“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 24, 2014

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
Board Clerk: Patty Scott  
Campus Contact: Deb Nicholls (541) 888-7400, dnicholls@socc.edu

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

CORE THEMES  
(Revised February 25, 2013)  
Learning and Achievement  *  Access  *  Community Engagement  *  Sustainability

Board of Education Meetings  
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon  
Monday, February 24, 2014

AGENDAS with Estimated Timelines—  

1. CALL TO ORDER  
2. RECESS INTO EXECUTIVE SESSION  
   Pursuant to:  
   ORS 192.660 (2) (i) Personnel  
3. RECONVENE INTO OPEN SESSION  
4. AGENDA CHANGES  
5. INTRODUCTIONS  
   A. Employees, Exhibit # 5 A  
      • New to the College  
      ➢ Jezra Gouley, CCLS Van Driver  
      ➢ Sharon Hartung, Family Center Cook  
      ➢ Molly Keller, High School Credit Recovery Classroom Aide  
      ➢ Dan Thibault, Men’s Soccer Coach  
   B. Student Athletes of the Month  
      ➢ Matt Nyugen, Men’s Wrestling  
      ➢ Aysha Schwinden, Women’s Wrestling  
      ➢ Kelsey Scott, Cheer/Stunt  
      ➢ Jared Helms, Cheer/Stunt  
6. PRESENTATION(S)  
   A. CASE Grant  Presenter: Alane Jennings  
   B. National Trio Day Community Service Event  Presenters: Sharilyn Brown and Michelle Benoit  
   C. OSU Open Campus  Presenter: Megan McLarrin  
7. BOARD REPORTS/INFORMATION  
   A. Important Dates/Items  
      • 03/24/14, 5:30 p.m., Meeting, Tioga 505  
      • 04/2014, TBA, OCCA All-Academic Student Scholar Celebration, Salem, OR  
      • 04/05-08/14, AACC Convention – Washington, DC  
      • 04/28/14, 5:30 p.m., Meeting, Tioga 505  
      • 05/12/14, 5:30 p.m., Meeting, Tioga 505  
      • 05/22/14, 4:00 p.m., Employee Recognition Event, OCCI  
      • 10/12/14, 6:00 p.m., Graduation, Newmark 201  
      • 10/13/14, 7:00 p.m., Graduation, Prosper Hall  
      • 10/23/14, 3:30 p.m., Meeting, Curry Campus, Krieger Community Room  
      • 07/28/14, 5:30 p.m., Meeting, Tioga 505
B. Board Operations
   1) OCCA Report
   2) President’s Evaluation Committee Report

8. COLLEGE REPORTS
   A. President’s Report

B. Financial Reports, Exhibit # 8 B
   1) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 1
   2) Statement of Budget, Revenue and Expenditures – General Fund, Exhibit # 8 B 2
   3) Enterprise Fund Categories, Exhibit # 8 B 3
   4) Enterprise Fund FY12-13 vs FY13-14, Exhibit # 8 B 4

C. Hiring Matrix, Exhibit # 8 C

9. CONSENT AGENDA
   A. January 27, 2014 Meeting Minutes, Exhibit # 9 A

10. OLD BUSINESS

11. PUBLIC COMMENT

12. NEW BUSINESS
   A. Board Policies – 2nd Readings
      1) 7020, Hiring of College Staff, Exhibit # 12 A 1
      2) 7025, Position Descriptions, Exhibit # 12 A 2
      3) 7090, Mother-Friendly Workplace, Exhibit # 12 A 3
   B. Board Policies – 1st Readings
      1) 4016, Closure of Public High Schools, Exhibit # 12 B 1
   C. Board Consultants
      1) Insurance Agent of Record, Exhibit # 12 C 1
      2) Labor Attorney, Exhibit # 12 C 2
   D. Budget Committee Vacancies, Exhibit # 12 D
   E. 2014-15 Tuition, Exhibit # 12 E
   F. 2014-15 Fees, Exhibit # 12 F

13. CORRESPONDENCE/INFORMATION

14. RECESS INTO EXECUTIVE SESSION
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel

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**

**HUMAN RESOURCES DEPARTMENT**

**INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES**

Prepared by: Rachele Summerville, Executive Director of Human Resources

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**New to College:**

**Jezra Gouley, CCLSD Courier Driver (Part – Time Classified)**

**Education:**
GED, Southwestern Oregon Community College

**Recent Work Experience:**
Courier – 2010 - 2013, FedEx Express  
Temporary CCLSD Courier – 2011 – 2013, Southwestern Oregon Community College  
Food Recovery Specialist/Coordinator – 2011 – 2011, Oregon Coast Community Action  
Airport Operations Agent – 1998 - 2010, Coos County Airport District

