Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
“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 24, 2014

**AGENDAS with Estimated Timelines**

1. **CALL TO ORDER**
   - 5:30 p.m.

2. **RECESS INTO EXECUTIVE SESSION**
   - Pursuant to:
     - ORS 192.660 (2) (d) Labor Negotiations
     - ORS 192.660 (2) (e) Property
     - ORS 192.660 (2) (h) Legal Rights
     - ORS 192.660 (2) (i) Personnel
   - 5:30 p.m.

3. **RECONVENE INTO OPEN SESSION** *(immediately following Executive Session)*

4. **AGENDA CHANGES**

5. **INTERVIEWS**
   A. Budget Committee Interviews
      1) Ken Messerle, Exhibit # 5 A 1
      2) Jon Souder, Exhibit # 5 A 2
      3) Laura Mays, Exhibit # 5 A 3

6. **PRESENTATION(S)**
   A. Athletics *Presenter: Mike Herbert*
   B. Community Enhancement Plan *Presenter: Terence O’Connor*

7. **BOARD REPORTS/INFORMATION**
   A. Important Dates/Items
      - 04/05-08/14, AACC Convention – Washington, DC
      - 04/22/14, 9:00 a.m., OCCA All-Academic Student Scholar Celebration, Salem, OR
      - 04/28/14, 5:30 p.m., Meeting, Tioga 505
      - 05/12/14, 6:00 p.m., Budget Committee Meeting, Tioga 505
      - 05/14/14, TBD, Employee Recognition Event, OCCI
      - 05/19/14, 5:30 p.m., Meeting, Tioga 505
      - 06/02/14, 5:00 p.m., Second Budget Committee Meeting *(if needed)*, Tioga 505
      - 06/06/14, 4:00 p.m., GED Graduation, Newmark 201
      - 06/12/14, 6:30 p.m., Distinguished Alumni Dinner, OCCI
      - 06/13/14, 7:00 p.m., Graduation, Prosper Hall
      - 06/23/14, 3:30 p.m., Meeting, Curry Campus, Krieger Community Room
      - 07/28/14, 5:30 p.m., Meeting, Tioga 505

8. **COLLEGE REPORTS**
   A. President’s Report
      1) OCCA Budget Ask, Exhibit # 8 A 1
   B. Financial Reports, Exhibit # 8 B
      1) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 1
      2) Statement of Revenue and Expenditures – General Fund, Exhibit # 8 B 2
      3) Enterprise Fund Categories, Exhibit # 8 B 3
      4) Enterprise Fund FY12-13 vs FY13-14, Exhibit # 8 B 4
CONSENT AGENDA  
A. February 24, 2014 Meeting Minutes, Exhibit # 9 A

OLD BUSINESS
A. Budget Committee Appointment, Exhibit # 10 A

NEW BUSINESS
A. Faculty Tenure
1) Jason Cooper, Exhibit # 12 A 1
2) Jessica Engelke, Exhibit # 12 A 2
B. 2014-15 Housing Rates, Exhibit # 12 B
C. Board Policies – 1st Readings
1) 10015, Community Use of College Facilities, Exhibit # 12 C 1

EX-OFFICIO WRITTEN REPORTS
A. Faculty Senate, Mike Turner
B. Faculty Union, Bernadette Kapocias
C. Classified, Vickie Brumit, Exhibit # 13 C
D. Associated Student Government, Charlie Kloss

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

CORRESPONDENCE/INFORMATION
- 2014 World Ice Art Championship Photos

Shaded Exhibit included in meeting materials

Board policy states that requests must be made by contacting the Clerk of the Board at least nine working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair.

It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.
Southwestern Oregon Community College  
Budget Committee Application  
Candidate Information Form  

Name: Kenneth C Messerle  
First Initial Last  

Date of Application: March 3, 2014  
Month Day Year  

Occupation (If application): Retired  

Home Phone: 541-269-7406  
Business Phone: 541-297-8165  

E-Mail: ken@coastconsultingllc.com  

Home Address: 94271 Coos Sumner Ln. Coos Bay, Oregon 97420  

Business Address: Same  

Number of years you have been a college district resident: 30+  

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

Please list other community/business activities and/or prior governmental experience:  
Coos County Planning Commission, Port of Bandon, Security Bank Board of Directors, Umpqua Bank Board of Director, Oregon State Representative, Oregon State Senator and Oregon State University Agriculture Research Foundation Board of Director.
Why do you want to serve as a Budget Committee member?
I strongly support our community college and recognize its value to make possible an education for our citizen's and prepare the community for the future.

What qualifications do you have that will help you to be a member of the Southwestern Budget Committee?
I have been in business in Coos County for fifty two years, and served and chaired budget committees in the Oregon Legislature, school boards and Port boards.

---

**Education**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Coos Bay School District</td>
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<tr>
<td>Oregon State University</td>
<td>Corvallis, Oregon</td>
<td>1958-1962</td>
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**References (Optional)**

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</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: March 3, 2014  Signature of Applicant: [Signature]

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.

Southwestern Oregon Community College -
non-discriminatory, equal opportunity college
Southwestern Oregon Community College
Budget Committee Application
Candidate Information Form

Name: Jon A. Souder
First Initial Last

Date of Application: March 5, 2014
Month Day Year

Occupation (If application): Executive Director, Coos Watershed Association

Home Phone: (541) 269-0959 Business Phone: (541) 888-5922

E-Mail: jsouder@charter.net

Home Address: 62783 Shinglehouse Road, Coos Bay, OR 97420

Business Address: Coos Watershed Association, P.O. Box 5860, Charleston, OR 97420

Number of years you have been a college district resident: 18

Have you worked on any college/school committees or served as a college/school board member:
_X_ Yes _ No If yes, which committees and/or boards?
Natural Resources Program Advisory Committee

Please list other community/business activities and/or prior governmental experience:
14 years Executive Director, Coos Watershed Association.
7 years, Assistant and Associate Professor, Northern Arizona University.
10 years, Fisheries Biologist with 3 different Federal agencies.

