
Jordan Willis

#Also present at Work Session
*Also present at Executive Session

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

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

Further review will occur at the February 23rd meeting as they will be presented for 1st readings.
The next Work Session is planned for March 23rd at 4 p.m. to review the following policies as well as others, if needed:
- 2060, Board Members’ Standards of Conduct
- 2061, Individual Board Member’s Requests for Information
- 2062, Individual Board Member’s Authority and Responsibilities
- 2063, Board Committees
- 2080, Staff and Public Complaints

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

RECONVENE INTO OPEN SESSION

Chair Jensen reconvened the Open Session at 6:05 p.m.

AGENDA CHANGES

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

INTRODUCTIONS

EMployees

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

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

ATHLETES OF THE MONTH

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

BOARD DEVELOPMENT PRESENTATIONS

Pearson VUE Testing

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

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

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

BOARD REPORTS/ INFORMATION

IMPORTANT DATES

The Board reviewed numerous upcoming events.
BOARD OPERATIONS

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

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

**COLLEGE REPORTS**

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

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

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

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

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

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

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

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

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

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

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

M01/15-1
Susan Anderson’s motion to approve the Consent Agenda, as amended, was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated November 24, 2015 and December 8, 2014, Exhibits # 10 A and B.

**OLD BUSINESS**
None was presented.

**PUBLIC COMMENT**
None was heard.

**NEW BUSINESS**
None was presented.

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

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

Respectfully submitted,

Marcia Jensen, Board Chair       Patty Scott, Clerk

Deb Nicholls, Recording Secretary
BP: 2011

BOARD POWERS AND DUTIES

The Board of Education shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with any applicable rules of the State Board of Education or its successor, Oregon Revised Statutes, or Oregon Administrative Rules, the local Board may:

1. Employ the college president, administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore;

2. Enact policies for the operations of the College, including professional personnel and other employees and students therein;

3. Prescribe the educational program;

4. Control use of and access, through policy, to the grounds, buildings, books, equipment and other property of the College;

5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature (cash or property) given to or appropriated for the use, support or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation and pursuant to Oregon Revised Statutes, and commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due for said property;

6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years;

7. Establish standards of admission, prescribe and collect tuition for admission to the College, including setting different tuition rates for students who reside in the district, students who do not reside in the district, but are residents of the state, and students who do not reside in the state;

8. Set fees and expend funds raised for special programs and services for the students and for programs for the cultural and physical development of the students;

9. Provide and disseminate to the public, information relating to programs, operations and finances of the College;

10. Establish or contract for advisory and consultant services;

11. In coordination with the College Foundation (when applicable), accept and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties and authority of the Board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the College for the foreclosure of such mortgages;

12. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency;

13. Provide student services, including health, guidance, counseling and placement services and contract for such services;

14. Join appropriate associations and pay any required dues from resources of the College;
115. Apply for federal funds and Accept grant funds and approve encumbrances and enter into any contracts or agreements for the receipt of such funds from the federal government or its agencies for educational purposes;

16. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law. (MOVING DOWN to bottom)

127. Set Prescribe rules policies for the use and access to public records of the College that are consistent with ORS 192.420, and education records of students under applicable state and federal law and rules of the State Board of Education or its successor; Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. Faculty records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction;

138. Enter into contracts for the receipt of cash or property, or both, and establish annuities pursuant to Oregon Revised Statutes, and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds pursuant to Oregon Revised Statutes;

149. Encourage gifts to the College Foundation and ensure proceeds by faithfully devoting the proceeds of such gifts to the purposes for which intended;

1520. Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all College purposes. Financing may be by any prudent method including but not limited to loans, contract purchase or lease. Leases, authorized by this section, include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years;

24. Participate in an educational consortium with public and private school districts and institutions that offer upper division and graduate instruction. Community colleges engaged in such consortiums may expend money, provide facilities and assign staff to assist those institutions offering upper division and graduate instruction;

1622. Enter into contracts of insurance or medical service contracts or may operate a self-insurance Program, if allowed, as provided in ORS 341.312;

Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law;

1723. The Board shall Evaluate the President’s performance; and,

18. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

END OF POLICY

Legal Reference(s):
ORS 192.420, .630
ORS Chapter 238
ORS 243.650 -.782
ORS Chapter 279A
ORS Chapter 279B
ORS Chapter 279C
ORS 294.305 -.565
ORS 341.290, .312
ORS 731.704 -.724
BOARD OPERATIONS AND GOVERNANCE STYLE

The Board of Education will be actively involved in the governance of the College through policy. The Board will govern in a style that accentuates an outward vision or focus. Members of the Board will encourage diversity of viewpoints, strategic leadership, collective or consensus decision making, and be future oriented, and proactive.

Specifically, Board members will:

1. Guide and oversee the College through the development of written policies expressing broad organizational values and perspectives;
2. Concentrate on long term impacts outside of the College and rely on the administration to reasonably obtain those effects;
3. Operate in a manner that is mindful of civic trust representing the interests of the entire College district:
   a. Be accountable for competent, conscientious and effective service to the community as members of the Southwestern Board of Education;
   b. Encourage Not allow any officers, individuals or committees of the Board to abide by Board policies, hinder or usurp the Board's commitment to its civic trust.
4. Conduct business in a collaborative manner;
5. The development of the annual Board annual goals will encourage information sharing and collaboration by community members, elected officials, and state and national representatives and organizations;
6. Be responsible for Board performance:
   a. Provide self-discipline to matters such as policy-making principles, adherence to ethical practices, respect of roles, and the Board interaction agreement;
7b. Evaluate and monitor the Board by:
   a. Conducting an annual review of Board governance process policies;
   b. Developing a Board orientation for new members. Conducting periodic Board discussions to identify ways to improve the process;
   c. Complying with relevant laws and ethical codes of conduct; and,
   d. Conducting an annual review of board effectiveness.
84. Value and use the expertise of individual Board members to enhance the ability and performance of the Board as a whole; and,
98. The Board will be informed of Review new or revised Administrative Policies and Procedures (APPS) Rules for review following after the process of campus open hearings.

Board Role

The role of the Board is to direct, oversee and encourage the College through the expression of policies. Board policies will be statements of values and approaches that address statutory requirements and boundaries of prudence and ethics to be observed by the Board and the College.

1. As a representative of the public trust, members of the Board will:
   a. Provide a connection between the College and the people living in the Southwestern Oregon Community College District (the owners);
   b. Develop and update Board policies to address vision statements, executive limitations, the...
governance process, and Board-President relationships.
c. Evaluate presidential performance.
d. Serve as a proactive voice to influence state and federal legislation that will enable the College to achieve its stated ends;

e. Support financial resource development and compliance with fiduciary responsibilities as required by state statutes and the Oregon Constitution;

f. Participate in educational, state, regional and/or national meetings to enhance the Board's ability to serve effectively.