**Sharon Hartung – Family Center Cook (Part – Time Classified)**

**Education:**  
High School Diploma – Newburgh Free Academy, Newburgh, New York

**Recent Work Experience:**
Substitute Pre-School Teacher and Cook – 2012 - 2013, Southwestern Oregon Community College  
Owner/Manager – 2010 – 2012, Lil’ Sprouts Learn & Care  
Community Service Officer – 2001 – 2010, Forest Grove Police Department

**Molly Keller, High School Credit Recovery Classroom Aide (Part – Time Classified)**

**Education:**
Bachelors in English/Publishing Arts – Pacific Lutheran University, Tacoma, Washington

**Recent Work Experience:**
Substitute Teacher – 2009 - 2012, South Coast Education Service District  
First Grade Tutor – 2009 -2011, Personal Hire  
Tutor – 2010 – 2010, Coos Bay School District  
Assistant to the Director – 2007 – 2008, Pacific Lutheran University, Scandinavian Cultural Center

**Daniel Thibault, Part Time Men’s Soccer Coach (Part – Time Faculty)**

**Education:**
Bachelors in Theology – Biola University, La Mirada, California

**Recent Work Experience:**
Assistant Soccer Coach Men and Women – 2004 - 2011, Biola University  
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.

Balance Sheet:

General Fund: Deposits are for the Nursing Program and gift certificates.

Enterprise Fund: Prepaid Expenses are unamortized bond issuance costs. Inventory is Bookstore inventory. “Deposits Held in Custody” is for Student Housing and OCCI.

Trust & Agency: “Deposits Held in Custody” is the beginning balance of all funds held in trust.
## Statement of Revenues and Expenditures

Year-to-Date as of January 31, 2014

<table>
<thead>
<tr>
<th>Fund Balance (July 1, 2013)</th>
<th>$2,853,981.51</th>
<th>$ -</th>
<th>$ 902,080.03</th>
<th>$ 451,531.31</th>
<th>$ 121,939.00</th>
<th>$ -</th>
<th>$ 818,116.95</th>
<th>$ -</th>
<th>$ 5,147,648.80</th>
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<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>State Support</td>
<td>$ 4,233,398.91</td>
<td>$ 371,531.00</td>
<td>$ 384,284.61</td>
<td>$ -</td>
<td>$ 248,934.78</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,913,258.67</td>
<td>$ 7,154.00</td>
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<tr>
<td>Federal Support</td>
<td>3,991.50</td>
<td>5,653,559.20</td>
<td>997,351.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Local Support (Taxes)</td>
<td>4,584,567.18</td>
<td>-</td>
<td>192,828.67</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>4,024,914.26</td>
<td>-</td>
<td>142,046.20</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Interest Earnings</td>
<td>44,297.97</td>
<td>18.91</td>
<td>1,488.25</td>
<td>1,232.66</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Other Income</td>
<td>215,804.37</td>
<td>-</td>
<td>414,427.07</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Transfers</td>
<td>3,800,000.00</td>
<td>134,745.50</td>
<td>112,824.80</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$ 16,906,974.19</td>
<td>$ 6,159,854.61</td>
<td>$ 2,245,250.60</td>
<td>$ 6,214.76</td>
<td>$ 975,800.76</td>
<td>$ 242,645.60</td>
<td>$ 5,192,951.92</td>
<td>$ 77,037.05</td>
<td>$ 32,073,922.27</td>
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<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>4,737,005.79</td>
<td>44,812.22</td>
<td>1,090,648.69</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>2,218,045.96</td>
<td>152.60</td>
<td>511,439.71</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>1,757,851.98</td>
<td>6,337,817.00</td>
<td>1,030,199.36</td>
<td>19,976.90</td>
<td>77,889.99</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Capital Outlay</td>
<td>43,282.83</td>
<td>-</td>
<td>20,800.00</td>
<td>-</td>
<td>275,576.42</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 14,125,541.17</td>
<td>$ 6,382,781.92</td>
<td>$ 2,653,087.76</td>
<td>$ 19,976.90</td>
<td>$ 353,466.41</td>
<td>$ 985,350.57</td>
<td>$ 268,127.13</td>
<td>$ 3,696,178.47</td>
<td>$ 38,607.19</td>
</tr>
<tr>
<td>Revenues Over (Under) Expenditures:</td>
<td>$ 2,781,433.02</td>
<td>(222,927.21)</td>
<td>(407,837.16)</td>
<td>(13,762.14)</td>
<td>(85,273.63)</td>
<td>(9,549.81)</td>
<td>(25,481.39)</td>
<td>1,498,773.45</td>
<td>36,249.86</td>
</tr>
<tr>
<td>Fund Balance (End of Month)</td>
<td>$ 5,635,414.53</td>
<td>(222,927.21)</td>
<td>$ 494,242.87</td>
<td>$ 437,769.17</td>
<td>$ 35,665.37</td>
<td>(9,549.81)</td>
<td>(25,481.39)</td>
<td>2,314,890.40</td>
<td>$ 38,429.86</td>
</tr>
</tbody>
</table>
### Southwestern Oregon Community College