Why do you want to serve as a Budget Committee member?

Budgets are where the “rubber hits the road” with respect to institutional priorities and desired outcomes. I’m interested in being on this Committee because its decisions will affect the long-term success of the College.

What qualifications do you have that will help you to be a member of the Southwestern Budget Committee?
Annual budgeting for a $1.5 million non-profit largely dependent upon grant funding.
7 years experience as a Community Trainer for the Ford Institute Leadership Program
Involvement in the resurrection of the Natural Resources Program; SWOCC Part-time Instructor
Education

<table>
<thead>
<tr>
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<th>Location</th>
<th>Dates</th>
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<td>B.S. Biology, Marlboro College, Marlboro</td>
<td>Vermont</td>
<td>1969-1973</td>
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<td>M.S. Forest Management, Univ. of</td>
<td>California, Berkeley, CA</td>
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References (Optional)

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<th>Address</th>
<th>Occupation</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Patty Scott</td>
<td>Tioga 509, SWOCC</td>
<td>President</td>
<td>(541) 888-7401</td>
</tr>
<tr>
<td>Ms. Elise Hamner</td>
<td>2813 Brussels St</td>
<td>Communications Mgr.</td>
<td>(541) 267-6964</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: 3/5/2014  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@soccc.edu; or fax to 541-888-3258.

Southwestern Oregon Community College - a non-discriminatory, equal opportunity college
Southwestern Oregon Community College
Budget Committee Application
Candidate Information Form

Name: Laura D Mays
First Initial Last

Date of Application: March 11, 2014
Month Day Year

Occupation (If application): Retired CPA

Home Phone: 503-348-8751 Business Phone:

E-Mail: lauramays@charter.net

Mailing Address: PO Box 5014 Charleston, OR 97420

Physical Address: 90757 Sawali Lane, Coos Bay, OR 97420

Number of years you have been a college district resident: 7

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

Please list other community/business activities and/or prior governmental experience:
Friends of South Slough Volunteer Bookkeeper - 2009 thru present
Charleston Sanitary District - Leader for the Budget Committee - 2010 thru present
Catholic Charities Low Income Tax Clinic - Volunteer Qualified Tax Expert - 2005 thru 2010
IRS Senior Manager - 1972 thru 2003

Why do you want to serve as a Budget Committee member?
My background and expertise will be a benefit to the budget committee process.

What qualifications do you have that will help you to be a member of the Southwestern Budget Committee?
Direct budget committee experience and CPA background
Education

Name of Institution                  Location                                Dates
AZ State University - Tempe AZ - Bachelors of Science - Accounting  1987
AZ State University - Tempe AZ - Masters of Taxation  1989
OSU - Master Naturalist Program graduate - 2013

References (Optional)

Name                      Address                                      Occupation          Phone #
John Chirrick - PO Box 5522, Charleston OR 97420 - Charleston Sanitary Manager 541-888-3911
Deb Rudd - SSNERR PO Box 5446, Charleston OR - Public Involvement Coor. 541-888-5558 x 58

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:  3-11-2014          Signature of Applicant:  Laura D Mays  s/s

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

Southwestern Oregon Community College -
a non-discriminatory, equal opportunity college
As we begin the work for our 2015 budget ask, I wanted to share some relevant numbers for your consideration.

As you know, the community college support fund reached its apex when the 2007 legislature funded it at $500 million. The following graph shows the community college support fund from 1995 to 2015:

In 2007, each FTE was funded at $2,778:
If the legislature funded the FTE in 2012-13 of 115,523 FTE, our current budget would be $636.8 million.

Further, in 2007 we received 3.58% of the overall general fund of $13 billion. The projected general fund revenue for 2015-17 biennium is $17.4 million. Using our percentage of 3.58 from 2007-09 biennium, our budget figure would be $623.8 million into the support fund.

We also have the NCHEMS student flow model which estimates the funding level needed to achieve the 40-40-20 by 2025. While the model still needs additional updating, a preliminary run of it shows that community colleges need approximately $682 million for the 2015-17 biennium. We will continue to update and refine that model, so I expect that number will change.

At this point, I would recommend that we ask for a minimum of $623 million in the 2015 session. Further, that number may be adjusted upward as we further refine the NCHEMS model.
Southwestern Oregon Community College

Financial Statements Narrative

General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.

Balance Sheet:

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

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

Trust & Agency: “Deposits Held in Custody” is the beginning balance of all funds held in trust.
Southwestern Oregon Community College  
State Statement of Revenues and Expenditures  
Year-to-Date as of February 28, 2014

<table>
<thead>
<tr>
<th></th>
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<tbody>
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<td>Fund Balance (July 1, 2013)</td>
<td>$ 2,853,981.51</td>
<td>$ -</td>
<td>$ 902,080.03</td>
<td>$ 451,531.31</td>
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<td>$ 818,116.95</td>
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<td>$ 5,147,648.80</td>
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<td><strong>Revenues:</strong></td>
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<td>$ 366,865.00</td>
<td>$ 403,672.85</td>
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<td>$ 248,934.78</td>
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<td>$ 4,839,027.55</td>
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<td><strong>Total Revenues</strong></td>
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<td>$ 3,637,097.79</td>
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<td>652,307.04</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<td>$ 63,905.73</td>
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<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>$ 1,881,366.82</td>
<td>$ (6,597,875.41)</td>
<td>$ (2,974,867.05)</td>
<td>$ (19,976.90)</td>
<td>$ (360,340.42)</td>
<td>$ (994,900.38)</td>
<td>$ (412,531.90)</td>
<td>$ (63,905.73)</td>
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<tr>
<td><strong>Fund Balance (End of Month)</strong></td>
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<td>$ (38,098.56)</td>
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<td></td>
<td>$ 7,298,567.14</td>
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Exhibit # 8 B 1
Date March 24, 2014
## Southwestern Oregon Community College
### GENERAL FUND