2. Recommended knowledge, skills and abilities:

   a. An understanding of the comprehensive community college concept and knowledge of the community and its values. The ability and willingness to stay current regarding the needs of the community, students, and the programs that serve them;

   b. An ability to communicate the needs of the College and community at local, state and federal levels;

   c. The knowledge to provide community college leadership and the ability to foster positive community support for the College.
BOARD ETHICS AND CONFLICTS OF INTEREST

Board of Education members are public officials and are required to abide by all requirements of ORS Chapter 244, and the rules and opinions of the Oregon Government Ethics Commission.

Conflicts of Interest
No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or her, relatives, household members or for any business with which the Board member, household member, or a relative is associated. Relatives include spouse, domestic partner, children of the person, or spouse, or domestic partner, or the brothers, sisters or parents of the person, or the person's spouse or domestic partner and any individual to whom the person owes a duty of support.

Definitions:
- Potential Conflict of Interest – When the Board’s action benefits a class of people – not the individual Board member or a business the Board member or their family is affiliated with.
- Actual Conflict of Interest - When an individual Board member or their family could possibly benefit financially from the Board’s action.

1. For Potential Conflicts of Interest, the Board member may participate in discussion and is eligible to vote on the action item.
2. For Actual Conflicts of Interest, the Board member must declare the actual conflict of interest and refrain from all discussion and voting on the action item.

Gifts
Board members may not solicit or accept a gift or gifts, including meals and entertainment, with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any issue over which the board has decision-making authority. All gift-related provisions apply to the Board member, their relatives, and members of their household.

Honoraria
A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member. The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or her, relatives, household members or for any business with which the Board member, household member, or a relative is associated.
This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual $50 gift limit from one who has a legislative or administrative interest in the College. College-provided refreshments at Board meetings are acceptable under the reimbursement of expenses exception.

Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit Corporation with which a public official or a relative of the public official is associated only as a member or board director or in a non-remunerative capacity. “Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth $1,000 or more at any point in the preceding year, any publicly held corporation in which a Board member or relative owns or has owned $100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year, or any publicly held corporation in which a Board member or relative is a director or officer.

“Relative” in the conflict of interest context is defined as a Board member’s spouse or domestic partner, siblings, spouses of siblings, and parents of a Board member or of his/her spouse; an individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member’s public employment or from whom the Board member receives benefits arising from that individual’s employment.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced. No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the College. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the College.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after leaving the Board. Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

1. Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

2. Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law. A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official
action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

3. **Class Exception**
   It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree.

**Gifts**
Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in the College. All gift related provisions apply to the Board member, their relatives, and members of their household. The $50 gift limit applies separately to the Board member, and to the Board member’s relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to $50 each from the same source/gift giver.

1. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

2. "Relative" in the gift context means the spouse of the Board member; the domestic partner of the Board member; any children of the Board member or of the Board member’s spouse; siblings, spouses of siblings or parents of the Board member or of the Board member’s spouse; any individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member’s public employment or from whom the Board member receives benefits arising from that individual’s employment.

3. "Member of the household" means any person who resides with the Board member.

**Determining the Source of Gifts**
Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in the College. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

**Determining Legislative and Administrative Interest**
A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

**Determining the Value of Gifts**
The fair market value of the merchandise, goods, or services received will be used to determine benefit or value. “Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals, the payer of the Board member’s admission or meal will include all costs other than any amount donated to a charity. For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of
the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.

3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions that qualify as an exception to the gift definition is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value
Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50), unless the personalized item is made from gold or some other valuable material that would have value over $25 as a raw material.

Entertainment
Board members may not solicit or accept any gifts of entertainment from any single source in a calendar year that has a legislative or administrative interest in the College unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

3. A Board member appears at an entertainment event for a “ceremonial purpose” when the source of the entertainment requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions
The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules.

2. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.

3. Informational material, publications, or subscriptions related to the recipient’s performance of official duties.

4. Contributions made to a legal expense trust fund if certain requirements are met.

5. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
   a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:
(a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the College; AND

i) The giver is a unit of a:
   a) Federal, state, or local government;
   b) An Oregon or federally recognized Native American Tribe; OR
   c) Non-profit corporation that receives less than 5 percent of its funding from a for-profit entity.

(b) The Board member is representing the College:

i) On an officially sanctioned trade-promotion or fact-finding mission; OR

ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.

(2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is at the event to give a speech or answer questions as part of a scheduled program. “Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(I).

8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):
ORS 162.015 - .035, .405 - .425
ORS 244.010 - .400
ORS 322.025
ORS 459A.005
OAR 199-005-0005 to-199-020-0020

Oregon Ethics Law Changes
Oregon Government Ethics Law 2008

Administrative Policies and Procedures:
2.020

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2037

ADMINISTRATIVE POLICIES/ PROCEDURES (APPS)

Administrative policies/procedures (APPS) are detailed directions governing the operation of the College. The President is authorized to formulate such APPS administrative policies/procedures appropriate for the implementation of Board policies adopted by the Board and necessary for the consistent operation of the College.

When approved by the President, APPS administrative policies/procedures shall be distributed to the campus community all affected individuals as appropriate. The Board of Education will be informed of new or revised APPS after the campus open hearings process is completed. The Board will receive all administrative policies/procedures and may direct its revision if, in the Board’s judgment, such regulation is not consistent with adopted policies.

The Board may request periodic updates on the application of an APP administrative policy/procedure and direct revisions be made if, in the Board’s judgment, such rules are not achieving the purpose of the adopted policy.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)

Administrative Policies and Procedures:
2012
2037 (formerly numbered 4.003)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2040

REGULAR BOARD MEETINGS

If regular Board of Education meetings last longer than The Board normally meets at 6:00 p.m. and adjourns after a period of three hours, unless a motion to continue must be passed is approved by the majority vote of the Board. If necessary, Executive Session deliberations will be scheduled at 5:00 p.m.

The Clerk of the Board will provide public meeting notice of the time and place of Board meetings at least four days prior to the regular meeting.

END OF POLICY

Legal Reference(s):
ORS 174.104
ORS Chapter 192
ORS Chapter 193
ORS 341.283
ORS 433.835 - .875

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2041

EXECUTIVE SESSIONS

Executive Sessions will be held in accordance with Oregon Statutes.

The news media may be excluded from Executive Sessions called to carry on labor negotiations, but will be allowed to attend other Executive Sessions.

The Board of Education may meet in Executive Session to discuss subjects allowed by statute, but may not take final action or make final decisions.

Executive Sessions may be held during regular, special or emergency meetings for any reason permitted by law. The presiding officer will announce the Executive Session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the Executive Session. Members of the press may attend Executive Sessions except those matters pertaining to deliberations with persons designated by the Board to carry on labor negotiations; hearings on the expulsion of minor students; matters pertaining to or examination of the confidential medical records of a student including that student’s educational program; and current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

An Executive Session may be convened upon request of four Board members or by common consent of the Board for a purpose authorized under ORS 192.660.