**GENERAL FUND**

**Statement of Budget and Revenues and Expenditures**

For the period ending January 31, 2014

**February 18, 2014**

<table>
<thead>
<tr>
<th></th>
<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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</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1, 2013)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated (see Note 1)</td>
<td>900,000.00</td>
<td></td>
<td>900,000.00</td>
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<tr>
<td>Undesignated</td>
<td>1,953,981.51</td>
<td>2,000,000.00</td>
<td></td>
<td>(46,018.49)</td>
<td>97.7%</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>1,440,584.37</td>
<td>4,233,398.91</td>
<td>5,188,541</td>
<td>(955,142.09)</td>
<td>81.6%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>646.68</td>
<td>3,991.50</td>
<td>13,500</td>
<td>(9,508.50)</td>
<td>29.6%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>82,317.41</td>
<td>4,584,567.18</td>
<td>5,161,891</td>
<td>(577,323.82)</td>
<td>83.3%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>40,165.96</td>
<td>4,024,914.26</td>
<td>5,161,891</td>
<td>(1,060,000.00)</td>
<td>78.2%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>4,407.89</td>
<td>44,297.97</td>
<td>28,000</td>
<td>16,297.97</td>
<td>158.2%</td>
</tr>
<tr>
<td>Other Income</td>
<td>30,067.03</td>
<td>215,804.37</td>
<td>484,670</td>
<td>(268,865.63)</td>
<td>44.5%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>3,800,000.00</td>
<td>4,860,000</td>
<td>(1,060,000.00)</td>
<td>78.2%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,598,189.34</td>
<td>16,906,974.19</td>
<td>23,289,027</td>
<td>(6,382,052.81)</td>
<td>72.6%</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td>19,760,955.70</td>
<td>25,289,027</td>
<td>(6,428,071.30)</td>
<td></td>
<td>78.1%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>658,945.55</td>
<td>4,737,005.79</td>
<td>8,794,548</td>
<td>4,057,542.21</td>
<td>53.9%</td>
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<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>274,376.14</td>
<td>2,218,045.96</td>
<td>4,417,396</td>
<td>2,199,350.04</td>
<td>50.2%</td>
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<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>258,126.48</td>
<td>1,757,851.98</td>
<td>3,449,624</td>
<td>1,691,772.02</td>
<td>51.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>43,282.83</td>
<td>57,000</td>
<td>13,717.17</td>
<td>75.9%</td>
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<tr>
<td>Debt Service:</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>4,698,075.00</td>
<td>4,860,000</td>
<td>161,925.00</td>
<td>96.7%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>18,972.57</td>
<td>35,000</td>
<td>16,027.43</td>
<td>54.2%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>-</td>
<td>652,307.04</td>
<td>1,795,459</td>
<td>1,143,151.96</td>
<td>36.3%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,191,448.17</td>
<td>14,125,541.17</td>
<td>23,409,027</td>
<td>9,283,485.83</td>
<td>60.3%</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>406,741.17</td>
<td>2,781,433.02</td>
<td>5,635,414.53</td>
<td>1,880,000</td>
<td></td>
</tr>
</tbody>
</table>

Note 1. Fund Balance designated for repayment of operating loan from FY12-13.
**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 forfeiture, other fees (key card replacement, property damage, citations, etc.)
- **Sales** – vending
- **Materials & Supplies** – general supplies, postage & shipping, credit card fees, equipment under $5,000
- **Purchased Services** – resident assistants room & board, telephone, meeting expense, heat, lights, water, sewage, sanitation, cable TV, insurance, student meal plans, copier expense

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

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

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

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

**Neighborhood Facility:** **Purchased Services** – insurance, heat, lights, water
### Financial Summary Comparison for Period Ending January 31

#### SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY12-13</th>
<th>Bookstore FY13-14</th>
<th>Newmark Center FY12-13</th>
<th>Newmark Center FY13-14</th>
<th>Student Housing FY12-13</th>
<th>Student Housing FY13-14</th>
<th>Dining Services FY12-13</th>
<th>Dining Services FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>$897,236.39</td>
<td>$921,589.48</td>
<td>$1,015,890.85</td>
<td>$1,195,761.66</td>
<td>(445,112.66)</td>
<td>(368,458.50)</td>
<td>$153,062.61</td>
<td>$230,833.89</td>
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<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$1,075,808.34</td>
<td>$952,707.41</td>
<td>$1,238,972.06</td>
<td>$1,238,972.06</td>
<td>$621,303.56</td>
<td>$562,412.84</td>
<td>$153,062.61</td>
<td>$230,833.89</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$862,080.28</td>
<td>$743,685.94</td>
<td>$139,285.52</td>
<td>$146,741.79</td>
<td>$2,095,305.46</td>
<td>$1,994,517.15</td>
<td>$379,826.68</td>
<td>$413,614.23</td>
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<td><strong>Total Expenditures</strong></td>
<td>$683,508.33</td>
<td>$712,568.01</td>
<td>$120,862.16</td>
<td>$103,531.39</td>
<td>$1,028,889.24</td>
<td>$973,915.81</td>
<td>$486,995.70</td>
<td>$471,195.34</td>
</tr>
</tbody>
</table>

