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”

Board of Education Meetings

Monday, March 23, 2015

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

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, March 23, 2015

AGENDAS with Estimated Timelines––

1. WORK SESSION

2. CALL OPEN SESSION TO ORDER

3. 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

4. RECONVENE INTO OPEN SESSION (immediately following Executive Session)

5. AGENDA CHANGES

6. INTRODUCTIONS
   A. Employees, Exhibit # 5 A
      New to College
      • Kelsey Guenther, Foundation & Resource Coordinator

7. BOARD DEVELOPMENT
   A. Presentations
      1) OSU Open Campus Presenter: Meggan McLarrin

8. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 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
      • 11/4-6/15, OCCA Conference, Salishan
   B. Board Operations
      1) OCCA Report, Exhibit # 8 B 1
      2) Budget Committee Appointment – Andrew Gordon, Exhibit # 8 B 2

9. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit #9 B
      Presenter: Kathy Dixon
      1) Statement of Budget and Revenue and Expenditures – General Fund, Exhibit # 9 B 1
      2) Statement of Revenue and Expenditures – All Funds, Exhibit # 9 B 2
      3) Enterprise Fund Categories, Exhibit # 9 B 3
      4) Statement of Revenue and Expenditures - Enterprise Fund, Exhibit # 9 B 4
   C. Success Indicators
      1) #5, Student Engagement – CCSSE, Exhibit # 9 C 1
      2) #15, Fiscal: Cash Flow Responsibiliti, Exhibit # 9 C 2
      3) #16, Fiscal: Responsibilities – All Funds, Exhibit # 9 C 3
4) #17, Fiscal: Enterprise Fund Responsibilities, Exhibit # 9 C 4
D. Hiring Matrix, Exhibit # 9 D

10. CONSENT AGENDA
A. February 23, 2015 Meeting Minutes, Exhibit # 10 A

11. OLD BUSINESS
A. Board Policy Review – 2nd 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

12. PUBLIC COMMENT

13. NEW BUSINESS
A. 2015-16 Tuition, Exhibit # 13 A
B. 2015-16 Housing Rates, Exhibit # 13 B
C. TAACCCT Round 4 Grant – College to Careers (C2), Exhibit # 13 C
D. TAACCCT Grant Third Party Evaluator Contract (Pacific Research & Evaluation, LLC), Exhibit # 13 D
E. TAACCCT Grant Labor Market Information Contract, Exhibit # 13 E

14. CORRESPONDENCE/INFORMATION
   • CSCAA Letter dated March 5, 2015 re: Women’s Swim Team

15. 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.

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INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:
Kelsey Guenther - Foundation & Resource Coordinator (Part - Time MASSC)

Education:
Bachelor’s in Communications – Pacific Lutheran University, Tacoma, WA

Recent Work Experience:
Director of Sales & Marketing – 2014 - 2014, Your Space Designs, Coos Bay, OR
Account Manager – 2004 – 2014, Waggener Edstrom Communications, Lake Oswego, OR
March 2015

TO: Community College Boards
RE: Oregon Community College Association Update

1. TEXTBOOK COST REFORMS CONSIDERED

How are your students supposed to learn with materials they can’t afford and are not buying?

In Oregon, community colleges and board members are leading the conversation at the state level about how to potentially save students hundreds of dollars a term in text-related costs.

Q: Why are we talking about textbooks?
A: Textbook savings are a hot button issue right now across the nation and Oregon lawmakers want to find real solutions that can help to address the skyrocketing costs of higher education. An added incentive for lawmakers: Textbook cost-suppression strategies allow for potentially substantial savings to students without a commensurate investment of state dollars.

Q: What’s happening on your campus to help students save?
A: There also are various efforts across the state at individual campuses to help manage the costs of texts and educational materials for students. Those varied strategies can include book rentals and leasing. What is happening on your campus?

Q: What role should the state take?
A: It is too soon to say what a state strategy might look like, and this is where policymakers will turn to local leaders for advice. Lawmakers have heard about “Open Education Resources,” for instance. Should there be a state-level strategy? Should it be individual campus driven? Should it involve consortiums? Should universities and community colleges be combined in any effort? What if anything should the HECC do?
Several textbook-related bills have been introduced and legislators have expressed bipartisan interest. Your feedback will help the debate as legislation evolves at the Capitol.

Q: What can your board and institution do to help your students better afford educational materials?
A: Do you have ideas? An Arizona college set a goal of helping its students save $5 million over five years.

• We discussed “open educational resources” at our 2014 conference: An education entity licenses materials, contracts with authors and then makes the works available to students online for free or almost free.
2. BUDGET HEARINGS ON THE HORIZON

• The debate about the state budget directly impacts your campus. Depending on the appropriation and the size of your college, it could impact a few employee FTE -- or it could mean the sustainability of a CTE program. Student success, student experience and student opportunities will be impacted.

• What can board members do? This is a big deal. Voices from across Oregon are vital. Come to Salem and pack the hearing room, or follow online. Offer written testimony for the public hearing. The date is in flux and we will keep you posted.

• The state’s “Purpose Statement” for community college funding says:

“It is in the state’s interest to support a strong local community college system that meets local, regional and state economic and workforce development needs. Short and long-term interests include the consideration of such things as comparable District funding capability, maintaining small districts as a means of educational access and stable, predictable funding. Oregon’s community college distribution formula is designed to provide a financial foundation to support undergraduate and lower-division education, career technical education, remedial education, local response to workforce training, and other educational services necessary at the local and state level.”

• Budget hearings will occur in front of the Joint Ways and Means Subcommittee on Education, which is chaired by Sen. Rod Monroe (D-Portland) and Rep. Betty Kompp (D-Woodburn). The community college support fund is now part of the overall budget for the Higher Education Coordinating Commission.

• To reach the vision of Oregon’s 40-40-20 goals, colleges would need an appropriation of $650 million. However, given the fiscal realities including a projected tax kicker refund in 2015, we will ask for a budget of at least $550 million for the Community College Support Fund -- plus additional funds for career and technical training and for targeted efforts to help those who separate from high school to get the education they need to land good jobs.

• The OCCA worked successfully to help boost the initial target for community colleges, which was $500 million by former Gov. Kitzhaber.

• The Ways and Means blueprint, released in January, calls for:
  • Community College Support Fund: $535 million.
  • The Co-Chairs propose increasing the Community College Support Fund by $15 million and university support by $15 million in the final budget should additional revenue become available.
  • Covers anticipated debt service needs for state-issued debt for projects at community colleges and public universities.
  • A $60 allotment would be shared among various investments in early education, STEM, CTE, pre-kindergarten and home visits.

• Key questions that will impact students on every campus: What does a $535 million appropriation buy? $550 million? $650 million?

3. ALL OREGON ACADEMIC TEAM EVENT IS APRIL 30

• Mark your calendar and plan to attend to honor two high achieving students from each college: The annual OCCA “All-Oregon Academic Team” Event will recognize the work and also the potential of these students with an April 30 gala brunch at the Salem Conference Center.
  • A block of rooms is reserved at the Grand Hotel.
  • Turn on the spotlight on campus! Be sure to recognize their efforts. Inform student and local media. Their stories illustrate that hard work pays off, and that community colleges benefit every community.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Appoint Andrew Gordon to the vacant Southwestern Oregon Community College Board Budget Committee position, with term expiring June 30, 2016.

HISTORY
One position on the College’s Budget Committee remains vacant following the appointment of Ken Messerle to Board position # 3. Candidates were solicited through advertisement in the local media resulting in one individual expressing interest.

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 5:30 p.m. in Tioga 505. Appointment of the vacant position 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 Andrew Gordon to the vacant Southwestern Oregon Community College Budget Committee position, with term expiring June 30, 2016.
Southwestern Oregon Community College
Budget Committee Application
Candidate Information Form

Name: Andrew
First
Initial
Last

Date of Application: 3 10 2015
Month Day Year

Occupation (If application): Business Manager

Home Phone: 801·472·7276 Business Phone: 541·269·5353
E-Mail: andrew@southcoastfamilydentisty.com

Home Address: 1880 14th St.
North Bend, OR 97459

Business Address: 1250 Thompson Rd
Coos Bay, OR 97420

Number of years you have been a college district resident: 1 year

Have you worked on any college/school committees or served as a college/school board member:
Yes X No If yes, which committees and/or boards?