All Executive Session minutes shall be kept as required by law. The recorded minutes of the executive session shall be kept by the Board’s executive assistant in a secure location. These recordings may not be reviewed by any person unless directed by a court or by a majority vote of the Board. Violations will result in disciplinary action, which may include dismissal.

Contents discussed in Executive Sessions are confidential and must not be made public.

Documents pertaining to evaluation, College personnel and students are also confidential and must not be made available to the public.

END OF POLICY

Legal Reference(s):
ORS 192.610 – .710
ORS 341.283, 290(2)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 
DATE OF LAST REVIEW:
BP: 2050

SPECIAL AND EMERGENCY BOARD MEETINGS

Special meetings or Work Sessions of the Board of Education will be called by either the Board Chair or the Vice-Chair in the absence of the Chair. Special meetings may also be convened upon the request of four Board members. Written notice of the special meeting will be prepared by the Clerk of the Board at least 24 hours prior to the meeting.

An emergency meeting will be called by either the Board Chair or Vice-Chair in the absence of the Chair only for actual emergencies. Board members, the media and interested persons will be notified of the emergency meeting by phone, electronic mail, or facsimile.

END OF POLICY

Legal Reference(s):
ORS 341.283

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 10015

COMMUNITY USE OF COLLEGE FACILITIES

The primary use of College buildings and facilities shall be dedicated to the College’s educational programs and activities. The Board acknowledges a responsibility to the College district constituents and therefore community. The Board authorizes the administration to prepare procedures that will allow the College’s buildings and facilities to be used by the College community if such use does not conflict with the College’s educational programs.

Facilities may be used on a temporary and irregular basis by/for:
1. College affiliated student and employee groups;
2. Not-for-profit community organizations;
3. Religious organizations; the use shall be temporary and irregular; and
4. Political organizations; must be hosted by the Associated Student Government.

Admissions receipts from fundraising activities occurring in College buildings and facilities must be dedicated to beneficial College or community endeavors.

College buildings and facilities will not be available for personal or enterprise gain.

END OF POLICY

Legal Reference(s):
ORS 332.172

Administrative Policies and Procedures:
10015
10031
10032

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S): 05/19/14
DATE OF LAST REVIEW:
Southwestern Oregon Community College
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Increase all Recreation Center Usage Fees, effective July 1, 2015.

DISCUSSION/HISTORY
Usage fees have been charged since the Recreation Center opened in 2006, but have not been increased since 2012. With the number of users increasing substantially, wear and tear to the equipment is great. Currently, there is not an established equipment replacement fund. The proposed fee would increase the 30 day fees by $2; 90 days by $5; and yearly usage fee by $10.

<table>
<thead>
<tr>
<th>RECREATION CENTER USAGE FEES</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Member – Monthly</td>
<td>$40</td>
<td>$42</td>
</tr>
<tr>
<td>Community Member – Quarterly</td>
<td>$100</td>
<td>$105</td>
</tr>
<tr>
<td>Community Member – Annually</td>
<td>$340</td>
<td>$350</td>
</tr>
<tr>
<td>Military (Active/Retired) – Monthly</td>
<td>$30</td>
<td>$32</td>
</tr>
<tr>
<td>Military (Active/Retired) – Quarterly</td>
<td>$85</td>
<td>$90</td>
</tr>
<tr>
<td>Seniors (55 and older) – Monthly</td>
<td>$30</td>
<td>$32</td>
</tr>
<tr>
<td>Seniors (55 and older) - Quarterly</td>
<td>$85</td>
<td>$90</td>
</tr>
</tbody>
</table>

Not approving an increase in the usage fee could result in loss revenues as budget constraints may limit the repair or replacement of malfunctioning equipment, resulting in unsatisfied patrons and decreased usage.

TIMING
Approval of the usage fee increase now would allow Administration to incorporate projected revenues and expenditures into the current 2015-16 budget process.

BUDGET IMPACT
The revenues and expenditures will be included in the 2015-16 budget process being presented to the Board in June 2015.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of the Southwestern Oregon Community College District approves the increase in all Recreation Center usage fees, as presented, effective July 1, 2015.
Southwestern Oregon Community College  
Board of Education  

Prepared by: Megan Corriea, Recreation Center Supervisor  

ACTION UNDER CONSIDERATION  

Approve a three-year lease agreement with Commercial Fitness Equipment in the amount of $50,545 for Recreation Center equipment and direct the Business Office to process the necessary payments.  

HISTORY  

Leasing fitness center equipment, allows the College to provide the most current equipment on the market for student use. Three quotes were solicited from Commercial Fitness Equipment, Fitness Equipment of Eugene, and Exercise Equipment Northwest. However, two of the companies were unable to meet the equipment specifications of the quote. The lease also includes a purchase option for the equipment for only $1 at the end of the lease.  

TIMING  

The current equipment lease expires 02/28/15. The term of this agreement is from 03/01/15 to 02/28/18 after which time the College has the option to purchase the equipment for $1.  

BUDGET IMPACT  

Funds are available for this in the 2014-15 Debt Services account (41-8901) approved by the Board of Education.  

RECOMMENDATION  

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves a three-year lease agreement with Commercial Fitness Equipment in the amount of $50,545 for Recreation Center equipment and directed the Business Office to process the necessary payments.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Reappoint Randy Mason and Mike Sickels to three-year terms of office on the Southwestern Oregon Community College Board Budget Committee, with terms expiring June 30, 2017.

HISTORY
Three positions on the College’s Budget Committee are currently vacant. Two positions expired as of June 30, 2014 (Mason and Sickels); the other is vacant due to Ken Messerle’s Board appointment. Both Mason and Sickels are interested in continuing their service. The College will solicit candidates for the remaining position through advertisement.

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 11, 2015 at 6:00 p.m. in Tioga 505. Appointments for all three 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 Randy Mason and Mike Sickels to three-year terms of office on the Southwestern Oregon Community College Budget Committee, with terms expiring June 30, 2017.
SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
Budget Committee
2015-16

Mark Gagnon                                      Term Expires: 06/30/15
1037 N 10\textsuperscript{th} St.
Coos Bay, OR 97420
Cell: 297-0213

Mike Gaudette                                    Term Expires: 06/30/16
440 14\textsuperscript{th} Ave.
Coos Bay, OR 97420
Home: 267-2632

Randy Mason                                      Term Expires: 06/30/14
PO Box 3143
Harbor, OR 97415
Cell: 661-1080

Mark McKelvey                                    Term Expires: 06/30/15
62929 W Catching Rd
Coos Bay, OR 97420

VACANT                                           Term Expires: 06/30/16

Mike Sickels                                     Term Expires: 06/30/14
2520 Koosbay Blvd.
Coos Bay, OR 97420
Home: 269-9528

Timm Slater                                      Term Expires: 06/30/16
1731 14\textsuperscript{th} St.
North Bend, OR 97459
Home: 756-2625
Southwestern Oregon Community College District
Board of Education

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

ACTION UNDER CONSIDERATION

Increase the Oregon Coast Culinary Institution (OCCI) tuition and fees from $24,000 to $24,600 (2.5%) for the entire program. The new tuition would begin with the cohort enrolling in fall, 2015.