#### Revenues:
- **Tuition/Fees**: $74,339.29, $42,460.67
- **Sales**: $3,533.77, $3,999.83
- **Interest**: $379,826.66, 413,614.23
- **Rent**: $2,017,151.68, 1,948,056.65
- **Miscellaneous**: $280.72

#### Expenditures:
- **Revenues**:
  - **Personal Services**: $27,457.31, $23,391.49
  - **Payroll costs/Benefits**: $85,258.71, 88,008.04
  - **Materials & Supplies**: $3,499.59
  - **Travel**: $567,775.36, 562,984.14
  - **Vehicle Rental & Internal Services**: $977.39
  - **Repairs**: $31,70
  - **Student Aid Grants**: $67.50, 602.00
  - **Bad Debt Expense**: $23,617.50, 13,278.03
  - **Equipment**: $142,335.38
  - **Interest Expense**: $97,838.68
  - **Principal Payment**: $47,838.68
  - **Debt Service Admin**: $32,100.00

#### Financial Summary Comparison for Period Ending January 31

<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>$178,571.95</td>
<td>$31,117.93</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>$897,236.39</td>
<td>$921,589.48</td>
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<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$1,075,808.34</td>
<td>$952,707.41</td>
</tr>
</tbody>
</table>
# Financial Summary Comparison for Period Ending January 31

## SOUTHWESTERN OREGON COMMUNITY COLLEGE

### Enterprise Fund

<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
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</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Tuition/Fees</td>
<td>$33,122.96</td>
<td>$35,155.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$1,586,250.00</td>
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<td>Sales</td>
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<td>-</td>
<td>11,345.10</td>
<td>11,859.64</td>
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<td>Interest</td>
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<td>-</td>
<td>1,125.00</td>
<td>750.00</td>
<td>5,500.00</td>
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<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19,362.71</td>
<td>10,985.17</td>
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<tr>
<td>Miscellaneous</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Transfers from other funds</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$33,122.96</td>
<td>$35,155.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$1,618,082.81</td>
<td>$1,808,594.81</td>
<td>$5,500.00</td>
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<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
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<th>FY13-14</th>
<th>FY12-13</th>
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<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>$13,410.25</td>
<td>$10,772.08</td>
<td>$4,259.00</td>
<td>$7,900.00</td>
<td>$432,369.78</td>
<td>$475,388.00</td>
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<tr>
<td>Payroll costs/Benefits</td>
<td>2,840.02</td>
<td>2,780.87</td>
<td>537.08</td>
<td>1,205.67</td>
<td>145,494.88</td>
<td>192,926.68</td>
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<td>-</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>2,103.29</td>
<td>45.87</td>
<td>11,111.01</td>
<td>7,272.07</td>
<td>437,749.02</td>
<td>444,471.36</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>5,284.07</td>
<td>4,915.60</td>
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<td>Purchased Services</td>
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<td>Materials for Resale</td>
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<td>-</td>
<td>-</td>
<td>20,149.50</td>
<td>40,727.03</td>
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<td>Vehicle Rental &amp; Internal Services</td>
<td>-</td>
<td>-</td>
<td>3,028.68</td>
<td>2,451.74</td>
<td>7,145.30</td>
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<td>Repairs</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>15,397.60</td>
<td>7,300.84</td>
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<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>34,846.00</td>
<td>50,443.00</td>
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</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>Repairs</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(5,080.31)</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>54,641.10</td>
<td>45,176.59</td>
<td>4,269.25</td>
<td>4,119.25</td>
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<tr>
<td>Principal Payment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>509.25</td>
<td>507.77</td>
<td>-</td>
<td>90.00</td>
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<tr>
<td>Transfers to other funds</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$20,238.50</td>
<td>$18,493.15</td>
<td>$26,075.98</td>
<td>$25,688.19</td>
<td>$1,283,657.31</td>
<td>$1,380,115.97</td>
<td>$7,525.72</td>
<td>$10,670.61</td>
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<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>$12,884.46</td>
<td>$16,661.85</td>
<td>$21,943.02</td>
<td>$24,954.81</td>
<td>$334,425.50</td>
<td>$428,478.84</td>
<td>$(2,025.72)</td>
<td>$(10,670.61)</td>
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<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
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<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>$18,368.66</td>
<td>$35,573.14</td>
<td>$20,423.03</td>
<td>$37,427.90</td>
<td>$(847,553.00)</td>
<td>$(1,325,221.08)</td>
<td>$107,517.65</td>
<td>$89,122.46</td>
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<table>
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<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$31,253.12</td>
<td>$52,234.99</td>
<td>$42,366.05</td>
<td>$62,382.71</td>
<td>$(513,127.50)</td>
<td>$(896,742.24)</td>
<td>$105,491.93</td>
<td>$78,451.85</td>
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</tbody>
</table>
**SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT**
**BOARD OF EDUCATION**