**Statement of Budget and Revenues and Expenditures**  
*For the period ending February 28, 2014*

**March 17, 2014**

### Beginning Fund Balance (July 1, 2013)

<table>
<thead>
<tr>
<th>Current Month</th>
<th>YTD</th>
<th>Adjusted Budget</th>
<th>Variance YTD % of Budget</th>
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<td>Designated (see Note 1)</td>
<td>900,000.00</td>
<td>900,000.00</td>
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<td>Undesignated</td>
<td>1,953,981.51</td>
<td>2,000,000.00</td>
<td>(46,018.49) 97.7%</td>
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</tbody>
</table>

### Revenues:

- **State Support**: 4,233,398.91
- **Federal Support**: 4,896.31
- **Local Support (Taxes)**: 61,631.70
- **Tuition & Fees (Net of Waivers)**: 10,806.36
- **Interest Earnings**: 6,360.89
- **Other Income**: 208,171.83
- **Loan Proceeds**: 3,800,000.00
- **Transfers from Other Funds**: 725,356.00

**Total Revenues**: 287,875.59

**Total Resources Available**: 20,032,915.84

### Expenditures:

- **Personnel Services**: 773,686.43
- **Payroll Taxes & Benefits**: 306,076.05
- **Materials & Services (Net of Waivers)**: 255,569.70
- **Capital Outlay**: 43,282.83
- **Debt Service: Principal**: 4,698,075.00
- **Administrative Fees & Interest**: 18,972.57
- **Transfer to Other Funds**: 652,307.04

**Total Expenditures**: 1,335,323.18

**Ending Fund Balance**: 4,541,921.71

### Notes:

**Enterprise Fund**

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

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

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

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

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

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

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

**Neighborhood Facility:** **Purchased Services** – insurance, heat, lights, water
### Financial Summary Comparison for Period Ending February 28

#### SOUTHWESTERN OREGON COMMUNITY COLLEGE
Enterprise Fund

<table>
<thead>
<tr>
<th></th>
<th>Bookstore</th>
<th>Newmark Center</th>
<th>Student Housing</th>
<th>Dining Services</th>
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<tr>
<td></td>
<td>FY12-13</td>
<td>FY13-14</td>
<td>FY12-13</td>
<td>FY13-14</td>
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<tr>
<td><strong>Revenues:</strong></td>
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<tr>
<td>Tuition/Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>Sales</td>
<td>$ 872,885.24</td>
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<td>$ 3,951.61</td>
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<td>Rent</td>
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<td>Transfer from other funds</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 873,260.65</td>
<td>$ 786,361.33</td>
<td>$ 2,092,441.47</td>
<td>$ 1,992,335.86</td>
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</table>

|                          |                 |                |                 |                 |
| **Expenditures:**        |                 |                |                 |                 |
| Personal Services        | $ 52,826.42    | $ 52,266.95    | $ 212,385.60    | $ 212,761.58    | $ 222,166.59   | $ 214,217.11   |
| Payroll costs/Benefits   | 29,443.01      | 25,854.42      | 96,223.17      | 102,881.51      | 83,320.63      | 95,863.02      |
| Materials & Supplies     | 26,551.44      | 29,553.45      | 39,857.57      | 29,807.23       | 239,778.23     | 236,773.75     |
| Travel                   | -              | 2,409.48       | 3,499.59       | -              | 2,017.63       | -              |
| Purchased Services       | 9,703.03       | 17,221.29      | 592,010.56     | 598,716.48      | 20,113.16      | 31,124.26      |
| Materials for Resale     | 651,374.34     | 617,423.63     | 60,532.39      | 60,374.07       | 60,374.07      | 60,374.07      |
| Vehicle Rental & Internal Services | 94.56 | 422.31 | - | - | - | - |
| Repairs                  | -              | -              | 1,002.14       | 2,226.70        | -              | 31.70          |
| Student Aid Grants       | -              | -              | -              | -              | -              | -              |
| Bad Debt Expense         | -              | -              | -              | -              | -              | -              |
| Repairs                  | -              | -              | -              | -              | -              | -              |
| Equipment                | -              | -              | -              | -              | -              | -              |
| Interest Expense         | -              | -              | 23,617.50      | 13,278.03       | 142,335.38     | 97,838.68      |
| Principal Payment        | -              | -              | 60,532.39      | 60,374.07       | 592,010.56     | 598,716.48     |
| Debt Service Admin       | -              | -              | 293.00         | 660.27          | 713.00         | 1,340.29       |
| Transfers to other funds | -              | -              | -              | -              | -              | -              |
| **Total Expenditures**   | $ 769,992.80   | $ 745,151.53   | $ 1,087,827.01 | $ 1,045,572.47 | $ 567,463.74   | $ 578,611.84   |

|                          | $ 103,267.85   | $ 41,209.80    | $ 1,004,614.46 | $ 946,763.39    | $ (180,302.08) | $ (158,194.24) |

|                  | $ 897,236.39   | $ 923,077.48   | $ (445,112.66) | $ (368,458.50)  | $ 153,062.61   | $ 230,833.89   |

|                  | $ 1,000,504.24 | $ 964,287.28   | $ 559,501.80   | $ 578,304.89    | $ (27,239.47)  | $ 72,639.65    |