DISCUSSION / HISTORY

Tuition for the Oregon Coast Culinary Institute was last increased in FY 2009. During that time all costs for the program have increased. The Higher Education Price Index, which is the most effective gauge of cost increase for higher education, for the years since the last increase are noted below:

- 2014 Fiscal Year: 3.0%
- 2013 Fiscal Year: 1.6%
- 2012 Fiscal Year: 1.7%
- 2011 Fiscal Year: 2.3%
- 2010 Fiscal Year: .09%
- 2009 Fiscal Year: 2.3%

Additional Information:
HEPI: [http://www.commonfund.org/Commonfund/CF+Institute/CI_About_HEPI.htm](http://www.commonfund.org/Commonfund/CF+Institute/CI_About_HEPI.htm)
http://en.wikipedia.org/wiki/HEPI
WCI: [http://www.chefs.edu/portland/](http://www.chefs.edu/portland/)

TIMING

These changes will become effective fall 2015. 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.

BUDGET IMPACT

This increase will provide for the OCCI to address their basic operating costs. While the needs for higher funding exist, balancing students’ ability to pay with the operating costs of the enterprise is a critical consideration.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the increase in OCCI tuition and fees, commencing with the fall 2015 cohort to $24,600.
Southwestern Oregon Community College District
Board of Education

Prepared by: William Becker, Interim Vice President for Administrative Services

ACTION UNDER CONSIDERATION

Approve changes in the Fee Schedule for the 2015-2016 academic year, effective summer term 2015.

DISCUSSION / HISTORY

The Per Credit Incidental Fee, the Per Course Registration Fee, and the 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.

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 Portland-CPI for July 2013 to June 2014 was 2.6% which would result in a Per Credit Incidental Fee from $26 to $27 per credit; Per Course Registration Fee from $28 to $29 per course, and a Distance Education Per Course Surcharge from $32 to $33 per class. The increase will keep Southwestern comparable to other Oregon Community Colleges and is necessary due to the lack of restoration of state support and continuing increases in College operating costs.

Other fee increases shown here include an increase of 2.3% for Nursing, an increase in Compass/Asset Testing Fees to reflect an increase in material costs, and the Per Sheet Printing Fees. The proposed schedule also reflects the removal of the Calculator Rental (per term) and Administrative Hold fees.

BUDGET IMPACT

Projected additional revenue for all of the proposed fee increases is approximately $80,000.

TIMING

The proposed changes will become effective summer term 2015. 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 2015-2016 academic year, effective summer term 2015.
<table>
<thead>
<tr>
<th>Fee Title/Description</th>
<th>2014-2015 Fees</th>
<th>PROPOSED 2015-2016 FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Incidental Fee</td>
<td>26.00</td>
<td>27.00</td>
</tr>
<tr>
<td>Per Course Registration Fee</td>
<td>28.00</td>
<td>29.00</td>
</tr>
<tr>
<td>Distance Education Per Course Surcharge</td>
<td>32.00</td>
<td>33.00</td>
</tr>
<tr>
<td>Self -Support Courses</td>
<td>At Cost</td>
<td>At Cost</td>
</tr>
<tr>
<td>Program or Course Associated/Required Fees</td>
<td>At Cost</td>
<td>At Cost</td>
</tr>
<tr>
<td>Transitional Education (per term/unlimited courses)</td>
<td>50.00</td>
<td>50.00</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>3,250.00</td>
<td>3,325.00</td>
</tr>
<tr>
<td>Nursing Program Fee Second Year</td>
<td>3,000.00</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>15.00</td>
</tr>
<tr>
<td>Retake All 3 Compass/Asset Tests</td>
<td>15.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Retake Individual Compass/Asset</td>
<td>5.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Compass/Asset Test (For Another School)</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>ODA Oregon Department of Agriculture (paper)</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>ODA Oregon Department of Agriculture (computer)</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Fee to send test result to other college</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>LPGI Test Fee</td>
<td>20.00</td>
<td>20.00</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>4.00</td>
</tr>
<tr>
<td>Calculator Rental (per term)</td>
<td>10.00</td>
<td>Drop</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>Administrative Hold Fee</td>
<td>75.00</td>
<td>Drop</td>
</tr>
<tr>
<td>Fee Title/Description</td>
<td>2014-2015 Fees</td>
<td>PROPOSED 2015-2016 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>0.05</td>
<td>0.07 / 0.13</td>
</tr>
<tr>
<td>Per Sheet Printing Fee Color (single/double sided)</td>
<td>0.25</td>
<td>0.25 / 0.45</td>
</tr>
</tbody>
</table>

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
Southwestern Oregon Community College
Board of Education

Prepared by: Karen Domine, Dean of Extended Learning

**ACTION UNDER CONSIDERATION**
Approve the contract and the 2014-15 payment in the amount of $9,500 to Aaron Shonk of IBD, Inc. for grant writing services of the 2015 Title III Part A Programs – Strengthening Institutions grant. Should SWOCC be successful in obtaining the grant, Shonk will then receive a performance bonus equal to four percent of the total grant amount (~$70,000) payable in three annual installments from non-grant funds in the consecutive fiscal years. If the Title III grant is not awarded, the writer only receives the initial payment of $9,500 paid at the onset of the contract.

**DISCUSSION/HISTORY**
Title III grants help eligible institutions of higher education become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability. Southwestern has successfully received two prior grants which were written by a SWOCC employed grant writer.

Following a Request for Proposal (RFP) process to grant writers throughout the state, four proposals were received. Each proposal was carefully evaluated by the SWOCC Title III Planning Team and Aaron Shonk of IBD, Inc. was chosen based on his experience, success rate and recommendations from other community colleges. Although there is no guarantee any grant will be awarded, SWOCC will be his only client which enables us to work closely with him throughout the process.

**TIMING**
Selection of a grant writer at this time will enable the College to meet the submission deadline once its announced. In accordance with Board policy, requests for purchases and payments exceeding the President’s authority of $25,000 are submitted to the Board of Education for approval.

**BUDGET IMPACT**
Funds are available for this proposal through indirect from our TAACCCT Round 4 grant. There is no impact to the General Fund budget.