Please list other community/business activities and/or prior governmental experience:
Board Member, Coos Bay Downtown Association
Board Member, Egyptian Theatre Preservation Association
Rotary Club, Boy Scouts of America, The Church of Jesus Christ of Latter-day Saints

Why do you want to serve as a Budget Committee member?
I enjoy numbers and planning. I'm interested in the budgeting process

What qualifications do you have that will help you to be a member of the Southwestern Budget Committee?
12 years Business management experience
Education

Name of Institution | Location | Dates
--- | --- | ---
Central High School | Independence, OR | 1997-2001

References (Optional)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pohly Scott</td>
<td></td>
<td>President Swocc</td>
<td></td>
</tr>
<tr>
<td>Greg Ruyar</td>
<td></td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td>Timm Slater</td>
<td></td>
<td>E.D. BACC</td>
<td></td>
</tr>
<tr>
<td>Jayson Worthk</td>
<td></td>
<td>CPA</td>
<td></td>
</tr>
</tbody>
</table>

Occasionally, an application form makes it difficult for an individual to adequately summarize their background. To assist the Board of Education, use the space below to summarize any additional information necessary to describe your full qualifications. Attach additional pages if necessary.

Certificate of Application

I hereby certify that I have been a resident of the Southwestern Oregon Community College District for at least one year immediately preceding the appointment and that the above information is true and correct. I also authorize the Board of Education or the designee of the Board to verify any information contained in this application. If selected, I agree to support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of the Office of College Budget Committee member to the best of my abilities.

Date: 3-10-15  Signature of Applicant: 

Instructions: Return this application to the President's Office at Southwestern Oregon Community College, 1988 Newmark, Coos Bay, Oregon 97420; via email to dnicholls@socc.edu; or fax to 541-888-3258.

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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 February 28, 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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<td>Beginning Fund Balance (July 1, 2014)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Designated (see Note 1)</td>
<td>-</td>
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<tr>
<td>Undesignated</td>
<td>$2,171,492.06</td>
<td>$2,000,000</td>
<td>$171,492.06</td>
<td>108.6%</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>$6,274,885</td>
<td>$(1,521,127.84)</td>
<td>75.8%</td>
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<td>Federal Support</td>
<td>$924.04</td>
<td>$5,589.33</td>
<td>$(4,465.30)</td>
<td>41.4%</td>
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<td>Local Support (Taxes)</td>
<td>$54,273.66</td>
<td>$4,814,276.85</td>
<td>$5,284,483</td>
<td>91.1%</td>
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<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>$5,415.10</td>
<td>$4,003,291.63</td>
<td>$6,275,912</td>
<td>(63.8%)</td>
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<tr>
<td>Interest Earnings</td>
<td>$16,718.95</td>
<td>$76,167.75</td>
<td>$28,000</td>
<td>48,167.75</td>
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<tr>
<td>Other Income</td>
<td>$12,255.74</td>
<td>$328,842.10</td>
<td>$512,670</td>
<td>(183,827.90)</td>
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<tr>
<td>Loan Proceeds</td>
<td>-</td>
<td>$2,200,000.00</td>
<td>$4,860,000</td>
<td>(2,660,000.00)</td>
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<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>-</td>
<td>$669,906</td>
<td>(669,906.00)</td>
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<tr>
<td>Total Revenues</td>
<td>$89,587.49</td>
<td>$16,181,924.82</td>
<td>$23,919,356</td>
<td>$(7,737,431.18)</td>
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<td>Total Resources Available</td>
<td>$18,353,416.88</td>
<td>$25,919,356</td>
<td>$(7,565,939.12)</td>
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<tr>
<td>Expenditures:</td>
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<tr>
<td>Personnel Services</td>
<td>$797,940.45</td>
<td>$5,688,124.73</td>
<td>$9,170,167</td>
<td>$3,482,042.27</td>
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<td>Payroll Taxes &amp; Benefits</td>
<td>$306,090.93</td>
<td>$2,527,457.60</td>
<td>$4,468,790</td>
<td>$1,941,332.40</td>
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<td>Materials &amp; Services (Net of Waivers)</td>
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<td>$2,087,352.72</td>
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<td>Capital Outlay</td>
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<td>-</td>
<td>$60,000</td>
<td>$60,000.00</td>
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<td>Debt Service:</td>
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<td>Principal</td>
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<td>$2,200,000.00</td>
<td>$4,860,000</td>
<td>$2,660,000.00</td>
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<td>Administrative Fees &amp; Interest</td>
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<td>$27,487.50</td>
<td>$35,000</td>
<td>$7,512.50</td>
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<td>Transfer to Other Funds</td>
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<td>$700,509.91</td>
<td>$1,970,487</td>
<td>$1,269,977.09</td>
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<tr>
<td>Total Expenditures</td>
<td>$1,308,990.11</td>
<td>$13,230,932.46</td>
<td>$24,099,356</td>
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<td>Revenues over (under) expenditures</td>
<td>$(1,219,402.63)</td>
<td>$2,950,992.36</td>
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<tr>
<td>Ending Fund Balance</td>
<td>$5,122,484.42</td>
<td>$1,820,000</td>
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</table>
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds  
For the Periods Ending February 28, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>State Support</td>
<td>$4,753,757.16</td>
<td>$4,233,398.91</td>
<td>$496,568.00</td>
<td>$366,865.00</td>
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<td>Federal Support</td>
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<tr>
<td>Local Support (Taxes)</td>
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<td>4,646,198.88</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>4,003,291.63</td>
<td>4,036,830.62</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Interest Earnings</td>
<td>76,167.75</td>
<td>50,658.80</td>
<td>22.9</td>
<td>1,442.45</td>
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</tr>
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<td>Other Income</td>
<td>328,842.10</td>
<td>406,950.75</td>
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<td>Other Grant Income and Loans</td>
<td>2,200,000.00</td>
<td>3,800,000.00</td>
<td>223,531.00</td>
<td>148,522.50</td>
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<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>16,181,924.82</td>
<td>17,178,934.33</td>
<td>6,470,558.60</td>
<td>6,559,776.85</td>
<td></td>
</tr>
</tbody>
</table>

| **Expenditures:**   |                      |                             |                             |                               |                  |
| Personal Services   | 5,688,124.73         | 5,510,692.22                | 46,842.12                   | 59,909.41                     |                  |
| Payroll Taxes & Benefits| 2,527,457.60  | 2,541,700.39                | 187.21                      | -                             |                  |
| Materials & Services (Net of Waivers)| 2,087,352.72 | 2,025,964.08                | 6,474,313.00                | 6,537,966.00                  |                  |
| Capital Outlay       | -                    | 43,282.83                   | -                           | 96,150.47                     |                  |
| Debt Service:        |                      |                             |                             |                               |                  |
| Principal            | 2,200,000.00         | 4,698,075.00                | -                           | -                             |                  |
| Interest & Administrative Fees| 27,487.50 | 18,972.57                   | -                           | -                             |                  |
| Transfers to Other Funds| 700,509.91  | 652,307.04                  | -                           | 27,165.44                     |                  |
| **Total Expenditures**| 13,230,932.46 | 15,490,994.13               | 6,521,342.33                | 6,597,875.41                  |                  |

| **Revenues Over (Under) Expenditures:**| 2,950,992.36 | 1,687,940.20 | (50,783.73) | (38,098.56) | (439,502.61) | (496,973.98) | 24,346.85 | (13,010.69) | (177,107.02) | (93,147.64) |
| **Fund Balance (July 1)**| 2,171,492.06 | 2,853,981.51 | -            | -            | 650,931.90 | 902,080.03 | 423,663.45 | 451,531.31 | 38,211.47 | 121,939.00 |
| **Fund Balance (End of Month)**| $5,122,484.42 | $4,541,921.71 | $(50,783.73) | $(38,098.56) | $211,429.29 | $405,106.05 | $448,010.30 | $438,520.62 | $(138,895.55) | $28,791.36 |

Exhibit # 9 B 2  
Date March 23, 2015
Southwestern Oregon Community College
Comparative Statement of Revenues and Expenditures - All Funds
For the Periods Ending February 28, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Federal Support</td>
<td>74,626.44</td>
<td>74,626.44</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>334,130.49</td>
<td>348,175.93</td>
<td>179,573.39</td>
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<td>5,313,232.53</td>
<td>5,268,161.17</td>
<td>124,200.84</td>
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</tr>
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</table>

|                      |                           |                               |                         |                              |
| Expenditures:        |                           |                               |                         |                              |
| Personal Services    | - -                       | - -                           | - -                     | - -                         |
| Payroll Taxes & Benefits | - -                   | - -                           | - -                     | - -                         |
| Materials & Services (Net of Waivers) | 141,660.08 | 173,640.37 | 2,286,572.71 | 2,419,223.84 |
| Capital Outlay       | - -                       | - -                           | - -                     | - -                         |
| Debt Service:        |                           |                               |                         |                              |
| Principal            | 307,394.99                | 255,730.66                    | - -                     | - -                         |
| Interest & Administrative Fees | - - | - - | - - | - - |
| Transfers to Other Funds | - -                   | - -                           | - -                     | - -                         |
| Total Expenditures   | 947,420.40               | 994,900.38                    | 284,262.15              | 313,772.93                  |
|                      | 4,022,615.97              | 4,121,531.90                  | 79,680.73               | 63,905.73                   |