**Beginning Fund Balance (July 1)**

**Ending Fund Balance (end of month)**
### Financial Summary Comparison for Period Ending February 28

####  Financial Summary Comparison for Period Ending February 28

<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
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<td></td>
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<tr>
<td>Tuition/Fees</td>
<td>$33,122.96</td>
<td>$36,013.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$1,590,500.00</td>
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<tr>
<td>Rent</td>
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<td>-</td>
<td>1,125.00</td>
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<td>22,262.71</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$33,122.96</td>
<td>$36,013.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$1,628,958.31</td>
<td>$1,813,269.73</td>
<td>$5,500.00</td>
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<td><strong>Expenditures:</strong></td>
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<td></td>
<td></td>
<td></td>
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<td>Payroll costs/Benefits</td>
<td>$3,348.33</td>
<td>$3,147.66</td>
<td>$537.08</td>
<td>$1,252.98</td>
<td>$164,657.21</td>
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<td>2,103.29</td>
<td>45.87</td>
<td>11,111.01</td>
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<td>472,458.87</td>
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<td>-</td>
<td>5,284.07</td>
<td>4,915.60</td>
<td>37,330.52</td>
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<td>Purchased Services</td>
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<td>726.00</td>
<td>1,856.14</td>
<td>1,943.11</td>
<td>125,951.48</td>
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<td>Vehicle Rental &amp; Internal Services</td>
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<td>3,028.68</td>
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<td>-</td>
<td>18,196.70</td>
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<td>Student Aid Grants</td>
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<td>35,813.00</td>
<td>48,242.00</td>
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<td>Bad Debt Expense</td>
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<tr>
<td>Repairs</td>
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<td>Equipment</td>
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<td>Interest Expense</td>
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<td>54,641.10</td>
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<td>509.25</td>
<td>507.77</td>
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<td>90.00</td>
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<td>-</td>
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</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$21,470.81</td>
<td>$15,433.11</td>
<td>$26,075.98</td>
<td>$25,848.00</td>
<td>$1,438,501.74</td>
<td>$1,583,130.40</td>
<td>$7,713.55</td>
<td>$12,555.67</td>
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<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
<td>$11,652.15</td>
<td>$20,579.89</td>
<td>$21,943.02</td>
<td>$24,795.00</td>
<td>$190,456.57</td>
<td>$230,139.33</td>
<td>$2,213.55</td>
<td>$12,555.67</td>
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<tr>
<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>$18,368.66</td>
<td>$35,573.14</td>
<td>$20,423.03</td>
<td>$37,427.90</td>
<td>$(847,553.00)</td>
<td>$(1,325,221.08)</td>
<td>$107,517.65</td>
<td>$89,122.46</td>
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<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$30,020.81</td>
<td>$56,153.03</td>
<td>$42,366.05</td>
<td>$62,222.90</td>
<td>$(657,096.43)</td>
<td>$(1,095,081.75)</td>
<td>$105,304.10</td>
<td>$76,566.79</td>
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</tbody>
</table>
ACHIEVEMENT

A. Achieved 97% = Green

CORE THEME

Sustainability

OBJECTIVE

S.1: Southwestern provides responsible fiscal management

INDICATOR

Success Indicator 15 – Cash Flow: S.1.1

Measured by the General Fund ending fund balance threshold and Cash Flow Statement from final the 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 $1,945,716 for FY13 not 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 2012-2013 Adopted Budget has a planned ending fund balance for general fund of $2,000,000 but the ending fund balance fell short by $46,020. This was due to the reduction in enrollment of 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 2012-2013 Adopted Budget has a planned ending fund balance for general fund of $2,000,000 but the ending fund balance fell short by $46,020. This was due to the reduction in enrollment of 5%; this was lower than many other
community colleges in the system.

### Planning Priorities

**Strategic Goal - 6**: Support college growth through appropriate planning, budgeting, and assessment.

**Annual Priority – 6.1**: Provide effective fiscal management through responsible financial resource stewardship, ethical leadership, and responsive college-wide support.

**Institutional Planned Accomplishment – 6.1C**: Explore additional resource opportunities for the college

**Annual Priority – 6.2**: Pursue and maintain endeavors to develop revenue streams to support financial independence.

### Unit Planning

Monitoring of expenditures by unit and group.
Increase/maintain billing credits and FTE.

### Budget Impact

Implementation of the adopted budget as planned without having to borrow due to low cash reserves.

### Achievement Analysis

Ending fund balance and cash flow analysis.
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>
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<tr>
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<td>1,303,718</td>
<td>Set Baseline</td>
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<tr>
<td>FY11</td>
<td>2,278,609</td>
<td>900,000</td>
<td>253%</td>
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<tr>
<td>FY12</td>
<td>2,375,000</td>
<td>1,000,000</td>
<td>238%</td>
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<tr>
<td>FY13</td>
<td>1,953,980</td>
<td>2,000,000</td>
<td>98%</td>
</tr>
<tr>
<td>FY14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

End of Quarter Total Unrestricted Cash for All Funds

DATA DOCUMENTATION
Documentation Posted:
SOCC Mission Fulfillment Reports Website at: SOCC Mission Fulfillment Reports Website
TracDat Assessment Software: Success Indicators 2012-13 folder

**Data References:**
Annual financial audit and monthly Board 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.

**Requirements**
NWCCU Accreditation

For more detailed information, contact the Institutional Research office - ir@socc.edu
ACHIEVEMENT   A. Achieved > 100% = Green    B. Achieved 0.93

CORE THEME   Sustainability

OBJECTIVE   S.1: Southwestern provides responsible fiscal management

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

Measured by the threshold
A. 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 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.
**Planning Priorities**

**Strategic Goal - 6:** Support college growth through appropriate planning, budgeting, and assessment.

**Annual Priority – 6.1:** Provide effective fiscal management through responsible financial resource stewardship, ethical leadership, and responsive college-wide support.