**RECOMMENDATION**
BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District approves the contract and the 2014-15 payment in the amount of $9,500 to Aaron Shonk of IBD, Inc. for grant writing services of the 2015 Title III Part A Programs – Strengthening Institutions grant. Should SWOCC be successful in obtaining the grant, Shonk will then receive a performance bonus equal to four percent of the total grant amount (~$70,000) payable in three annual installments from non-grant funds in the consecutive fiscal years. If the Title III grant is not awarded, the writer only receives the initial payment of $9,500 paid at the onset of the contract.
Submitted by: Jonna Jorgensen, ASG President

Core Themes and Objectives

Access
1. Students access varied learning opportunities.
   • ASG is currently revising the By Laws.

2. Students access services that support learning
   • ASG has hired a Curry Campus Director, Kylee Bruder. A great contribution to the team due to her previous experience with ASG, serving as the 2013-2014 ASG Secretary.

3. Students access relevant curricula that supports lifelong learning and achievement.
   • 20/24 clubs were in attendance for the Winter Term Clubs Rush.

Community Engagement
1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs.
   • ASG provided space to the Junior Chamber of Commerce Club for their Clothes Closet which has now also expanded into a Food Pantry; newly titled “Student Supply Center”. We are eagerly waiting for canned goods/non-perishable foods to be donated.
   • Winter Term Volunteer and Internship Fair provided students with access to community renounces and connections. 50+ students were in attendance.

2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities.
   • Winter Term Blood Drive on January 15-16, 2015 was successful. Great discussion was made by ASG and we plan to have future events (with the Blood Mobile) not hosted near a designated smoking station due to the ironic conflict of interests.
   • Winter Term Empire Lakes Cleanup on January 24, 2015 was successful.

Sustainability
2. Southwestern builds and maintains a sustainable infrastructure of human, technology and facility resources.
   • “Going Trayless” trays have arrived and are being put to good use in the café. Thus far, student feedback has been very positive.
• Ian Rodger, Campus Services Director, has made great strides with researching and leading multiple Campus Safety discussions, bringing awareness to the issue of better security outdoors and afterhours. Our goal for the end of the year is to have at minimum one Emergency Phone installed on the main campus.

• ASG with Plant Services/Maintenance is looking to have bike racks installed on the main campus. This will allow students a place properly store their bikes and scooters, in return, allowing the “Bike Policy” to become better enforced.

• ASG has formed a Posting Policy Committee and are hard at work. Our term goal is to have a proposal ready by the start of Spring Term.

• ASG has approved $600 to spend on campus wide “Mixed Recycling Bins.” These bins will replace the tri-recycle bins that are currently around campus.

3. Southeastern delivers viable quality instruction.

• In honor of Black History Month, each Wednesday this February, ASG has played a cultural informative movie during lunch in the café.

Extra (Uncategorized)

Winter Term

• First Tuesday of each month there is a movie night at Pony Village Cinemas and it continues to be a crowd pleaser. ASG still appreciates Kyle Croy’s chaperoning support.

• Advertising of Elections for the 2015-2016 Executive Cabinet will begin the week of February 16. Applications will be available online on March 2, 2015.

• Successful Spirit Week Events: Karaoke Dinner, Egg Race, Bonfire with Dutch Bros, Comedian Daniel Martin and Egyptian Theater showing of “E.T.”

• The Dating Game on February 10, 2015 had a great turnout and produced three excited SWOCC couples for Valentine’s Day.

ASG Goals 2014-2015

1) Improve student involvement
   • Provide at least one large event for students a term with several smaller ones.
   • Increase student engagement in vote, etc.
   • Increasing the number of students at athletic and ASG related events.

2) Make ASG more sustainable
   • Creating a Green Team.

3) Improve the Image of SWOCC to the Community
   • Increasing volunteer service projects.
   • Creating a Green Team.
Southwestern Oregon Community College District
Board of Education
SWOCC Foundation Report

Submitted by: Elise Hamner, Executive Director

Core Themes: Community Engagement and Access

Increase and enhance activities for community attendance
The Southwestern Oregon Community College Foundation worked in collaboration with the Oregon Coast Culinary Institute to host the Foundation’s inaugural scholarship fundraiser. The event brought approximately 115 community members to campus to OCCI. SWOCC students served the evenings hors d’oeuvres, poured wine from Oregon vineyards and provided music. The event raised approximately $16,000, more than doubling the $7,500 goal.

The Foundation and SWOCC Athletic Department have worked with Banner Bank to provide additional VIP seating in the gymnasium. Banner Bank donated 36 sideline chairs that will increase seating availability and comfort of guests at sporting and other events.

Expand access to financial assistance
The Foundation received notice it received a $20,000 grant from the Coquille Tribal Community Fund. This grant will fund equipment purchases for the new forestry/natural resources program.

The Foundation, working with the assistance of Dr. Ross Tomlin, continues to raise program funds for the forestry program. Fundraising to date includes:

- $112,350 in cash donations;
- $7,500 in direct pledges; and
- $25,400 in equipment donations.

The Foundation remains in discussion with other potential donors and grant organizations.

Foundation Endowments
The Foundation is working in partnership with donors and the family of Estella Morgan to create a permanent endowment in her honor to fund forestry/natural resources scholarships. Estella Morgan, who died late last year in a work-related accident, was a SWOCC alumnus who graduated from the original forestry degree program in the late 1980s. See accompanying information.
Estella Morgan began her career in 1984 with the Bureau of Land Management Coos Bay District as a Forest Technician under the student cooperative intern program. Over her 30-year career, she held various forestry positions, finally serving as the District’s Lead Cruiser/Appraiser.

Estella is often credited at BLM for playing a large role in paving the way for women working in the forestry field and was tremendously respected by her coworkers. She was known for her no-nonsense, professional and dedicated demeanor. You knew who was in charge when Estella was in the field or in the office.

Estella got her start at Southwestern Oregon Community College. As a young newly-widowed mother, she entered the forestry program to begin a career that would give her the technical skills to work outdoors as a professional and the ability to raise a family in the region of Oregon she loved.

Estella was dedicated to family, strong friendships and the Coos Bay Community. Having resided in the area for more than 30 years, she was active in many community and professional organizations, including being a Court Appointed Special Advocate for children in Coos County and a member of the Coos Bay Chapter of the Society of American Foresters.

In 2014 Southwestern, in partnership with Oregon State University, created a new Associate of Science degree program with an emphasis on forestry. It’s the first program of its kind in Oregon that links directly with OSU’s Pro Forestry School. With the emergence of this new Forestry/Natural Resources degree program at Southwestern, friends and family of Estella want to create a scholarship to help students, who like Estella, desire to work in Oregon’s natural resources industry but lack the financial ability to pursue two-year and four-year technical and professional degrees.

Estella’s friends have worked with the Southwestern Foundation to provide an initial gift to award the first Estella Morgan Memorial Scholarship this spring. The hope is to create an endowed fund through contributions that will honor Estella in perpetuity and provide scholarships for local SWOCC students for many generations.
Help us create the

Estella Morgan Memorial Forestry Endowment

Yes, I’d like to help support
Southwestern Oregon Community College
and its tradition of excellence.