Revenues Over (Under) Expenditures:

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<thead>
<tr>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fund Balance (July 1)</td>
<td>5,799.58</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>729,319.80</td>
<td>818,116.95</td>
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<td>Fund Balance (End of Month)</td>
<td>$ 59,726.40</td>
<td>$(19,099.62)</td>
<td>$ 1,230.86</td>
<td>$(47,582.89)</td>
<td>$ 2,019,936.36</td>
<td>$ 1,964,746.22</td>
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</table>
Enterprise Fund Categories

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

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

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

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

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

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

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

Neighborhood Facility: **Purchased Services** – insurance, heat, lights, water
SOUTHWESTERN OREGON COMMUNITY COLLEGE
Comparative Statement of Revenues and Expenses - Enterprise Funds
For the Periods Ending February 28, 2014 and 2015

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY14-15</th>
<th>Newmark Center FY14-15</th>
<th>Student Housing FY14-15</th>
<th>Dining Services FY14-15</th>
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<tbody>
<tr>
<td><strong>Revenues:</strong></td>
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<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>Sales</td>
<td>688,618.50</td>
<td>784,558.32</td>
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<td>4,607.85</td>
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<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>175,216.96</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,260.31</td>
<td>1,803.01</td>
<td>-</td>
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<tr>
<td>Transfer from other funds</td>
<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<td>175,216.96</td>
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<td><strong>Expenditures:</strong></td>
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<tr>
<td>Personnel Services</td>
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<td>52,266.95</td>
<td>27,328.12</td>
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<td>Payroll Costs/Benefits</td>
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<td>2,185.69</td>
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<td>27,668.12</td>
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<td>2,079.67</td>
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<td>666.00</td>
<td>-</td>
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<td>Student Aid Grants</td>
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<td>Bad Debt Expense</td>
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<td>Equipment</td>
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<tr>
<td>Interest Expense</td>
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<td>14,319.00</td>
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<td>Principal Payment</td>
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<tr>
<td>Debt Service Admin</td>
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<td>-</td>
<td>660.27</td>
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</tr>
<tr>
<td>Transfers to other funds</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>592,561.82</td>
<td>745,151.53</td>
<td>112,722.08</td>
<td>1,140,917.31</td>
</tr>
</tbody>
</table>

| **Revenues over (under) Expenditures** | $98,316.99 | $41,209.80 | $62,494.88 | $53,892.07 | $1,082,406.96 | $946,763.39 | $(172,588.91) | $(158,194.24) |
| **Beginning Fund Balance (July 1)** | $1,125,424.98 | $923,077.48 | $1,407,598.66 | $1,195,761.66 | $(476,902.90) | $(368,458.50) | $235,435.38 | $230,833.89 |
| **Ending Fund Balance (end of month)** | $1,223,741.97 | $964,287.28 | $1,470,093.54 | $1,249,653.73 | $605,504.06 | $578,304.89 | $62,846.47 | $72,639.65 |
### Comparative Statement of Revenues and Expenses - Enterprise Funds

**For the Periods Ending February 28, 2014 and 2015**

<table>
<thead>
<tr>
<th>Conferences Other</th>
<th>Conferences Projects</th>
<th>Oregon Coast Culinary</th>
<th>Neighborhood Facility Bldg.</th>
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</thead>
<tbody>
<tr>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
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#### Revenues:

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</thead>
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<td>36,013.00</td>
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<td>1,620,000.00</td>
<td>1,785,000.00</td>
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<td>Sales</td>
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<td></td>
<td>22,511.06</td>
<td>15,984.56</td>
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<tr>
<td>Interest</td>
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<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Rent</td>
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<td></td>
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<td></td>
<td>800.00</td>
<td>750.00</td>
<td>2,000.00</td>
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<tr>
<td>Miscellaneous</td>
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<td>3,325.38</td>
<td>11,535.17</td>
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<tr>
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<td><strong>Total Revenues</strong></td>
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<td>36,013.00</td>
<td>71,166.00</td>
<td>50,643.00</td>
<td>1,646,636.44</td>
<td>1,813,269.73</td>
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#### Expenditures:

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</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
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<td>205,277.00</td>
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<tr>
<td>Materials &amp; Supplies</td>
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<td>45.87</td>
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<tr>
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<tr>
<td>Vehicle Rental &amp; Internal Services</td>
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<td>3,455.89</td>
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<td>14,304.55</td>
<td>13,252.39</td>
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<tr>
<td>Repairs</td>
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<td>-</td>
<td>25,327.53</td>
<td>15,379.65</td>
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<tr>
<td>Student Aid Grants</td>
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<td>-</td>
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<td>62,641.00</td>
<td>48,242.00</td>
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<tr>
<td>Equipment</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<td>1,583,130.40</td>
<td>10,633.85</td>
<td>12,555.67</td>
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</table>

#### Revenues over (under) Expenditures

<table>
<thead>
<tr>
<th>FY14-15</th>
<th>FY13-14</th>
<th>FY14-15</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>18,788.68</td>
<td>20,579.89</td>
<td>29,587.67</td>
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<tr>
<td>180,244.14</td>
<td>230,139.33</td>
<td>(8,633.85)</td>
<td>(12,555.67)</td>
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</table>

#### Beginning Fund Balance (July 1)

<table>
<thead>
<tr>
<th>FY14-15</th>
<th>FY13-14</th>
<th>FY14-15</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>51,292.73</td>
<td>35,573.14</td>
<td>57,457.99</td>
<td>37,427.90</td>
</tr>
<tr>
<td>(1,725,983.23)</td>
<td>(1,325,221.08)</td>
<td>54,996.19</td>
<td>89,122.46</td>
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#### Ending Fund Balance (end of month)

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<th>FY13-14</th>
<th>FY14-15</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 70,081.41</td>
<td>$ 56,153.03</td>
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<td>(1,545,739.09)</td>
<td>(1,095,081.75)</td>
<td>46,362.34</td>
<td>76,566.79</td>
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</table>
Southwestern Oregon Community College

Success Indicator 5
Student Engagement Activities - CCSSE

| ACHIEVEMENT | Three-survey Average of 46.7 = |
| CORE THEME | Access |
| OBJECTIVE | A2: Students access varied services that support learning |
| INDICATOR | A.2.1: Success Indicator 5 – Student Engagement Activities - CCSSE |

Measured by the three-survey CCSSE benchmark average “Support for Learners”

Indicator Thresholds
Green: 55 or greater    Yellow: Between 45 and 54    Red: Below 45

Purpose and Meaning
Student engagement activities influence academic performance and degree attainment. The purpose is to assess the quality of student engagement in order to strengthen those areas that are currently supporting student engagement and to improve those areas that are not excelling. The most critical period of vulnerability for student attrition is the first year of college. More than half of all students who withdraw from college do so during their first year.

WHAT WAS ACHIEVED AND WHAT IS PLANNED FOR THE FUTURE
The Support for Learners benchmark three-survey average (2008, 2011 and 2014) was 46.7, a slight decrease from the 2007, 2008, and 2011 three-survey average. SWOCC ranks about the same overall with other small rural colleges in Oregon (three-survey average – 2008, 2011, and 2014). The college is an Achieving the Dream school and identified activities for 2014-15 and 2015-16 that focus on increasing student engagement. Such activities include redesigning the New Student Orientation process and implementing a comprehensive First Year Experience program. A workgroup is scheduled to attend a statewide CCSSE data workshop in November 2014 with an outcome for faculty and staff who attend to have a better understanding of CCSSE trend data by looking at the individual questions that are included in the benchmark categories. The workgroup and other interested faculty and staff will identify key subpopulations where the benchmark score falls below the red threshold in order to develop activities for next year and the following years designed to provide increased support for learners. A plan to communicate the CCSSE results will be rolled out after attending the meeting and include data elements provided by the ATD Data team. One consideration is to include CCSSE as a winter in-service activity.