**Institutional Planned Accomplishment – 6.1C:** 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**
Fiscal Responsibilities -- All Funds:
A. Positive ending fund balance
B. Current Ratio - assets to liabilities

<table>
<thead>
<tr>
<th></th>
<th>All Funds</th>
<th>General Fund</th>
<th>All Other Funds</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY04</td>
<td>15,964,602</td>
<td>1,459,981</td>
<td>14,504,621</td>
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<tr>
<td>FY05</td>
<td>14,774,041</td>
<td>1,001,541</td>
<td>13,772,500</td>
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<td>FY06</td>
<td>10,157,311</td>
<td>622,469</td>
<td>9,534,842</td>
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<td>FY07</td>
<td>4,094,979</td>
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<td>3,284,987</td>
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<tr>
<td>FY08</td>
<td>1,986,005</td>
<td>708,433</td>
<td>1,277,572</td>
<td></td>
</tr>
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<td>FY09</td>
<td>3,964,666</td>
<td>579,341</td>
<td>3,385,325</td>
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<tr>
<td>FY10</td>
<td>9,720,604</td>
<td>1,303,718</td>
<td>8,416,886</td>
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<td>7,686,629</td>
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<td>5,408,020</td>
<td>900,000</td>
</tr>
<tr>
<td>FY12</td>
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<td>2,373,276</td>
<td>2,438,747</td>
<td>1,000,000</td>
</tr>
<tr>
<td>FY13</td>
<td>3,429,530</td>
<td>1,953,980</td>
<td>1,475,550</td>
<td>1,100,000</td>
</tr>
</tbody>
</table>

Data Source: Fiscal Audit
### Current Ratio Assets to Liabilities

<table>
<thead>
<tr>
<th></th>
<th>Assets</th>
<th>Liabilities</th>
<th>Ratio</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3,048,299</td>
<td>5.45</td>
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</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>
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<tr>
<td>FY07</td>
<td>4,633,053</td>
<td>3,741,293</td>
<td>1.24</td>
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<td>FY08</td>
<td>5,396,065</td>
<td>4,774,819</td>
<td>1.13</td>
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<td>FY09</td>
<td>5,060,608</td>
<td>6,038,698</td>
<td>0.84</td>
<td></td>
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<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>
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<tr>
<td>FY12</td>
<td>6,662,435</td>
<td>3,176,339</td>
<td>2.10</td>
<td>2.00</td>
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<tr>
<td>FY13</td>
<td>3,541,756</td>
<td>3,806,630</td>
<td>0.93</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Data Source: Fiscal Audit

### DATA DOCUMENTATION

**Documentation Posted:**
SOCC Mission Fulfillment Reports Website at:  [SOCC Mission Fulfillment Reports Website](http://www.socc.edu/ie/pgs/success-indicators/index.shtml)

TracDat Assessment Software: Success Indicators 2012-13 folder

**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.

**Requirements**
NWCCU Accreditation
For more detailed information, contact the Institutional Research office -  [ir@socc.edu](mailto:ir@socc.edu)
Southwestern Oregon Community College

Success Indicator 17
Fiscal Enterprise Fund Responsibilities

ACHIEVEMENT
Achieved Ending Fund Balance Plus FTE $716,267 = Green

CORE THEME
Sustainability

OBJECTIVE
S.1: Southwestern provides responsible fiscal management

INDICATOR
Success Indicator 17 – Fiscal Enterprise Fund Responsibilities: S.1.4
Measured by the combined ending fund balance with General Fund FTE contribution from internal reports and final audited figures

Indicator Thresholds
Green: Greater than $700,000  Yellow: $300,000 to $699,999  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.

Planning Priorities
Strategic Goal - 6: Support college growth through appropriate planning, budgeting, and assessment.
Annual Priority – 6.1: Provide effective fiscal management through responsible financial resource stewardship, ethical leadership, and responsive college-wide support.
    Institutional Planned Accomplishment – 6.1C: Explore additional resource opportunities for the college
Annual Priority – 6.2: Pursue and maintain endeavors to develop revenue streams to support financial independence.
**Institutional Planned Accomplishment – 6.2A:** Consider additional endeavors / upgrades to current

**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 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.
## Fiscal Enterprise Fund Responsibilities

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

#### All Enterprise Units Ending Fund Balance

<table>
<thead>
<tr>
<th>Year</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>Transfers to Other Funds</th>
<th>Net Income Plus FTE Plus Transfers</th>
<th>Target Net Income Plus FTE Plus Transfers</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>6,286</td>
<td>1,051,292</td>
<td>Baseline</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>79,125</td>
<td>914,375</td>
<td>700,000</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>-</td>
<td>736,273</td>
<td>700,000</td>
</tr>
<tr>
<td>FY13</td>
<td>7,499,654</td>
<td>7,416,752</td>
<td>(150,000)</td>
<td>(67,098)</td>
<td>61,941</td>
<td>(5,157)</td>
<td>571,424</td>
<td>150,000</td>
<td>716,267</td>
<td>700,000</td>
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<tr>
<td>FY14</td>
<td>700,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>700,000</td>
<td></td>
</tr>
</tbody>
</table>

Data Source: College Fiscal Audit / Business Office

Total Other Financing Sources: Transfers-In minus Transfers-Out of fund

---

### All Enterprise Units Ending Fund Balance

![Chart showing the financial data for different years](chart.png)
DATA DOCUMENTATION

Documentation Posted:
TracDat Assessment Software: Success Indicators 2012-13 folder

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.