Enclosed is my:  ■ Gift of $_____________ for the Estella Morgan Endowment
■ Pledge of $_____________ for the Estella Morgan Endowment

Visa/Mastercard Number ____________________________ Expiration Date ______________
Name on Card _____________________________________ Security Code ______________
Signature _________________________________________

Or go to www.socc.edu/foundation ... Make a Donation

Name(s) as you would prefer for listing in the Foundation Annual Report.
________________________________________________
Address ___________________________________________ Phone _______________________
Email Address __________________________________________

Please return all gifts to:
Southwestern Oregon Community College Foundation
Attn: Elise Hamner, Executive Director
1988 Newmark Ave., Coos Bay, OR 97420
541.888.7211 or 800.962.2838, ext. 7211

Thank you for your contribution!

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

Submitted by: Bill Becker, Interim 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*
- Morning shifts have been learning to write their own lunch menus.
- Two students were sent with Chef Chris to compete at the National Collegiate Ice Carving Championship at the end of January. Both students, Adam Stoneberg and Jacee Jamison, came home with two bronze medals each.

**CORE THEME: SUSTAINABILITY**

*Administrative Services*
- Met with Michael Martin of DHS to increase the footage space leased in Newmark to DHS.
- Attended two SAIF trainings: 1) Employee Wellness Program, and 2) Managing Claims Costs.
- Began working on written Personal Protective Equipment policy for the College.
- Acquired new cell phones for all “college” cell phone lines as the current phones are extremely old.
- Coordinating SAIF training for “building monitor” employees on conducting effective building inspections.
- Submitted recommendations from 15 building inspections that were conducted by Southwestern employees. Submitted work orders to address safety/compliance issues from these inspections and followed up on safety items.
Below are SafeColleges courses completed during November, December and January:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic External Defibrillators</td>
<td>109</td>
</tr>
<tr>
<td>Back Injury and Lifting</td>
<td>26</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>29</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>1</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>1</td>
</tr>
<tr>
<td>Eye and Face Protection</td>
<td>1</td>
</tr>
<tr>
<td>Food Safety and Kitchen Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>Hand and Power Tools</td>
<td>4</td>
</tr>
<tr>
<td>Hazard Communication</td>
<td>8</td>
</tr>
<tr>
<td>Material Safety Data Sheets</td>
<td>3</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>23</td>
</tr>
<tr>
<td>Voluntary Respiratory Protection</td>
<td>2</td>
</tr>
</tbody>
</table>

Continued work on Administrative Policies and Procedures. The following APPs were addressed at meetings:

- APP 8001 Student Housing Eligibility – PASSED
- APP 7191 Credit Hour – PASSED
- APP 8030 Deferred Tuition and Fee Payment – PASSED
- APP 7085 Children on Campus – PASSED
- APP 8040 Animals on College Campus – PASSED
- APP 8012 Tuition Status Guidelines – PASSED
- APP 4040 Dual Credit High School Student Waivers – PASSED
- APP 7096 Retired Employee Status – 1st reading
  
  No changes were made to this APP, but there was discussion about Emeritus staff during the meeting. The group decided this should go back to Executive Management and/or Managers for review before bringing it back to the committee.

Mail and Print Services

- After testing two online package tracking systems, we purchased equipment and a subscription from Notifii. The new system has reduced the amount of time needed to process incoming packages by as much as 65%. The new system also increases the accuracy and reliability of the information being captured which can help limit the College’s potential liability. Since November 1, 2014, Mail Services has received and tracked approximately 2,184 student, faculty and staff packages.
- After working closely with Student Housing, Mail Services officially moved student mail back to the Desdemona Sands mail room. With the move, students now have 24 hour access including weekends and holidays. There have been no significant issues resulting from the move.
- For the months of November, December and January, Mail Services processed 11,843 letters, flats and parcels for mailing with the United States Post Office. Also during that same time, we shipped 26 packages with UPS.
- For the months of November, December and January, Print Services completed 376 print work requests and 71 “supply order” work requests for staff and faculty.

Dining Services

- Efforts to support ASG’s “tray-less initiative” have been extremely positive. We have seen food waste drop by at least 40%. Our new plates will be arriving this week. This brings Dining Services in line with other university and college sustainability practices revolving around food services.

Bookstore

- Overall text book sales were down again this term compared to past years. Book sales from November to the end of January were $290,839.71; text book expenses were also down. Many books were in stock from fall term, so there was no need to purchase many books. It also seems that instructors are requesting fewer textbooks for their classes. While they may have used two or three text books in the past, they are now only
requesting one. The Bookstore has sent a questionnaire to faculty to find out if they are using open source material, printing text from print services, or if they keep copies of their text in the Library. Hopefully, this will aid in discerning what more the Bookstore can do to get the appropriate course materials.

- Online sales experienced a great increase compared to last winter. Last winter term we processed $6915.50; this winter term we processed $16,666.00. We did notice, however, that students are not ordering all of the books for their courses with their Bookstore online orders which indicates that they are shopping multiple online vendors and getting the best price for each book from each vendor.
- In an effort to cultivate ways to keep the Bookstore a popular destination on campus, we will need to move some of our attention away from text books and more onto products and services to help our students succeed. We need to have a larger online presence, which will appeal to our current student body and make the Bookstore more competitive.

**Human Resources**
- See Hiring Matrix for update on positions hired and currently in the recruitment process.
- Payroll processed and mailed 816 W-2’s in January and listened to a webinar titled *Calculating Overtime Correctly under Fair Labor Standards Act.*
- Attended the FLSA, *Get Ready for Big Changes* webcast.
- Participated in the SAIF Employee Wellness Program training.
- Attended the ACA Requirements and Guidelines webinar
- Attended *Calculating Overtime Correctly under the Fair Standards Labor Act* Webinar.
- Designed a 360 feedback and performance evaluation form. We will be piloting the 360 with some of our MASSC employees this year.

**Student Housing/Resident Life**
- Student Housing opened winter term with 319 current students compared to fall term’s 361 students. Attrition is up about 3% from last year at this time and about 5% higher than the previous three year average.
- The new Resident Directors attended a housing conference in Salem hosted by Willamette University and the Northwest Association of College and University Housing. This conference had various breakout sessions focusing on student programing, operations, and professional development. Resident Director Amanda Self also attended a Road Scholar “Road Show” event in San Francisco that allowed Southwestern’s Road Scholar program to be showcased to other providers and Road Scholar attendees. Additional provider training occurred to support our current programing efforts.
- Student Housing met with the Energy Trust of Oregon and will be working with their new commercial multi-housing program to lower energy usage and reduce our electricity costs. Currently to be scheduled for the summer of 2015, will be replacement of all compact fluorescent lightbulbs with new energy saving LED lightbulbs, water saving shower heads, and water saving bathroom and kitchen sink aerators. This program will be done at no cost to the college.