FACTORs AFFECTING RESULTS/PROGRESS
There are several factors that will impact the progress of implementing strategies that will keep students more engaged. There are limited resources and capacity to provide increased services related to learner support. Future planning that prioritizes strategies and activities that have been identified from the

Support for Learners Three-Survey Average

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004:2007:2008</td>
<td>46.77</td>
</tr>
<tr>
<td>2007:2008:2011</td>
<td>47.67</td>
</tr>
</tbody>
</table>
CCSSE research which are designed to increase student engagement are critical for student persistence, retention, and completion as well as overall success. A multi-year plan that includes achievable strategies and activities must be developed.

**Success Indicator Changes for 2014-15 supporting NWCCU accreditation standards:** 1.B.2; 4.A.1; 4.B.1; 5.B.2

The indicator will be reviewed by the workgroup who attend the CCSSE statewide workshop and other groups for potential revision for the next survey administration scheduled for 2017 by considering whether benchmark scores or trend data provides the most meaningful way to measure the indicator.

### Planned Projects

**Strategic Objective – A1 Student access varied learning opportunities**

**Project – A.1.5:** Enhance and improve enrollment process and activities to promote student engagement and retention.

**Strategic Objective – A2 Student access services that support learning**

**Project – A.2.2:** Assess testing and advising in order to facilitate the success of students in appropriate courses and programs

**Strategic Objective – A2 Student access services that support learning**

**Project – A.2.3:** Conduct needs assessment of services and facilities to meet ADA

### Unit Planning

Plans from 2013-14: past and future goes above New Student Orientation needs to be developed for both online students and students on campus, including part-time students. The College has purchased an online student orientation program from COMEVO. A work group led by the Dean of Students will develop modules that will focus on first time freshman. The orientation will be mandatory. The proposed implementation will be July 2015. In addition, a college success course HD 100 is proposed for those students who are in at least two developmental education subject area. This class will be mandatory. Online tutoring needs to be expanded. Achieving the Dream initiatives across campus that support student engagement needs to be developed.

### Budget Impact

There will be some budgetary impact. The college will need to invest in additional tutoring services both face to face and online. The college will need to invest in additional advising services that can assist students with academic and career choices. The college will need to invest in professional development trainings for the counseling staff on career assessments. In addition, the college will need to invest in orientation software as well as tutoring software that can be an additional support to under skilled and struggling students. A greater emphasis should be focused on developmental education with programs that focus on college readiness, skill attainment, and academic and career services etc. All of this will cost money.

### Achievement Analysis

The CCSSE survey is broken down into 5 broad categories with associated benchmark scores. Active and Collaborative Learners, Student Effort, Academic Challenge Student Faculty Interaction and Support for Learns. Each of these Benchmark areas were broken down into Full and Part Time Students.
Benchmark Overview by Enrollment Status

Figure 1 below represents your institution’s CCSSE benchmark scores by students’ enrollment status.

As noted in the Key Findings for Southwestern report, the benchmark Support For Learners 47.1% for full time students and 38.4% for less than full time students. It is readily apparent that part-time students are well below the Oregon benchmark score for this indicator as well as the benchmark score for full-time students. A closer look at the disaggregated data by question for the Support for Learner benchmark is provided below.
Draft analysis:
List the means for the questions that make up support for learners.

Sub-Population Information:

CCSSE measures support for learners by the connections students have with other ethnic groups both academically and socially. Part Time students have little time on campus due to other campus responsibilities. Another measure is the financial support sufficient for students. Typically Part Time students receive limited Pell Grant money and often need to work to meet academic and family responsibilities.

CCSSE results for Full Time students are competitive with other similar institutions to Southwestern. The challenge lies with Part Time student engagement. Part Time student results may be difficult to improve given the way classes are chosen to give the survey. The college may want to look at which classes are more appropriate for CSSE administration.

DATA DOCUMENTATION

Documentation Posted:
Portal: Resource Center Core Themes – Objectives – Success Indicator Page:

Assessment Software: Success Indicator 5 Report – execute report for specified year

Data References:
Data gathered from benchmark CCSSE reports; archived on the network at: \itt\institutionalresearch\surveys\CCSSE

ABOUT THE DATA
The report and chart information was prepared and coordinated by Tim Dailey, Dean of Students and Robin Bunnell, Institutional Researcher.

Contributions to the narrative were supplied by Tim Dailey, Dean of Students and Robin Bunnell, Institutional Researcher.
DETERMINING MEASUREMENT AND SETTING THRESHOLD LEVELS
How to measure this indicator was determined by the CCSSE research approach that any benchmark that is 5 points above or below an identified threshold need to be reviewed to identify what areas are doing well and what areas need to be targeted for enhancement/improvement. The normed score of 50 was used to develop the green threshold (55) and the yellow threshold ranged (45-55) by incorporating the 5 point variance. The measurement considers the snapshot benchmarks from three survey administrations and allows the college to view how well students perceive learner support compared to the national cohort. Selection of a three-year average benchmark score considers the differences of the cohort participants, although this is not considered trend data. The measurement and thresholds require review each indicator reporting year to ensure the indicator provides meaningful and applicable data to be used in decision making, specifically for planning and budget development.

Requirements
Survey conducted as part of the Oregon Consortium

For more detailed information, contact the Institutional Research office - ir@socc.edu

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
Southwestern Oregon Community College
Success Indicator 15
General Fund Unrestricted Cash

| ACHIEVEMENT | Achieved 119% = | Sustainability |
| CORE THEME | Sustainability |
| OBJECTIVE | S.1: Southwestern provides responsible fiscal management |
| INDICATOR | S.1.1: Success Indicator 15 – General Fund Ending Fund Balance |

Measured by the actual to the target amount as a percent associated with the threshold level achieved for the General Fund Ending Fund Balance and Unrestricted Cash balance as derived from final audited figures and Board of Education Reports.

Indicator Thresholds
Green: 85% or greater   Yellow: Between 70% and 84%   Red: Below 70%

Purpose and Meaning
Supports responsible fiscal management of the general fund by a combination of achieving a positive cash flow throughout the year and meeting the target ending-fund-balance for the general fund. Meeting this measure indicates the control of daily operating expenditures and liabilities and in totality, the implementation of the planned general fund budget of revenue and expenditures were realizable.

WHAT WAS ACHIEVED AND WHAT IS PLANNED FOR THE FUTURE
General Fund ending fund balance was $2,171,492 for FY14 thus, reaching the targeted balance of $2,000,000 Unrestricted cash was consolidated into the General Fund in FY11 which resulted in the jump in the ending fund balance.

For the fiscal year FY10, 11, 12, to show cash flow, the data used is the ‘unrestricted cash from all funds’ taken from monthly financial reports presented at Board of Education meetings on a quarterly basis. The unrestricted cash follows the same pattern each year with the 3rd quarter being the highest and the first quarter typically being the lowest. Following the change to Jenzabar, this data is not readily available but the one year-end number from the Financial Audit is.

The College has an established line of credit for immediate use if available cash falls short of needs. Due to decreased spending and intense monitoring of payables and accounts, no borrowing was necessary for 2010-2011 and 2011-2012. However, due to the second year of the biennium CCSF (State Community College Support Fund) payment deferred from April to July, the College did borrow in June 2013. The College did borrow from the line in June 2014.

The 2013-2014 Adopted Budget has a planned ending fund balance for general fund of $1,820,000 resulting in an additional balance of $351,492. This is quite an achievement because enrollment was reduced 5%; this was lower than other community colleges in the system.

FACTORS AFFECTING RESULTS/PROGRESS
The College’s budget has been stripped to essential services with the corresponding reductions in personnel, materials, services, and all other categories.

To balance the budget, some one-time money was used. Two known consequences of using cash reserves (one-time money) is 1) the budget next year will required finding the funds and, 2) reduction in unrestricted cash-on-hand that may require borrowing.
The 2013-2014 Adopted Budget has a planned ending fund balance for general fund of $1,820,000 resulting in an additional balance of $351,492. This is quite an achievement because enrollment was reduced 5%; this was lower than other community colleges in the system.

**Success Indicator Changes for 2014-15 supporting NWCCU accreditation standards:** 1.B.2; 4.A.1; 4.B.1; 5.B.2  
No changes planned at this time.