Requirements
NWCCU Accreditation

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

Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen (Chair) *1, 2  Rick Howell #1 (conf ph)
Harry Abel #1 (conf ph)  Judy May-Lopez *1, 2
Susan Anderson * 1, 2
Tim Bishop *1, 2
David Bridgham *1, 2

Staff/ExOfficios
Patty Scott (President) *2  Linda Kridelbaugh *2
Michelle Benoit  Rocky Lavoie *2
Sharilyn Brown  Deb Nicholls *2
Vickie Brumit  Ron Olson
Tim Dailey  Janet Pretti *2
Mike Herbert  Diana Schab
James Ingram  Rachele Summerville *2
Alane Jennings  Dan Thibault
Bernadette Kapocias
Rod Keller

#1 Only present at Executive Session #1  *1 Also present at Executive Session # 1  *2 Also present at Executive Session # 2

Guests
Jared Helms  Aysha Schwinden
Megan McLarrin  2013-14 Men’s Basketball Team
Kelsey Scott

CALL TO ORDER
Chair Marcia Jensen called the meeting to order at 5:00 p.m.

RECESS INTO
EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:00 p.m. to 6:00 p.m.:
• (i) Personnel – The Board discussed the President’s evaluation.

RECONVENED
Chair Jensen reconvened the open session at 6:00 p.m.

AGENDA CHANGES

INTRODUCTIONS
EMPLOYEES, EXHIBIT # 5 A
Copies of the bios for the new employees were included in the meeting materials. The following individuals were introduced to the Board:
• Jezra Gouley, CCLS Van Driver (not in attendance)
• Sharon Hartung, Family Center Cook (not in attendance)
• Molly Keller, High School Credit Recovery Classroom Aide (not in attendance)
• Dan Thibault, Men’s Soccer Coach
STUDENT ATHLETES OF THE MONTH (January)
The following athletes were introduced to the Board:
- Matt Nyugen, Men’s Wrestling (not in attendance)
- Aysha Schwinden, Women’s Wrestling
- Kelsey Scott, Cheer/Stunt
- Jared Helms, Cheer/Stunt

2013-14 MEN’S BASKETBALL TEAM – SOUTHERN REGION CO-CHAMPIONS
Athletic Director Mike Herbert introduced members of the team to the Board.

PRESENTATIONS

CASE GRANT
Grant Director Alane Jennings briefed the Board on the grant which included a short video presentation. She clarified that the CASE statistics regarding employment were not an accurate reflection of how many students benefitted from the grant. One example is that the Department of Labor’s “employed” category does not recognize those who had subsistence wage jobs and moved on to better paying jobs once they’d completed their training at SWOCC.

NATIONAL TRIO DAY COMMUNITY SERVICE EVENT
Directors Sharilyn Brown and Michele Benoit briefed the Board on the programs and shared photos of the recent event.

OSU OPEN CAMPUS
Megan McLarrin, Oregon State University, briefed the Board on the program that partners with community colleges. She stated that it was different than an extension program because they were more engaged with Ecampus and university degree offerings as well as provide educational opportunities in the local rural counties. Every community will have different needs and goals. This is part of Oregon State’s 40-40-20.

BOARD REPORTS/INFORMATION

IMPORTANT DATES
The Board reviewed numerous upcoming events.

BOARD OPERATIONS

OCCA Report
President Scott briefed Board on several bills in the legislature including the “college tuition bill.” It was noted that it will be passed as a “study.”

President’s Evaluation Committee Report
Board Member David Bridgham reported that the committee completed the evaluation process that included input from individuals of all three employee groups. He added that suggestions were passed onto Chair Jensen who will meet with President Scott.

COLLEGE REPORTS

PRESIDENT’S REPORT
HECC is working on a Strategic Plan. They have requested information from all the community colleges on 40-40-20, achievement compacts, and the budget.

Civil Rights Visit – An exit meeting was held with Vice President Kridelbaugh after the group completed their work during their return visit this morning. Commendations were given to the College’s staff for their eagerness to learn. They had comments on some of the College’s facilities; some of which had already been corrected before the team returned. The statements used on all of the College’s documents have been updated and will be disseminated in the near future. A final report is expected soon.
**Zonta Fundraiser** – President Scott mentioned that the College donates a tuition waiver each year adding that the gentleman that bought this year’s gave it to the three students sitting at her table. She added that Chef Hanlin’s private dinner was also a popular auction item.

**FINANCIAL REPORTS, EXHIBITS # 8 B - 8 B 4**
Copies of the reports were included in the meeting materials and Business Manager Ron Olson briefed the Board.

**HIRING MATRIX, EXHIBIT # 8 C**
Copies of the report were included in the meeting materials.

**CONSENT AGENDA**

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

*M02/14-1*  
Susan Anderson’s motion to approve the Consent Agenda, as presented, was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

**BE IT RESOLVED**, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated January 27, 2014, Exhibit 9 A.

**OLD BUSINESS**
There was none.

**PUBLIC COMMENT**
There was none.

**NEW BUSINESS**

**BOARD POLICIES – 2ND READINGS**
Copies of the policies were included in the meeting materials. Following a first reading on January 27, 2014, a second reading occurred on each of the following policies:

- 7020, Hiring of College Staff, Exhibit # 12 A 1
- 7025, Position Descriptions, Exhibit # 12 A 2
- 7090, Mother-Friendly Workplace, Exhibit # 12 A 3

*M02/14-2*  
Susan Anderson’s motion to approve the policies, as presented, was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously. The policies will be posted on the Board’s Web page.