**Facilities Services**
- Remodeled east Dellwood ADA restrooms.
- Replaced kitchen floor in Dining Services.
- Completed 95% of ADA improvements required by Perkins Civil Rights visit.
- Completed tenant improvements at Neighborhood Facility.
- Secured lease with South Coast Family Harbor and turned over keys.
- Met with Energy Trust of Oregon, lighting specialists, and contractors to continue work on Prosper Hall lighting project.
- Continuing work on lighting upgrades for ballasts and lamps for B2 and Sumner through Energy Trust of Oregon.
- Repaired, cleaned and refreshed Newmark second floor for DHS.
- Completed Fire Marshall and other required repairs for Family Center accreditation.
- Employees attended bloodborne pathogens training.
- Attended strategic energy management training.

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

Dining Services
• Dining Services hosted the Child Abuse Prevention Center dinner at OCCI on February 4th. We partnered with Bay Area Hospital and provided the dinner at cost, so all profits went directly to the Center.

Campus Security
• Campus Security will again be assisting with the free women’s self-defense workshop next month at the request of the Zonta Club of Coos Bay, along with other instructors representing Oregon State Police, Coos County Sheriff’s Office, and Coos Bay Police. This is the second year of this class which was attended by 75 students last year, and is specifically structured to providing options to women in order to avoid becoming the victim of an attack.
CORE THEMES with OBJECTIVES:

**Learning and Achievement**

LA1: Students demonstrate progress

- For 2014/15 at the Coos campus, Transitional Education has registered and served 76 students – 52 non-credit (mostly GED credential seekers) and 24 credit program students that have used services more than once a week. As expected since moving to Tioga, we’ve seen a large increase in credit program students, walk-ins, etc. To assess progress of non-credit students, we use 3 different standardized instruments from the leading provider of ABS measures CASAS, or Comprehensive Adult Student Assessment Systems. Program students had a mean gain in CASAS Math of 4.43 points for Fall Term and a Reading mean of 1.82. The Reading scores are notable as they include several first time, Level 1, ESL learners. Additionally registered are 96 High School Credit Recovery students. By definition with our partnering high schools, all students have made SAP which vary by student and school. Notable for HSCR will be Marshfield HS enrolling many more students as their semester ends in January and student schedules are adjusted for those credit deficient.

- Four students completing the Transitional Education program earned the GED credential and 6 more have passed 2 or 3 of the 4 tests during fall term.

LA2: Students complete certificates, degrees, and transfer

LA3: Students demonstrate that they have met institutional learning outcomes

- The faculty met on January 2 for their Winter In-service session. We had an advising session and discussed topics including copyright laws, implementing +/- to grades at SWOCC, and online teaching. Most of the day was spent working on academic outcomes assessment for each program/discipline. A systematic, consistent model was presented that will show great progress toward our goal of having all academic programs complete the outcomes assessment process for our upcoming accreditation visit.

- During fall 2014, faculty from across campus have participated in the Multi-State Collaborative Learning Outcomes Assessment project by collecting student writing assignments and artifacts. These samplings will become of a multi-state assessment process. Southwestern’s writing faculty will also use student writing samples to assess the quality of student writing on campus. This will become part of the accreditation report.

**Access**

A1: Students access varied learning opportunities

- At the Coos Campus students attended morning, afternoon, and/or evening classes that were supported by social media tools like Google+, 3 sets of software, and a mostly online course. Curry campuses offered GED/ABE classes in Brookings and Gold Beach meeting Title II requirements.
Transitional Education uses 4 different texts updated for the 2014 GED. Program students took about 45 Official Practice Tests onsite. These tools provide the closest example to the computerized testing and are very beneficial.

Student Support Services has been updating documents for the new database to support institutional effectiveness.

Budget planning for 2015-2016 for Student Services departments.

Beginning to work on the New Student Orientation software program for spring term.

The Welding department continues to allow students access to authentic work experiences by integrating public projects into the classes. Students in the WLD*4155 Fitting & Fabrication class constructed two metal frame holiday display figures for Bay Area Hospital. This was the second year in a row that BAH partnered with the welding department for their displays. Through these projects students get experience in project management, client relations, teamwork, and other on-the-job experiences.

A2: Students access services that support learning
A3: Students access relevant curricula that support lifelong learning and achievement

**Community Engagement**

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

- The 2014 Economic Outlook Forum will be held December 12 at The Mill Casino Salmon Room. The Chamber reported 230 registrations. SWOCC registration forms and evaluations will be collected from participants.

- The New Business Challenge grant winner Bayside Coffee was announced at the 2014 Economic Outlook Forum.

- The Business Department is developing a new relationship with the local Chamber of Commerce. The Education Committee of the Chamber has agreed to serve as the Advisory Committee for our Business programs. The first advisory meeting with the Chamber was held on November 25. The partnership will help to ensure that our business programs address local and regional needs and concerns.

- Transitional Education program students used 8 GED test fee Foundation scholarships.

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

- In light of the Jordan Cove project, the Small Business Development Center is creating a day long strategic planning workshop to assist the local business community to profit in the boom and thrive after the boom or prosper if the LNG project does not come to fruition. Sandy Cutler is being engaged as the facilitator. The SBDC is seeking sponsorship in the amount of $2,500 to help cover costs.

- SWOCC helped to get our Regional Achievement Collaborative (RAC) for Coos and Curry counties off the ground and running. The RAC Planning Team was made up of the Vice President of Instruction & Student Services, Deans, University Center Director, and ESD Superintendent. We had a kick-off meeting for the community in November and then the planning team chose the RAC Steering Committee based on feedback from the 50+ community members at the initial meeting. The steering committee has met once in December and ESD Superintendent Tenneal Wetherell is the Chair of the new group. They have already received a grant of $30,000 from OEIB to help with kindergarten readiness. The group developed a mission and vision statement. The vision statement is “Building community partnerships that foster education and lifelong learning”.

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learning from birth and beyond”. They will start working on a work plan for the coming year over the next few months.

CE3: Our community members participate and contribute to the Foundation in support of the College

Sustainability

S1: Southwestern provides responsible fiscal management
S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources

- Transitional Education’s move to the third floor of Tioga is nearly complete; we’re feeling settled. The Corrections Program Director and two Transitional Education faculty joined two other local ABS providers at the first ever Oregon GED Summit. The full day session was very informative and provided an excellent chance to network. We were reinforced that the growing pains of the changeover to the 2014 test series has been the same with our partners around the state. The Transitional Education Program & Technical resource Assistant trained Curry staff on software tools and attended the quarterly database administrators meeting.