<table>
<thead>
<tr>
<th>Planned Projects</th>
<th><strong>Strategic Objective – S1:</strong> Southwestern provides responsible fiscal management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Project - S1.1:</strong> Explore additional resource opportunities for the College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Planning</th>
<th>Monitoring of expenditures by unit and group. Increase/maintain billing credits and FTE.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Impact</th>
<th>Implementation of the adopted budget as planned without having to borrow due to low cash reserves.</th>
</tr>
</thead>
</table>

| Achievement Analysis | Ending fund balance and cash flow analysis. |
Success Indicator # 15

Fiscal Cash Flow Responsibilities:
Measured by the Cash Flow Statement showing positive growing cash flow to meet ending fund balance target

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY10</td>
<td>1,303,718</td>
<td>900,000</td>
<td>145%</td>
</tr>
<tr>
<td>FY11</td>
<td>2,278,609</td>
<td>900,000</td>
<td>253%</td>
</tr>
<tr>
<td>FY12</td>
<td>2,375,000</td>
<td>1,000,000</td>
<td>238%</td>
</tr>
<tr>
<td>FY13</td>
<td>1,953,980</td>
<td>2,000,000</td>
<td>98%</td>
</tr>
<tr>
<td>FY14</td>
<td>2,171,492</td>
<td>1,820,000</td>
<td>119%</td>
</tr>
</tbody>
</table>

Data Source: Preliminary Financial Audit
Note: FY11 consolidation of unrestricted cash

General Fund Ending Fund Balance vs. Target

- Actual
- Target
- % of Target

FY10 FY11 FY12 FY13 FY14

2,500,000 2,000,000 1,500,000 1,000,000 500,000 0

300% 250% 200% 150% 100% 50% 0%
End of Quarter Total Unrestricted Cash for All Funds

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY09</td>
<td>1,226,662</td>
<td>2,308,377</td>
<td>1,765,853</td>
<td>391,251</td>
</tr>
<tr>
<td>FY10</td>
<td>664,248</td>
<td>1,875,192</td>
<td>2,701,128</td>
<td>1,628,964</td>
</tr>
<tr>
<td>FY11</td>
<td>1,021,516</td>
<td>1,814,759</td>
<td>2,232,727</td>
<td>1,805,620</td>
</tr>
<tr>
<td>FY12</td>
<td>1,135,570</td>
<td>3,165,997</td>
<td>4,197,945</td>
<td>3,533,914</td>
</tr>
<tr>
<td>FY13</td>
<td></td>
<td></td>
<td></td>
<td>1,284,521</td>
</tr>
<tr>
<td>FY14</td>
<td></td>
<td></td>
<td></td>
<td>1,597,411</td>
</tr>
</tbody>
</table>

Source of Data: Monthly Board Financial Statements (FY10, 11, 12)
FY13, FY14 data only available from audit

End of Quarter Total Unrestricted Cash for All Funds

DATA DOCUMENTATION

Documentation Posted:
Portal: Resource Center Core Themes – Objectives – Success Indicator Page:

Assessment Software: Success Indicator 15 Report – execute report for specified year

Data References:
Annual financial audit and monthly Board reports.

ABOUT THE DATA
The report and chart information was prepared and coordinated by Linda Kriedelbaugh, Vice President Administrative Services and Robin Bunnell, Institutional Researcher.

Contributions to the narrative were supplied by Linda Kriedelbaugh, Vice President Administrative Services.

DETERMINING MEASUREMENT AND SETTING THRESHOLD LEVELS
The ending fund balance, budgeted vs. actual, is a meaningful number and appropriate used for measuring the success of the budget planning. It shows how well administration planned for the year. Consideration should be given to changing the thresholds to a range for each; for example, for ‘achieved indicator’ the threshold range should be within ± 10% which translates to ± $200,000 on a planned ending fund balance of $2,000,000.

The second measure shown as unrestricted cash to be used for cashflow is not used in the calculation to determine if the
threshold was met. An additional measurement that could be added to this is the amount of unrestricted cash vs. a goal set by the board and administration for rainy-day funds. Having enough cash available would eliminate the need to borrow from the line of credit.

Requirements

NWCCU Accreditation

For more detailed information, contact the Institutional Research office - ir@socc.edu
Southwestern Oregon Community College
Success Indicator 16
Fiscal Responsibilities – All Funds
2013-2014

ACHIEVEMENT
A. Achieved > 100% =

CORE THEME
Sustainability

OBJECTIVE
S.1: Southwestern provides responsible fiscal management

INDICATOR
S.1.2(A) and S.1.3(B): Success Indicator 16 – Fiscal Responsibilities – All Funds

Measured by the threshold level achieved
A. calculated as the ending fund balance to target ending fund balance for all funds from final audited figures
B. for the current ratio of assets to liabilities from internal reports/final audited figures

Indicator Thresholds
A. Green: 85% or greater    Yellow: Between 70% and 84%    Red: Below 70%
B. Green: Greater than 1.50    Yellow: 1.00 to 1.49    Red: Below 1.00

Purpose and Meaning
A. Focuses on the fiscal stability of all funds managed by the college with indicator by measuring the ending-fund-balance of all the funds. Achieving the target goals for each fund shows the diligent management of the entire budget for the College and that all the funds were well managed and the planned budget was well thought-out and realizable. Indicator S.1.3 supports the Objective by identifying the college’s assets and liabilities to determine the ratio trending to meet long-term sustainability and future liabilities. The data is from the annual financial audit report.

B. Focuses on the fiscal stability of all funds managed by the college by identifying the college's assets and liabilities to determine the ratio trending to meet long-term sustainability and future liabilities. The data is from the annual financial audit report.

WHAT WAS ACHIEVED AND WHAT IS PLANNED FOR THE FUTURE
The all funds – ending fund balance gives the overall view of the finances including special projects, grants, and enterprise units. It includes resources reserved for capital construction which explains the peak years of FY04 – FY06 (building OCCI, Rec Center, and Curry reserves) and FY10-FY11 (building Curry Campus). No large capital dollars are in the 2012-2013 and 2013-2014 data.

The Current Ratio of Assets to Liabilities follows the pattern of capital money described above explaining the highs and lows.

FACTORS AFFECTING RESULTS/PROGRESS
Culture of austerity.

Success Indicator Changes for 2014-15 supporting NWCCU accreditation standards: 1.B.2; 4.A.1; 4.B.1; 5.B.2
No changes planned at this time.

**Planned Projects**

**Strategic Objective – S1:** Southwestern provides responsible fiscal management

**Project - S1.1:** Explore additional resource opportunities for the College

**Unit Planning**

Reduce expenditures through reducing energy consumption, increasing recycling and composting, and exploring the feasibility of other initiatives.

Monitor daily cash flow to minimize the need for borrowing.

Rebuild cash-on-hand to minimize the need for borrowing.

**Budget Impact**

Intense monitoring of the revenues and expenditures has resulted in an increased ending fund balance. All expenditures have final approval by one of four administrators.

**Achievement Analysis**
SI 16 - Success Indicator # 16

Fiscal Responsibilities – All Funds:
A. Positive ending fund balance
B. Current Ratio - assets to liabilities

All Funds Ending Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>All Funds</th>
<th>General Fund</th>
<th>All Other Funds</th>
<th>Target</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY04</td>
<td>15,964,602</td>
<td>1,459,981</td>
<td>14,504,621</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY05</td>
<td>14,774,041</td>
<td>1,001,541</td>
<td>13,772,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY06</td>
<td>10,157,311</td>
<td>622,469</td>
<td>9,534,842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY07</td>
<td>4,094,979</td>
<td>809,992</td>
<td>3,284,987</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY08</td>
<td>1,986,005</td>
<td>708,433</td>
<td>1,277,572</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY09</td>
<td>3,964,666</td>
<td>579,341</td>
<td>3,385,325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY10</td>
<td>9,720,604</td>
<td>1,303,718</td>
<td>8,416,886</td>
<td>Set Baseline</td>
<td>Set Baseline</td>
</tr>
<tr>
<td>FY11</td>
<td>7,686,629</td>
<td>2,278,609</td>
<td>5,408,020</td>
<td>3,000,000</td>
<td>256%</td>
</tr>
<tr>
<td>FY12</td>
<td>4,812,023</td>
<td>2,373,276</td>
<td>2,438,747</td>
<td>3,000,000</td>
<td>160%</td>
</tr>
<tr>
<td>FY13</td>
<td>3,429,530</td>
<td>1,953,980</td>
<td>1,475,550</td>
<td>3,000,000</td>
<td>114%</td>
</tr>
<tr>
<td>FY14</td>
<td>4,019,418</td>
<td>2,171,492</td>
<td>1,847,926</td>
<td>3,000,000</td>
<td>134%</td>
</tr>
</tbody>
</table>

Data Source: Fiscal Audit

All Funds Ending Fund Balance

[Graph showing fund balance for FY04 to FY14 with bars for General Fund and All Other Funds]
### Current Ratio Assets to Liabilities