**BOARD POLICY – 1ST READING**
Copies of the policy were included in the meeting materials.

- 4016, Closure of Public High Schools, Exhibit # 12 B 1

A brief discussion occurred and the policy was TABLED.

**BOARD CONSULTANTS, EXHIBITS 12 C 1 AND 2**
Copies of the resolutions were included in the meeting materials. It was noted that the College was pleased with the current consultants.

**Insurance Agent of Record, Exhibit # 12 C 1**
Anderson shared concerns with extensions as she felt they limited the opportunity for other vendors to submit their interest.

*M02/14-3*  
Tim Bishop’s motion to appoint Abel Insurance Agency as the Board of Education Insurance Agent of Record for a two-year extension was seconded by David Brigham.

Discussion occurred. Anderson added that the College should go out for bid at the end of the first three-year period. Vice President Kridelbaugh explained that in most cases the consultants selected are the only ones that submitted bids in the RFP process and that it was uncommon for local vendors to be interested. The Board’s policy indicates that selected consultants serve three years and then are eligible for an additional two-year extension.

Upon call for the vote, the MOTION PASSED with only one abstention from Anderson.
It was noted that only two companies applied during the RFP process three years ago; one from the Portland area and one from Salem - no local companies applied.

David Bridgham’s motion to appoint Garrett Hemman Robertson as the Board of Education Labor Attorney for a two-year extension was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED with only one abstention from Anderson.

BUDGET COMMITTEE VACANCIES, EXHIBIT # 12 D
Copies of the resolution were included in the meeting materials. It was noted that there were three vacant positions and the two members whose positions were expiring expressed interest in continuing their service. The College will advertise for candidates for the remaining position. Anderson expressed concern with appointing past members prior to soliciting interested candidates. President Scott shared that even after soliciting interest, some years the positions never fill.

David Bridgham’s motion to appoint Timm Slater and Mike Gaudette to three-year terms of office on the Southwestern Oregon Community College Budget Committee was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED with only one abstention from Anderson.

2014-15 TUITION, EXHIBIT # 12 E
Copies of the resolution were included in the meeting materials.

David Bridgham’s motion to approve the Tuition Per Credit Rate of $87 per credit, effective summer term 2014 was seconded by Tim Bishop.

President Scott briefed the Board on several initiatives that were underway to possibly hold tuition for returning students with continuous enrollment or if they pay early and in full and to increase retention rates. She added that not all community colleges were increasing their tuition. However, those that have policies regarding such are.

Anderson stated that she would feel more comfortable if tuition wasn’t increased for the current students planning to return. Bishop liked that the College was looking at other avenues to encourage completion and improve retention.

Upon call for the vote, the MOTION PASSED with only one abstention from Anderson.

2014-15 FEES, EXHIBIT # 12 F
Copies of the resolution were included in the meeting materials. It was noted that the Fire Science fee for volunteer sections was removed.

David Bridgham’s motion to approve the changes in the Fee Schedule, as amended, for the 2014-15 academic year, effective summer term 2014 was seconded by Susan Anderson. Upon call for the vote, the MOTION PASSED unanimously.

CORRESPONDENCE
None was included.

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) (d), (e), and (i) from 7:25 p.m. to 7:52 p.m. before returning to Open Session:
- (d) Labor Negotiations – The Board was briefed on the faculty arbitration and grievances from both bargaining units.
- (e) Property – Updates concerning various properties in Coos County were provided.
- (i) Personnel – Administration shared information on various personnel issues.
Being no further business, Chair Jensen adjourned the meeting at 7:52 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair                                    Patty Scott, Clerk

Deb Nicholls, Recording Secretary
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION
Appoint ___________________________ to a three-year term of office on the Southwestern Oregon Community College Board Budget Committee, with term expiring June 30, 2016.

HISTORY
One position on the College’s Budget Committee is currently vacant.

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

TIMING
The first Budget Committee meeting will be held on Monday, May 12, 2014 at 6:00 p.m. in Tioga 505. 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 ___________________________ to a three-year term of office on the Southwestern Oregon Community College Budget Committee, with term expiring June 30, 2016.
Southwestern Oregon Community College District
Board of Education

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

ACTION UNDER CONSIDERATION

Grant tenure to Jason Cooper with his 2014-15 employment contracts.

HISTORY/ DISCUSSION

The Faculty Collective Bargaining Agreement states that a tenure track faculty appointment is probationary until tenure is granted in accordance with the terms of Article 15, Probationary Period and Tenure. In accordance with the Faculty Collective Bargaining Agreement, Article15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer probationary tenure track faculty members tenure after the successful completion of the probationary period, including an extension, if any. Following a successful and positive peer and administrative review in 2013-14, one (1) probationary faculty is eligible for tenure appointment.

In accordance with the Faculty Bargaining Agreement, Article15.3 Probationary Tenure Track Faculty Members: Probationary Tenure Track Faculty Members who have successfully completed their probationary period and/or any extensions described in 15.1, and have been granted tenure by the Board of Education shall be designated as tenured faculty.

TIMING

Consideration for this recommendation began during the 2013-14 academic year. The recommendation is being made after a positive peer and administrative evaluation for three consecutive years. If approved, the 2014-2015 employment contracts will become the effective date of the tenure appointment.

BUDGET IMPACT

Funds available to cover the increase in salary due to approval of tenure appointment is derived from the College General Fund totaling $51,800 (step 7) in the proposed 2014-2015 Budget, pending approval by the Board of Education.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District grants tenure to Jason Cooper with his 2014-2015 employment contracts.
Southwestern Oregon Community College District
Board of Education

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

ACTION UNDER CONSIDERATION

Grant tenure to Jessica Engelke with her 2014-15 employment contracts.