- After one calendar year in adjusting curricula in Transitional Education, fall term’s structure was the most successful yet. At the Coos campus, we organize instruction into four “math”, two reading, and two writing classes. Additionally, we deliver a College and Career Awareness course for appropriate students. The first class of Leadership SWOCC participants was help on January 9. It is an abbreviated start to the program that will run one full day per month from October-May next year. This year, it is a half-day per month from January-May. We have 25 SWOCC staff (faculty, managers, and classified) taking the program, which will focus on teaching organizational leadership skills as well as improving understanding and appreciation for all the different departments on campus that work hard to help students succeed. The sessions will include enrollment/recruitment, support services, student life, instruction, and graduation. The group will read a leadership book, Turn the Ship Around, and discuss ways that SWOCC can become more of a leader: leader model of leadership.

S3: Southwestern delivers viable quality instruction

- During fall 2104, LDC focused on developing discipline/program outcomes for Arts & Letters, Sciences, Social Sciences, Reading, PE and Health, Communication, and Writing. These discipline/program outcomes have been mapped to general student learning outcomes and to individual course outcomes. Faculty in each discipline have completed discipline outcomes assessment tool maps.
Southwestern Oregon Community College  
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:
- Launched new SWOCC website
- Begin development on new athletic website
- Set up trainings for staff to edit the new SWOCC website
- Developed new University Center website
- Changes to website search function
- Developed new academic websites for Sociology, Anthropology and Social Science
- Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across southwestern websites

Core Theme: Community Engagement, Learning and Achievement

Media Services and Instructional Labs:
- Live streamed the Women’s SWOCC Open wrestling meet
- Live Streamed the Federal Energy Regulatory Commission public meeting regarding the Jordan Cove project
- Prepared Prosper Hall for live streaming of basketball games
- Live Streamed Men’s and women’s Basketball games against New Hope Christian Community College
- Live Streamed Geology Lecture “Shoreline Erosion and Flood Hazards”
- PAC hosted the Eugene Ballets The Nutcracker
- PAC hosted the Federal Energy Regulatory Commission public meeting regarding the Jordan Cove project
- PAC hosted the SWOCC’s music department concerts
- Media Services demonstrating to staff and faculty members of the capabilities of the new projectors installed in Coaledo 3
- Setup and configured new cameras in the Tioga 405 Testing center used for monitoring testing areas
- New lighting board ordered for PAC

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:**

- Created and updated reports/data:
  - Imported NSC transfer data
  - ATD Queries
  - D4A for 2006
  - Copied data for Athletics
  - 1098ts
  - Provided list of students for communications for several offices
  - Created SSS Annual Performance Report
  - ETS Student Data report
  - Reports for collections
  - Customized the advising worksheet
  - Updated Payroll tax tables
  - Updated registration rules for Winter Registration
  - Updated historical NSC records with appropriate program dates
- Attended meetings for:
  - Instructional Council
  - Webinar for new Izenda reporting software
  - Webinar for new EXi version
- Solved:
  - Labtrac
  - Ach bank changes
  - Email notifications
  - Admissions letters
  - Error printing Gift report for Development
  - Scheduled recalculations on new server
- Worked on and installed version 5.0.2 upgrade
- Worked with Business Office to close fiscal year 2013
- Maintained access to Jenzabar, myLakerLink resources and reports
- Monitored and updated automated jobs on SQL Server
- Started reviewing Version 5.5 and sharing information about the upgrade with staff
- Provided miscellaneous support to registration, AR, FA, BU, OOFI, Admin Services, Admissions, Faculty, Advisors, housing

**Systems, Security, and Telecommunication:**

- Installed network and phones for new Newmark Voc Rehab tenants
- Deploying VOIP phones
- Replaced failed SAN drive
- ADTRAN and switch configured for PRI project
- Student housing bandwidth upgraded to 150/50M
- Jenzabar 5 deployed.
- New sql virtual servers for Jenzabar installed and configured
- Updated mailing list for student email
- Getting quotes for PAC sound board
- Prepare Title III grant projects
- Eden audio interference electrical upgrade fixed
- myLakerLink update 8.2 installed with eLearning 1.2
- Jenzabar EX clients upgraded to 5.02
- Test environment created for new Jenzabar 5.5 platform
- Custom portlets installed for myLakerLink
- Replaced failed disk on SAN
- Reconfigured myLakerLink webservers with new backup NIC.
• Prime network monitoring software upgraded.
• Newmark tenant agencies phone assistance for new phone tree
• Student mailing lists updated
• E911 data base updated
• VOIP card for PBX fixed
• PCI compliance updated for Foundation
• PUC complaint hearing rescheduled
• Microcall call accounting database updated.
• Working with Pacific Northwest Seismic Network to put a sensor on campus

**Glossary:**

802.11ac – Gigabit wireless standard
Authorize.Net – Credit Card payment processor
C# - Programming language
CASE - Credential, Acceleration, and Support for Employment grant
CCNA – Cisco Certified Network Administrator
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 (formerly 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 – Read only memory

RAVE – Rave Alert, emergency notification system

SAN – Storage Area Network is very large disk storage area for backup and storage

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

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

Wireless-n – fast access points for increased wireless speed

WordPress – Software for websites and blog sites
**INFORMATION ONLY**
Prepared by: Jan Baxter, 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>The following staff members have been hired or moved since the last Board of Education meeting:</td>
<td></td>
<td></td>
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</tbody>
</table>

**Information: College Recruiting Update**

<table>
<thead>
<tr>
<th>OPEN POSITIONS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>The College is currently in the recruitment, screening or interviewing process for the following positions:</td>
<td></td>
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<tr>
<td>Foundation &amp; Resource Coordinator</td>
<td>GF</td>
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<tr>
<td>Vice President of Administrative Services</td>
<td>GF</td>
<td></td>
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<tr>
<td>Proctor/Testing Coordinator (3)</td>
<td>GF</td>
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<tr>
<td>Windows PC System Support Technician</td>
<td>GF</td>
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<tr>
<td>NurtureCare Assistant</td>
<td>SP</td>
<td></td>
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<tr>
<td>Curry Student Success Specialist</td>
<td>SP</td>
<td></td>
<td></td>
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<tr>
<td>Dean of CTE</td>
<td>GF</td>
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<tr>
<td>Multimedia Technician</td>
<td>GF</td>
<td></td>
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<tr>
<td>Head Volleyball Coach, Part Time</td>
<td>GF</td>
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<td></td>
</tr>
<tr>
<td>Campus Security</td>
<td>GF</td>
<td></td>
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</tr>
<tr>
<td>C2 Grant Assistant</td>
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<td></td>
</tr>
<tr>
<td>C2 Career Coach</td>
<td>SP</td>
<td></td>
<td></td>
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<tr>
<td>C2 Data Analyst</td>
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<tr>
<td>C2 CTE Transition Specialist</td>
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<tr>
<td>Allied Health Faculty</td>
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<tr>
<td>C2 Tutor</td>
<td>SP</td>
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<tr>
<td>Family Center Clerical</td>
<td>GF/SP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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