**INFORMATION ONLY**
Prepared by: Rachele Summerville, 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>Jezra Gouley - CCLSD Courier Driver</td>
<td></td>
<td>SP</td>
<td></td>
</tr>
<tr>
<td>Molly Keller - High School Credit Recovery Classroom Aide (10-19)</td>
<td></td>
<td>SP</td>
<td></td>
</tr>
<tr>
<td>Sharon Hartung - Family Center Cook</td>
<td></td>
<td>GF</td>
<td></td>
</tr>
<tr>
<td>Dan Thibault – Men’s Soccer Coach</td>
<td></td>
<td>GF</td>
<td></td>
</tr>
</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>Campus Security Officer, Unarmed 10-19 hr</td>
<td></td>
<td></td>
<td>GF</td>
</tr>
<tr>
<td>In District High School Relations Coordinator</td>
<td></td>
<td></td>
<td>GF</td>
</tr>
<tr>
<td>Executive Director of Resource Development and College Foundation</td>
<td></td>
<td></td>
<td>GF</td>
</tr>
<tr>
<td>Curriculum Technician</td>
<td></td>
<td></td>
<td>GF</td>
</tr>
</tbody>
</table>

**KEY:**  
GF=General Fund  
*SP=Special Projects  
*EF=Enterprise Fund  
*Contingent on funding
SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

January 27, 2014

ATTENDANCE
Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen (Chair) * Judy May-Lopez *
Susan Anderson *
Tim Bishop *
David Bridgham *
Rick Howell * (conf ph)

Staff/ExOfficios
Patty Scott (President) * Deb Nieholls *
Vickie Brumit Ron Olson
Cheryl Davies Rebecca Otterbach
Karen Domine Janet Pretti *
Mike Herbert Diana Schab
James Ingram Rachele Summerville *
Bernadette Kapocias Ross Tomlin *
Rod Keller Mike Turner
Linda Kridelbaugh Shawn Warren
Charlie Kloss Joseph Wilson
Rocky Lavoie *

*Also present at Executive Session

Guests
DJ Anderson Joe Colo
Aminata Cole

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

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:30 to 5:57 p.m.:
• (d) Labor Negotiations – The Board was briefed on labor management session and issues.
• (e) Property – Discussion occurred on Coos and Curry properties.
• (i) Personnel – The Board was apprised of staff on leave.

RECONVENED
Chair Jensen reconvened the open session at 6:02 p.m.

AGENDA CHANGES
ADDED: New Business, Jenzabar Maintenance, Exhibit # 12 C 1

INTRODUCTIONS
EMPLOYEES, EXHIBIT # 5 A
The following new employees were introduced to the Board:
• Joseph Wilson, Campus Security Officer
• Shawn Warren, Assistant to OCCI Executive Director
• Rebecca Otterbach, Talent Search/Upward Bound Office Coordinator
STUDENT ATHLETES OF THE MONTH (January)
The following athletes were introduced to the Board:
- DJ Anderson, Men’s Basketball
- Aminata Cole, Women’s Basketball

PRESENTATION
012-13 Audit, Exhibit # 6 A
Joe Colo from Hough, MacAdam and Wartnik briefed the Board on the report. He commended the
staff on their efforts and noted that the new Jenzabar software proved challenging. It was a clean
audit - no findings were found.

M01/14-I
Susan Anderson’s motion to approve the 2012-13 Audit, as presented, was seconded by
Rick Howell. Upon call for the vote, the MOTION PASSED unanimously.

OSU OPEN CAMPUS
Deferred to a future meeting.

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

COLLEGE REPORTS
PRESIDENT’S REPORT
Draft of 2014-15 Achievement Compact Targets (HB3120), Exhibit # 8 A 1
Copies of the draft compact were included in the meeting materials. President Scott explained the
document and noted that even though all the data had not been received from the State, the
College was in compliance with HB 3120 that states that a draft must go to the Board by February
1st. She added that various campus groups had reviewed the draft compact (College Council,
Instructional Council, Managers, Faculty Senate) and that the final compact would go to the
Budget Committee in May and the Board in June.

President Scott briefed the Board on the areas where the numbers had fluctuated since last year’s
compact, noting that they were due to changes in GED testing, auto awarding of certificates and
degrees, and changes in developmental writing and math. She added that a regional compact was
being developed for Coos, Curry and Western Douglas counties.