<table>
<thead>
<tr>
<th>Year</th>
<th>Assets</th>
<th>Liabilities</th>
<th>Ratio</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY04</td>
<td>16,598,413</td>
<td>3,048,299</td>
<td>5.45</td>
<td></td>
</tr>
<tr>
<td>FY05</td>
<td>15,450,654</td>
<td>5,169,469</td>
<td>2.99</td>
<td></td>
</tr>
<tr>
<td>FY06</td>
<td>6,328,290</td>
<td>3,891,068</td>
<td>1.63</td>
<td></td>
</tr>
<tr>
<td>FY07</td>
<td>4,633,053</td>
<td>3,741,293</td>
<td>1.24</td>
<td></td>
</tr>
<tr>
<td>FY08</td>
<td>5,396,065</td>
<td>4,774,819</td>
<td>1.13</td>
<td></td>
</tr>
<tr>
<td>FY09</td>
<td>5,060,608</td>
<td>6,038,698</td>
<td>0.84</td>
<td></td>
</tr>
<tr>
<td>FY10</td>
<td>12,630,298</td>
<td>3,269,155</td>
<td>3.86</td>
<td>Set Baseline</td>
</tr>
<tr>
<td>FY11</td>
<td>8,854,678</td>
<td>3,452,246</td>
<td>2.56</td>
<td>2.00</td>
</tr>
<tr>
<td>FY12</td>
<td>6,662,435</td>
<td>3,176,339</td>
<td>2.10</td>
<td>2.00</td>
</tr>
<tr>
<td>FY13</td>
<td>3,541,756</td>
<td>3,806,630</td>
<td>0.93</td>
<td>2.00</td>
</tr>
<tr>
<td>FY14</td>
<td>3,704,913</td>
<td>2,947,453</td>
<td>1.26</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Data Source: Fiscal Audit

### Current Ratio Assets to Liabilities

![Current Ratio Chart]

**DATA DOCUMENTATION**

**Documentation Posted:**

Assessment Software: Success Indicator 16 Report – execute report for specified year

**Data References:**
Annual financial audit and internal reports.

**ABOUT THE DATA**
The report and chart information was prepared and coordinated by Linda Kridelbaugh, Vice President Administrative Services and Robin Bunnell, Institutional Researcher.
Contributions to the narrative were supplied by Linda Kridelbaugh, Vice President Administrative Services.

**DETERMINING MEASUREMENT AND SETTING THRESHOLD LEVELS**

The first measurement of all the ending fund balances is merely the sum of all. The threshold should be a range of ±10%. The second set of data of assets to liabilities, is a good measurement of available cash and an indicator of the need to borrow to meet the cashflow needs.

**Requirements**

NWCCU Accreditation

For more detailed information, contact the Institutional Research office - ir@socc.edu

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Southwestern Oregon Community College

Success Indicator 17
Fiscal Enterprise Fund Responsibilities

Achieved Net Income including FTE Contribution $588,169 =

ACHIEVEMENT

CORE THEME
Sustainability

OBJECTIVE
S.1: Southwestern provides responsible fiscal management

INDICATOR
S.1.4: Success Indicator 17 – Fiscal Enterprise Fund Responsibilities

Measured by the threshold level achieved from the combined ending fund balance with General Fund FTE contribution from internal reports and final audited figures

Indicator Thresholds
Green: Greater than $500,000 Yellow: $300,000 to $499,999 Red: Below $300,000

Purpose and Meaning
Supports the responsible fiscal management by the endeavors in the Enterprise Fund to show self-support through a positive ending fund balance and a steady FTE contribution to the General Fund. State support is dependent on FTE and is received as revenue in the general fund.

WHAT WAS ACHIEVED AND WHAT IS PLANNED FOR THE FUTURE
Regarding the Student Housing, Dining Services, and OCCI, the answer is to have full OCCI cohorts and housing occupancy full. The enrollment in OCCI have increased in FY14 due to very aggressive recruiting by the Director and others. Tenant Services which includes Newmark Center and Neighborhood Facility have not been leased after ORCCA moved. The College is working with DHS and a Relief Nursery grant to occupy the available spaces; this short-term vacancy will most likely result in long-term leases.

FACTORS AFFECTING RESULTS/PROGRESS
OCCI cohorts were not enrolled to capacity and the OCCI National Team was a very expensive competition team but resulted in increase national/international presence and an exclusive recruiting tool.

Success Indicator Changes for 2014-15 supporting NWCCU accreditation standards: 1.B.2; 4.A.1; 4.B.1; 5.B.2
No changes planned at this time.

Planned Projects
Strategic Objective – S1: Southwestern provides responsible fiscal management
Project - S1.1: Explore additional resource opportunities for the College

Unit Planning
Aggressive recruiting by OCCI.
Student Housing studying ideas for retaining more students.
Seeking long-term leases for vacant facilities.

Budget Impact
OCCI and Student Housing will be able to set aside reserves for

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deferred maintenance. Full occupancy of available space will result in a positive additional dollars for debt service.

**Achievement Analysis**

Analysis of revenues, expenditures, FTE contribution and transfer to General Fund.

**SI 17 -- Success Indicator # 17**

Fiscal Enterprise Fund Responsibilities

A. Ending Fund Balance for Fund with FTE contribution to General Fund

<table>
<thead>
<tr>
<th></th>
<th>Total Operating Revenue</th>
<th>Total Operating Expenditures</th>
<th>Total Other Financing Sources</th>
<th>Net Income (Loss)</th>
<th>Beginning Retained Earnings</th>
<th>Ending Retained Earnings</th>
<th>FTE Contribution to General Fund</th>
<th>Funds Transfer to General Fund</th>
<th>Net Income Including FTE Contribution</th>
<th>Target Net Income plus FTE Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY10</td>
<td>7,321,578</td>
<td>6,967,326</td>
<td>75,572</td>
<td>429,824</td>
<td>(80,713)</td>
<td>349,111</td>
<td>695,895</td>
<td>1,125,719</td>
<td>Baseline</td>
<td></td>
</tr>
<tr>
<td>FY11</td>
<td>7,108,059</td>
<td>7,079,186</td>
<td>(30,100)</td>
<td>1,227</td>
<td>349,111</td>
<td>347,884</td>
<td>487,366</td>
<td>486,139</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>FY12</td>
<td>6,828,287</td>
<td>7,120,634</td>
<td>6,404</td>
<td>(285,943)</td>
<td>347,884</td>
<td>61,941</td>
<td>674,332</td>
<td>388,389</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>FY13</td>
<td>7,277,306</td>
<td>7,706,196</td>
<td>(116,780)</td>
<td>545,670</td>
<td>61,941</td>
<td>(483,729)</td>
<td>571,424</td>
<td>150,000</td>
<td>175,754</td>
<td>200,000</td>
</tr>
<tr>
<td>FY14</td>
<td>7,426,771</td>
<td>7,797,787</td>
<td>40,789</td>
<td>(411,805)</td>
<td>(483,729)</td>
<td>(895,534)</td>
<td>737,618</td>
<td>262,356</td>
<td>588,169</td>
<td>200,000</td>
</tr>
</tbody>
</table>

Data Source: College Fiscal Audit / Business Office

---

**All Enterprise Units Ending Fund Balance**

- Net Income Including FTE Contribution
- FTE Contribution to General Fund
- Ending Retained Earnings
- Beginning Retained Earnings
- Net Income (Loss)

<table>
<thead>
<tr>
<th>Year</th>
<th>(1,000,000)</th>
<th>(500,000)</th>
<th>500,000</th>
<th>1,000,000</th>
<th>1,500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>FY13</td>
<td>FY12</td>
<td>FY11</td>
<td>FY10</td>
<td></td>
</tr>
</tbody>
</table>

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DATA DOCUMENTATION

**Documentation Posted:**
Portal: Resource Center Core Themes – Objectives – Success Indicator Page:

Assessment Software: Success Indicator 17 Report – execute report for specified year

**Data References:**
Annual Financial Audit

ABOUT THE DATA
The report and chart information was prepared and coordinated by Linda Kridelbaugh, Vice President Administrative Services and Robin Bunnell, Institutional Researcher.

Contributions to the narrative were supplied by Linda Kridelbaugh, Vice President Administrative Services.

DETERMINING MEASUREMENT AND SETTING THRESHOLD LEVELS
The measurement is the sum of the net income plus the FTE contribution to general fund. Because the net income includes other financing which is the sum of transfers in and out of the fund and annual depreciation, this number shows as less than it is. The depreciation for all the enterprise units for FY 14 was $512,465 which is booked as an expense against the fund. Additionally, general fund operations transfer proportional amounts into the enterprise fund to pay for the use of the facilities. Both of these amounts skew the results.