Office of Civil Rights
President Scott explained that there hadn’t been an official visit for 12 years and that this visit was
a result of erroneous data reported - not a complaint. Administration viewed the visit positively as
it ensures that the College is in compliance and welcomed the team’s feedback. The team will
return in February to complete the facilities review. Scott indicated that all of the items will be
tracked to show resolution and a report will be shared with the Board once compiled.

FINANCIAL REPORTS, EXHIBITS # 8 B - 8 B 4
Copies of the reports were included in the meeting materials and Business Manager Ron Olson
briefed the Board. It was noted that the College had borrowed against its line of credit four
times and that April’s support payments actually arrive in July during the second year of the
biennium. The practice of deferring the April payment was only supposed to be for one year
(2003-04) in order for the State to balance their budget. However, it has continued.

SUCCESS INDICATOR
#9, Employee Satisfaction, Exhibit # 8 C 1
Copies of the report were included in the meeting materials and Executive Director Rachele
Summerville briefed the Board.
CONSENT AGENDA

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

M01/14-2
Judy May-Lopez’s motion to approve the Consent Agenda, as presented, was seconded by David Bridgham. 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 25, 2013 and December 9, 2013, Exhibit 9 A.

OLD BUSINESS
There was none.

PUBLIC COMMENT
Bernadette Kapocias addressed the Board on the accuracy of the November 25, 2013 minutes. She stated that she submitted a request for information for the meeting recording. Cheryl Davies added that the concern was concerning Early Retirement.

NEW BUSINESS

BOARD POLICIES – 1ST READINGS
Copies of the policies were included in the meeting materials.
- 7020, Hiring of College Staff, Exhibit # 12 A 1
- 7025, Position Descriptions, Exhibit # 12 A 2
- 7090, Mother-Friendly Workplace, Exhibit # 12 A 3
Second readings are scheduled to occur on February 24, 2014.

BOARD POLICIES – 2ND READINGS
Copies of the policies were included in the meeting materials. Following a first reading on November 25, 2013, a second reading occurred on each of the following policies:
- 7190, Faculty Selection, Exhibit # 12 B 1
  - Clarification was provided on why the process was different for FT verses PT faculty. PT faculty are term-by-term employees. Therefore, they are handled by the Chief Academic Officer rather than the President.
- 7026, Staffing Definitions, Exhibit # 12 B 2
- 7080, Reporting Suspected Child Abuse, Exhibit # 12 B 3

M01/14-3
Susan Anderson’s motion to approve the policies, as presented, was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously. The policies will be posted on the Board’s Web page.

JENZABAR MAINTENANCE, EXHIBIT 12 C
Copies of the resolution were distributed at the meeting and Director Rocky Lavoie briefed the Board.

M01/14-4
Susan Anderson’s motion to approve payment to Jenzabar in the amount of $66,054 for the 2013-14 annual software maintenance for Jenzabar software agreement covering the college-wide Enterprise Information System software was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

EX-OFFICIO

WRITTEN REPORTS
Copies of the written reports were included in the meeting materials.

Associated Student Government President Charlie Kloss highlighted the following:
- Two new directors for communications and sustainability are now in place
- Fifty OCCSA voter registration cards were collected in the past week
- Budget review underway to ensure funding for the year’s remaining activities
- Additional Red Cross blood drive being planned for the end of April

UNIT

WRITTEN REPORTS
Copies of the written reports were included in the meeting materials.

President Scott mentioned that the seven topics from the winter in-service activity were moving forward in more detail to already established campus groups and one newly developed one.
CORRESPONDENCE

Copies of Ningxin Shen’s email re: Honor Roll and *The World* article on the January 16, 2014 Beach Clean-up were included in the meeting materials.

**ADJOURNMENT**

There being no further business, Chair Jensen adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary
**BP: 7020**

**HIRING OF COLLEGE STAFF**

The Board of Education will select and determine the period of appointment for the President of the College and may establish related policies and procedures.

The President has the authority to make hiring and termination decisions of all other College employees and shall establish procedures and guidelines to be followed in making these decisions.

**Bargaining Unit Employees:**

Hiring for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, board policies and administrative policy and procedure shall apply.

**END OF POLICY**

**Legal Reference(s):**
OAR 589-008-0100
BP: 7025

POSITION DESCRIPTIONS

The Board requires that a comprehensive job description be developed for each regular position in the college.

The President will ensure that job descriptions will be reviewed and revised, as needed.

END OF POLICY

Legal Reference(s):
OAR 589-008-0100(1)(c)
BP: 7090

MOTHER FRIENDLY WORKPLACE

The Board recognizes that a normal and important role for mothers is to have the option and ability to provide for their child’s personal feeding requirements in the workplace. The President will take measures to ensure that all College employees shall be provided with an adequate location for the expression of milk or breast feeding.

END OF POLICY

Legal Reference(s):
ORS 243.650
ORS 653.077
ORS 653.256 OAR 839-020-0051
BP: 4016

CLOSURE OF PUBLIC HIGH SCHOOLS

It is the policy of the Southwestern Oregon Community College District not to initiate any special programs/classes for high school students in reaction to the closing or the pending closure of a public school.

END OF POLICY

Legal Reference(s):

Administrative Policies and Procedures:

9.068

DATE OF ADOPTION: 12/15/86
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: 01/22/96 when changed to Administrative Policy # 9.068
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Consider extending the appointment of the Board of Education Insurance Agent of Record.

DISCUSSION / HISTORY

On June 30, 2014, Abel Insurance Agency will have completed a three-year contract. The Board may extend the Insurance Agent of Record’s appointment for two more years.

OPTIONS / ANALYSIS

1. Approve the Insurance Agent of Record’s appointment for a two-year extension; OR


TIMING

Abel Insurance Agency’s three-year contract expires on June 30, 2014.

BUDGET IMPACT

There is no budget impact for this decision. Funds have already been budgeted to pay the Insurance Agent of Record for their work.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints Abel Insurance Agency as the Board of Education Insurance Agent of Record for a two-year extension.
Southwestern Oregon Community College District  
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Consider extending the appointment of the Board of Education Labor Attorney.

DISCUSSION / HISTORY

On June 30, 2014, Garrett Hemann Robertson will have completed a three-year contract. The Board may extend the Labor Attorney’s appointment for two more years.

OPTIONS / ANALYSIS

1. Approve the Labor Attorney’s appointment for a two-year extension; OR


TIMING

Garrett Hemann Robertson’s three-year contract expires on June 30, 2014.

BUDGET IMPACT

There is no budget impact for this decision. Funds have already been budgeted to pay the College Labor Attorney for their work.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints Garrett Hemann Robertson as the Board of Education Labor Attorney for a two-year extension.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Reappoint Timm Slater and Mike Gaudette to three-year terms of office on the Southwestern Oregon Community College Board Budget Committee, with terms expiring June 30, 2016.

HISTORY
Three positions on the College’s Budget Committee are currently vacant. All three positions expired as of June 30, 2013. Both Slater and Gaudette 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 12, 2014 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 Timm Slater and Mike Gaudette to three-year terms of office on the Southwestern Oregon Community College Budget Committee, with terms expiring June 30, 2016.
Southwestern Oregon Community College District
Board of Education

Prepared by: Dr. Patty Scott, President

ACTION UNDER CONSIDERATION
Increase the Tuition Per Credit Rate from $85 per credit to $87 per credit becoming effective summer term 2014.

DISCUSSION/HISTORY
At the September 28, 1998 Board of Education meeting, Administrative Policy #9.014 was revised as follows:

“Tuition shall be adjusted for inflation by the July-to-July change in the consumer price index (Portland CPI-U) rounded to the nearest dollar. A copy of the revised tuition schedule will be forwarded to the Board of Education for review during the January Board of Education meeting. A CPI adjustment to tuition does not prevent the Board of Education from considering and approving other changes in the tuition schedule.”

The Portland-CPI for July 2012 to June 2013 is 2.2% which would result in a $2 tuition increase to $87 per credit. The increase will keep Southwestern comparable to other Oregon Community Colleges and is necessary due to extreme reductions in state support and increases in PERS rates.

By Board policy, International Tuition Rate is three times Tuition Per Credit Rate and the Audit Tuition Rate is one-half of Tuition Per Credit Rate.

Additional Information:
HEPI: http://www.commonfund.org/CommonfundInstitute/HEPI/HEPI%20Documents/HEPI_2010_Table.pdf
http://en.wikipedia.org/wiki/HEPI
http://www.forecasts.org/cpi.htm

BUDGET IMPACT
It is projected this increase will result in $105,000 of additional revenue for the same billing credits.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the Tuition Per Credit Rate of $87 per credit, effective summer term 2014.
Southwestern Oregon Community College District
Board of Education

Prepared by: Dr. Patty Scott, President

ACTION UNDER CONSIDERATION

Approve changes in the Fee Schedule for the 2014-2015 academic year, effective summer term 2014.

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 2012 to June 2013 is 2.2% which would result in a Per Credit Incidental Fee from $25 to $26 per credit; Per Course Registration Fee from $27 to $28 per course, and a Distance Education Fee from $31 to $32 per class. The increase will keep Southwestern comparable to other Oregon Community Colleges and is necessary due to extreme reductions in state support and increases in PERS rates.

AEMT (Advanced Emergency Medical Technician) courses require significant lab materials, lab instructors, medical director oversight, and records documentation to meet the Oregon DHS requirements for this licensure preparation coursework. The proposed fee will cover the cost of these expenses. The requirements of the AEMT coursework is greater than that of the EMT Basic and less than that of the Paramedic coursework and, as such, the fee falls between the fees assessed for those programs. NOTE: The actual course numbers will be added to the fee schedule once they are received from the state approval process.