**Requirements**
NWCCU Accreditation

For more detailed information, contact the Institutional Research office - ir@socc.edu
**SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT**  
**BOARD OF EDUCATION**

**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>The following staff members have been hired or moved since the last Board of Education meeting:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td><strong>Kelsey Guenther</strong> - Foundation &amp; Resource Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Leisa Ruckdashel</strong> - Proctor/Testing Coordinator</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Lani Schreiber</strong> - Proctor/Testing Coordinator</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Christopher Eckersley</strong> - Curry Technology Support Technician</td>
<td></td>
<td></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>The College is currently in the recruitment, screening or interviewing process for the following positions:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td><strong>Vice President of Administrative Services</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Windows PC System Support Technician</strong></td>
<td></td>
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<tr>
<td><strong>Multimedia Technician</strong></td>
<td></td>
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<tr>
<td><strong>Curry Student Success Specialist</strong></td>
<td></td>
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<tr>
<td><strong>Dean of CTE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Head Volleyball Coach, Part Time</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C2 Grant Assistant</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>C2 Career Coach</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C2 Data Analyst</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C2 CTE Transition Specialist</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment and Supplies Supervisor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tenure Track Forestry Instructor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tenure Track Chemistry Instructor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tenure Track Writing Instructor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Allied Health Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NurtureCare Assistant</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus Security</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family Center Clerical</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

February 23, 2015

ATTENDANCE

Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen *
Harry Abel (*only ph)
Susan Anderson *
Tim Bishop *

David Bridgham *
Judy May-Lopez * (ph & IPV)
Ken Messerle *

Staff/ExOfficios
Patty Scott (President) *
Jan Baxter *
Bill Becker *
Meredith Bulinski
Megan Corriea
Tim Dailey *
Kathy Dixon
Karen Domine
Elise Hamner
Jonna Jorgensen

Rod Keller
Rocky Lavoie *
Keith Lehman
Deb Nicholls *
Kelly Northcutt
Janet Petti * (ph)
Brenda Rogers
Ross Tomlin *

Guests
Brittany Banks
Wyatt Engler
Rebecca Potts

*Also present at Executive Session

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

RECESS INTO EXECUTIVE SESSION
Chair Jensen recessed the Board into Executive Session under ORS 192.660 (2) from 5:30 p.m. to 6:08 p.m.:
• (d) Labor Negotiations – Update on grievances and arbitrations.
• (h) Legal Rights – Update on phone system and student lawsuits, and Title IX complaint.

RECONVENE INTO OPEN SESSION
Chair Jensen reconvened the Open Session at 6:12 p.m.

AGENDA CHANGES
No changes were noted.

INTRODUCTIONS

EMPLOYEES
Copies of the new employee’s bio were included in the meeting materials. The following employee new to the College was introduced to the Board:
• Meredith Bulinski, Transitional Education Program Manager

ATHLETES OF THE MONTH
The following athletes were introduced to the Board:
• Rebecca Potts, Cheer/Dance
• Wyatt Engler, Men’s Swimming
• Brittany Banks, Women’s Swimming
Community Education
Dean Karen Domine and Brenda Rogers explained Community Education offerings and how many of them are no longer state reimbursable. Those that aren’t reimbursed by the state are self-support through special project fees that cover the instructors’ fee and College overhead. For classes that are reimbursable, students pay tuition (for most of them) and the instructors are paid according to the part-time faculty pay scale.

Community Education classes are a mix of:
- Fee based (mostly non-reimbursable classes)
- Tuition and fee based
- Audit (tuition @ 50% or free for age 65 and older)

Several courses are being offered or planned:
- History of Oregon South Coast (75 students) at the new museum
- Tall Ships (5 weeks) right before the ships arrive in port spring term
- Tai Chi and Bonsai spring term
- Fly fishing and Fly Tying Workshop

Discussion occurred on starting up the Community Education culinary classes again as they were very popular.

Recently, Brenda and Karen worked with the IT Department to create easy instructions for students to register for Community Education classes which are posted on the webpage.

Integrated Technology
Director Rocky Lavoie conducted a presentation on the Network, showing samples of the equipment used.
District approved the meeting minutes dated January 26, 2015, Exhibit # 9 A.

OLD BUSINESS

BOARD POLICY REVIEW – 1ST READINGS
Copies of the policies were included in the meeting materials. Discussion occurred and second readings are scheduled for March 23, 2015.

- 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

PUBLIC COMMENT
None was heard.

NEW BUSINESS

RECREATION CENTER USAGE FEES, EXHIBIT # 12 A
Copies of the resolution were included in the meeting materials.

M02/15-2
Susan Anderson’s motion to approve the increase in all Recreation Center usage fees, as presented, effective July 1, 2015, was seconded by David Bridgham.

<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>

Upon call for the vote, the MOTION PASSED unanimously.

COMMERCIAL FITNESS EQUIPMENT LEASE, EXHIBIT # 12 B
Copies of the resolution were included in the meeting materials.

M02/15-3
Susan Anderson’s motion to approve the 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 was seconded by Tim Bishop. Discussion occurred on the quote process and Recreation Center Supervisor Megan Corriea stressed the importance of using a company that could service the equipment timely and provide longer warranties. The Board requested changes to the resolution and to future equipment bidding processes. Upon call for the vote, the MOTION PASSED unanimously.

BUDGET COMMITTEE VACANCIES, EXHIBIT # 12 C
Copies of the resolution were included in the meeting materials. Three positions are vacant. Two appointments are proposed and the remaining position will be advertised for potential interviews on March 23.

M02/15-4
Ken Messerle’s motion to appoint 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, was seconded by Susan Anderson. Upon call for the vote, the MOTION PASSED unanimously.
2015-16 OCCI RATES, EXHIBIT # 12 D
Copies of the resolution were included in the meeting materials.

M02/15-5
Susan Anderson’s motion to approve the increase in OCCI tuition and fees, commencing with the fall 2015 cohort to $24,600 was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

2015-16 FEES, EXHIBIT # 12 E
Copies of the resolution were included in the meeting materials.

M02/15-6
Ken Messerle’s motion to approve changes in the Fee Schedule, as presented, for the 2015-2016 academic year, effective summer term 2015, was seconded by Tim Bishop.

<table>
<thead>
<tr>
<th>Fee Title/Description</th>
<th>2014-2015 Fees</th>
<th>PROPOSED CHANGES to 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>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>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>Calculator Rental (per term)</td>
<td>10.00</td>
<td>Drop</td>
</tr>
<tr>
<td>Administrative Hold Fee</td>
<td>75.00</td>
<td>Drop</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>

Upon call for the vote, the MOTION PASSED unanimously.

TITLE III GRANT WRITER – AARON SHONK, IBD, INC., EXHIBIT # 12 F
Copies of the resolution were included in the meeting materials.

M02/15-7
Susan Anderson’s motion to 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 was seconded by Ken Messerle. 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. Upon call for the vote, the MOTION PASSED unanimously.

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

- **Student Government** - Chair Jensen suggested that Board members bring dry/canned goods to future Board meetings for the student’s food pantry. ASG President Jonna Jorgensen reported that the switch from conventional trays in the cafeteria to the small sectional trays resulted in a significant reduction in waste. The tri-bins will be replaced with new mixed recycle bins.

- **Foundation** – Executive Director Elise Hamner shared that the January 30th event (Uncorking Opportunity!) raised almost $16,000 for scholarships and that a future event was being planned. A new endowment is being created in memory of SWOCC alumnus Estella Morgan and Chair Jensen encouraged Board members to donate.
UNIT WRITTEN REPORTS

Copies of the reports were included in the meeting materials.

- **Student Services** – Dean of Students Tim Dailey reported on the new student orientation software. The goal is pilot it with athletes arriving in August and to roll it out for new students coming in September. It won’t be mandatory the first year, but will be the following year. Working on HD100 initiative through ATD, an underage student policy, and updating the student code of conduct.

- **Administrative Services** – Interim Vice President Bill Becker highlighted that the Bookstore was working hard to compensate for the changing world of hardcopy books and noted that Mail and Print Services processes had adjusted to improve students’ mail access.

- **Instructional and Student Services** – Vice President Ross Tomlin mentioned that the Transitional Education relocation/redesign was working well and that the academic outcomes assessment model presented during Winter In-service will show great progress during the upcoming accreditation visit.

- **Integrated Technology Services** – Lavoie mentioned how they had been bringing the departments up to speed on the new website and were streaming much more than just athletic events now.

- **Human Resources** – Executive Director Jan Baxter highlighted the work conducted with the taskforce on the new 360° evaluation process and that plans were underway to travel to the Curry campus to train staff.