Volunteer firefighters are allowed to take Southwestern Fire Science courses without being assessed our standard tuition and fees. The College currently charges a per course fee that varies between $10 and $50 to cover the cost of class materials and lab instruction. This proposed change will authorize a consistent fee of $50 per Fire Science course to be assessed of students enrolling as volunteer firefighters.

While Southwestern still accepts CLEP from other schools, CLEP testing is no longer administered at the College.

GED testing is now conducted by Pearson VUE and all fees are paid directly to them.
BUDGET IMPACT

It is projected additional revenue is $75,000.

TIMING

The proposed changes will become effective summer term 2014. 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 the changes in the Fee Schedule, as presented, for the 2014-2015 academic year, effective summer term 2014.
# Southwestern Oregon Community College Fee Schedule

<table>
<thead>
<tr>
<th>Fee Title/Description</th>
<th>2013-2014 Fees</th>
<th>2014-2015 PROPOSED Fees Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Incidental</td>
<td>25.00</td>
<td>26.00</td>
</tr>
<tr>
<td>Per Course Registration</td>
<td>27.00</td>
<td>28.00</td>
</tr>
<tr>
<td>Distance Education (Per Course)</td>
<td>31.00</td>
<td></td>
</tr>
<tr>
<td>Self-Support Courses</td>
<td>At Cost</td>
<td></td>
</tr>
<tr>
<td>Program or Course Associated/Required</td>
<td>At Cost</td>
<td></td>
</tr>
<tr>
<td>ALSP (Per Term/Unlimited Courses)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Music Individual Lessons (1 credit)</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Music Individual Lessons (2 credits)</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Nursing Application</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Nursing Deposit</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Nursing Program - First Year</td>
<td>3,250.00</td>
<td></td>
</tr>
<tr>
<td>Nursing Program - Second Year</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>EMT – Basic (EMT151, EMT152 – Per Course)</td>
<td>225.00</td>
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<tr>
<td>AEMT (A &amp; B Classes – Per Course)</td>
<td>350.00</td>
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<tr>
<td>Paramedic (EMT296, EMT297, EMT298, EMT280F – Per Course)</td>
<td>500.00</td>
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<tr>
<td>Fire Science (Volunteer Sections Only – Per Course)</td>
<td>50.00</td>
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<tr>
<td>Culinary Deposit</td>
<td>250.00</td>
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<tr>
<td>Student Housing Deposit</td>
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<tr>
<td>Challenge (Per Credit)</td>
<td>1/2 tuition</td>
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<tr>
<td>Compass Test (Initial)</td>
<td>15.00</td>
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<tr>
<td>Compass/Asset Tests (Retake all 3)</td>
<td>15.00</td>
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<tr>
<td>Compass/Asset Test (Retake Individual)</td>
<td>5.00</td>
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<tr>
<td>Compass/Asset Test (For Another School)</td>
<td>15.00</td>
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<tr>
<td>CLEP Test Proctoring</td>
<td>25.00</td>
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<tr>
<td>CLEP Test – Paid by student directly to CLEP</td>
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<tr>
<td>ODA Oregon Department of Agriculture (Paper)</td>
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<tr>
<td>ODA Oregon Department of Agriculture (Computer)</td>
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<tr>
<td>Test Results Sent to Another College</td>
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<tr>
<td>GED Testing</td>
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<tr>
<td>GED Retest (Per Test)</td>
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<tr>
<td>LPGI Test</td>
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<tr>
<td>Meyer Briggs Test</td>
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<td>Strong Interest Inventory</td>
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<tr>
<td>Other Proctored Tests</td>
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<tr>
<td>Application for Admission</td>
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<tr>
<td>Calculator Rental (Per Term)</td>
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<tr>
<td>Catalog (Mailed Request)</td>
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<td>Catalog (Bookstore Purchase)</td>
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<tr>
<td>Duplicate Diploma</td>
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<tr>
<td>NSF</td>
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<tr>
<td>Official GED Transcript</td>
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<td>drop</td>
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<tr>
<td>Service</td>
<td>Fee</td>
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<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Transcript (After 7 Per Academic Year)</td>
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<tr>
<td>Administrative Withdrawal</td>
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<tr>
<td>Late Registration (After Last Day to Withdraw w/o Grade)</td>
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<td>Late Registration (After the End of the Term)</td>
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<tr>
<td>Payment Plan Setup</td>
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<tr>
<td>Academic Reinstatement</td>
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<tr>
<td>Faxes</td>
<td>4.00</td>
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<tr>
<td>Printing (Black &amp; White – Per Sheet)</td>
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<tr>
<td>Printing (Color – Per Sheet)</td>
<td>0.25</td>
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