- **Curry** – Executive Director Janet Pretti noted that another successful South Coast Writers Conference was held last weekend and that the IT support staff hiring process was successful.

CORRESPONDENCE

None was submitted.

ADJOURNMENT

Chair Jensen adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary
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 and rules** 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 Prescribe and collect** 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 Take, hold 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**;

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
DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
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;
   b. 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.
7. Value and use the expertise of individual Board members to enhance the ability and performance of the Board as a whole; and,
8. 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.

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

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
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 of 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)(D)(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 167.925 - .035, .420 - .425
ORS 244.010 - .400
ORS 322.025
ORS 459A.906
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:
REGULAR BOARD MEETINGS

If regular Board of Education meetings last longer than 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:
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’s 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: 05/19/14
Southwestern Oregon Community College District
Board of Education

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

ACTION UNDER CONSIDERATION

Increase the Tuition per Credit Rate from $87 per credit to $89 (2.3%) per credit becoming effective summer term 2015.

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 2013 to June 2014 was 2.6% which would mean an increase of $2.26. The proposed increase is rounded down to $2/credit or $89 per credit for FY 15-16. The increase will keep Southwestern comparable to other Oregon Community Colleges and is necessary due lack of restoration of state support, increases in PERS rates and escalating College operating costs. 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://www.commonfund.org/CommonfundInstitute/HEPI/HEPI%20Documents/HEPI_2010_Table.pdf)
   [http://www.forecasts.org/cpi.htm](http://www.forecasts.org/cpi.htm)

BUDGET IMPACT

It is projected this increase will result in approximately $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 approve the Tuition Per Credit Rate of $89 per credit, effective summer term 2015.
Southwestern Oregon Community College District
Board of Education

Prepared by: Bill Becker, interim Vice President of Administrative Services

ACTION UNDER CONSIDERATION
Increase the student housing rates as shown below:

<table>
<thead>
<tr>
<th></th>
<th>Current 2014-2015 Rates</th>
<th>Proposed 2015-2016 Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td><strong>Private</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 per week</td>
<td>3,581</td>
<td>2,626</td>
</tr>
<tr>
<td>Flex Plan</td>
<td>3,581</td>
<td>2,626</td>
</tr>
<tr>
<td>19 per week</td>
<td>3,739</td>
<td>2,743</td>
</tr>
<tr>
<td><strong>Double</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 per week</td>
<td>3,087</td>
<td>2,263</td>
</tr>
<tr>
<td>Flex Plan</td>
<td>3,087</td>
<td>2,263</td>
</tr>
<tr>
<td>19 per week</td>
<td>3,245</td>
<td>2,380</td>
</tr>
</tbody>
</table>

DISCUSSION / HISTORY
The last change in student housing rates occurred February 24, 2014 and was effective for the 2014-2015 academic year. The rates increased by approximately 2.2% at that time and were based on the Consumer Price Index. The proposed increase in rates for academic year 2015-16 is approximately 2.6% for both single and double occupancy rooms. The meal plan is approximately one-third of the total housing costs. The agreement with Dining Services increases the meal plan costs by the same proposed percentage to offset the expected food cost increases.

Additional Information:
University of Oregon:  [http://housing.uoregon.edu/rates](http://housing.uoregon.edu/rates)
Treasure Valley Community College:  [http://www.tvcc.cc/current/studentlife/residencelife/housing_rates.cfm](http://www.tvcc.cc/current/studentlife/residencelife/housing_rates.cfm)

TIMING
These changes will become effective summer 2015. Approval of the rates 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
It is projected that this rate increase will result in $72,000 additional Student Housing revenue to meet increased expenses such as utilities, benefits and dining service. Additionally, this increase will support continued deferred maintenance costs and long term budgeting for anticipated preventive maintenance expenditures. The projected increase for Dining Services is $23,000 to cover increases in food, payroll and benefit costs.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District approves the increase in student housing rates, as presented, for the 2015-2016 academic year.
Southwestern Oregon Community College
Board of Education

Prepared by: Alane Jennings, College to Careers Grant Manager

ACTION REQUESTED

Accept a grant in the amount of $2,394,110 from the Federal Department of Labor TAACCCT grant in accordance with Administrative Policy #6070, External Funding Grants and Contracts and authorize adjustments to the Special Projects Fund budget.

RATIONALE

Each local government must estimate and budget all of its anticipated resources for the upcoming fiscal year in its annual budget process [ORS 294.361 (1)]. However, certain expenditures have been made exceptions to the requirements of Local Budget Law. Expenditures in the year of receipt of grants, gifts, bequests or devises transferred to the local government in trust for a specific purpose may be made after enactment of a resolution authorizing the expenditure [ORS 294.326 (3)]. This grant/contract was received on February 23, 2015 which was after the annual budget process adopting the annual budget for the current year.

HISTORY/DISCUSSION

The College Board adopted the Special Projects Fund budget resources and appropriations based on anticipated resources during its annual budget process. The Board periodically adjusts this budget for unanticipated, specific purpose grants and contracts that are received during the fiscal year.

TAACCCT provides Southwestern with funds for “College To Careers” (C2) to expand and improve our ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the TAA for Workers program, and prepare program participants for employment in high-wage, high-skill occupations. This is a State Designated award. Southwestern was awarded $2,394,110 over three years; Oct. 1, 2014 – Sept. 30 2017. C2 Grant activities include support for:

A. Career Coach and Transition Specialist: Wrap-around support for students identified and enrolled in the grant.
B. Enhanced/enriched educational programs in Allied Health and Natural Resources/Forestry.
C. South Coast Business Employment Corporation (SCBEC) services on campus in Student Services.
D. Online Labor Market Information System to be purchased for use by all 17 community colleges and SCBEC.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of $2,394,110 from the Federal Department of Labor TAACCCT grant in accordance with Administrative Policy #6070, External Funding Grants and Contracts and authorizes the following adjustments to the Special Projects Fund budget:

Budget appropriations adjustments:

Fund 25 Special Projects $2,394,110

Requirements
Personnel Services $1,498,949
Materials and Services $677,663
Equipment $ 59,722
Indirect $157,776
Southwestern Oregon Community College
Board of Education

Prepared by: Alane Jennings, College to Careers Grant Manager

ACTION REQUESTED

Approve the four-year contract with Pacific Research & Evaluation, LLC as the third party evaluator for College to Careers (C2), a Federal Department of Labor TAACCCT grant, in the amount of $114,528 for services rendered between April 1, 2015 and September 30, 2018.

HISTORY/DISCUSSION

All federal TAACCCT grants must procure a third party evaluator who will design and implement an independent evaluation of grant-funded projects. All evaluations must include both an impact analysis and implementation analysis, and meet all Department of Labor requirements.

Potential third party evaluators were notified of the bid process via Oregon Procurement Information Network (ORPIN) on November 6, 2014. Four proposals were received, and each was scored and ranked by a committee. Ultimately, Pacific Research and Evaluation was chosen based on their highly ranked proposal, which included experience as a third party evaluator on other TAACCCT grants.

TIMING

The grant was awarded February 23, 2015. However, the timeline for completing a detailed evaluation plan is due on May 15th.

BUDGET IMPACT

All expenditures related to the third party evaluator will be 100% funded by the C2 Grant. Funds are available in the 2015 C2 Grant budget account number 25-6801.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the four-year contract with Pacific Research & Evaluation, LLC as the third party evaluator for College to Careers (C2), a Federal Department of Labor TAACCCT grant, in the amount of $114,528 for services rendered between April 1, 2015 and September 30, 2018.
Dr. Patty Scott  
Southwestern Oregon Community College  
Office of the President  
1988 Newmark Ave  
Coos Bay, OR 97420  

Dear Dr. Patty Scott,

On behalf of the College Swimming Coaches Association of America, I’m proud to announce that the Southwestern Oregon Community College Women’s Swimming Team has achieved Scholar All American status, for the 2014 fall semester.

The College Swimming Coaches Association of America presents the Team Scholar All American award to college and university swimming and diving teams who have achieved a grade point average of 3.0 or higher.

Based on your team’s cumulative grade point average for the fall semester, the Southwestern Oregon Community College Women’s Swimming Team has earned CSCAA Team Scholar All American Honors. A complete listing of all institutions who have achieved this honor can be found on the CSCAA website (www.cscaa.org).

Congratulations to your student-athletes for their academic achievements during the 2014 fall semester.

Sincerely,

Bill Wadley, President  
College Swimming Coaches Association of America  
Head Coach, Men’s Swimming and Diving, Ohio State University