HISTORY/ DISCUSSION

The Faculty Collective Bargaining Agreement states that a tenure track faculty appointment is probationary until tenure is granted in accordance with the terms of Article 15, Probationary Period and Tenure. In accordance with the Faculty Collective Bargaining Agreement, Article15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer probationary tenure track faculty members tenure after the successful completion of the probationary period, including an extension, if any. Following a successful and positive peer and administrative review in 2013-14, one (1) probationary faculty is eligible for tenure appointment.

In accordance with the Faculty Bargaining Agreement, Article15.3 Probationary Tenure Track Faculty Members: Probationary Tenure Track Faculty Members who have successfully completed their probationary period and/or any extensions described in 15.1, and have been granted tenure by the Board of Education shall be designated as tenured faculty.

TIMING

Consideration for this recommendation began during the 2013-14 academic year. The recommendation is being made after a positive peer and administrative evaluation for three consecutive years. If approved, the 2014-2015 employment contracts will become the effective date of the tenure appointment.

BUDGET IMPACT

Funds available to cover the increase in salary due to approval of tenure appointment is derived from the College General Fund totaling $53,500 (step 8) in the proposed 2014-2015 Budget, pending approval by the Board of Education.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District grants tenure to Jessica Engelke with her 2014-2015 employment contracts.
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION
Increase the student housing rates as shown below by the Portland CPI rate of 2.2% for 2014-2015:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Private</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 per week</td>
<td>3,503</td>
<td>2,570</td>
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<tr>
<td>Flex Plan</td>
<td>3,503</td>
<td>2,570</td>
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<tr>
<td>19 per week</td>
<td>3,618</td>
<td>2,685</td>
</tr>
<tr>
<td>Double</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 per week</td>
<td>3,019</td>
<td>2,215</td>
</tr>
<tr>
<td>Flex Plan</td>
<td>3,019</td>
<td>2,215</td>
</tr>
<tr>
<td>19 per week</td>
<td>3,134</td>
<td>2,330</td>
</tr>
</tbody>
</table>

Summer School rates: Single - $1,680 (includes meal plan), Double - $1,200 (includes meal plan)

DISCUSSION / HISTORY
The last change in rates occurred February 2012 for the 2012-2013 academic year by approximately 6% due to the increase in the cost of living. The above increase in rates is approximately 2.2% for a single. The meal plan is approximately one-third of the total housing costs. These rates are comparable to other community colleges with traditional dorm-style housing rather than apartment-style housing.

Additional Information:
Central Oregon Community College: http://www.cocc.edu/residence-life/frequently-asked-questions/
University of Oregon: http://housing.uoregon.edu/reshalls/rates/rates2013-14.php
Treasure Valley Community College: http://www.tvcc.cc/current/studentlife/residencelife/housing_rates.cfm

TIMING
These changes will become effective summer 2014. Announcement of these modifications at this time will assure that student publications and billings are correct at the time of registration and avoid the need for a corrected billing at a later date.

BUDGET IMPACT
It is projected this increase will result in $76,195 ($57,301 to housing and $18,894 to dining services) additional revenue for increased expenses such as utilities, employee benefits, and dining service. Additionally, this increase will support continued deferred maintenance costs and long term budgeting for anticipated preventive maintenance expenditures.

RECOMMENDATIONS
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the increase in student housing rates, as presented, for the 2014-2015 academic year.
COMMUNITY USE OF COLLEGE FACILITIES

The primary use of College buildings and facilities shall be dedicated to the educational program. The Board acknowledges a responsibility to the College 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 educational program.

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 sponsored 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. The upper level of Prosper Hall shall not be used for dances where participants wear street shoes.

The administration shall prepare a procedure allowing College community use of College buildings and facilities. Also the administration and the Associated Student Government shall prepare a procedure allowing student use of College buildings and facilities.

END OF POLICY

Legal Reference(s):
ORS 330.430
ORS 332.107 and 332.172

Administrative Policies and Procedures:
10015
10031
10032
SWOCC Classified Federation Board Report  
March 17, 2014

January 24, 2014 a grievance was resolved regarding discipline without just cause. The union shared concern regarding employee claims of inconsistent implementation of department procedures by department leaders.

February 11, 2014 a Labor Management meeting was held between the union and employer. Topics discussed were discipline, classified training of supervisors, MASSC assuming classified duties, lead duties vs supervision, overtime assignments, temporary employees and positions, regular positions, employee concerns, department updates.

February 21, 2014 a grievance was filed regarding violations of Articles 2 and 10. A meeting was held at step 1 of the grievance process on March 7, 2014. A response is expected by March 21, 2014.

February 28, 2014 the union submitted to the employer a letter to open contract negotiations.

March 11, 2014 a Labor Management meeting was held between the union and employer. We discussed issues regarding several departments which include employee concerns and resolutions, hiring considerations, investigations and department updates from past meetings. Other topics discussed were overtime rotation, lead pay, lead assignment guidelines, temporary positions, Labor Management meetings during contract negotiation.

Respectfully Submitted,

Vickie Brumit, President
SWOCCCF Local 3972
AFT, AFL-CIO
Southwestern Oregon Community College District  
Board of Education  
Administrative Services Report  

Submitted by: Linda Kridelbaugh, Vice President of Administrative Services  

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

The months of February and March 2014 initiated and finalized activity in Administrative Services to include:  

**CORE THEME: LEARNING AND ACHIEVEMENT**  

*Dining Services*  
- The Ice Team is far having a successful year so far with a total of two gold medals, one silver and two bronze medals. The two female students we have taken the last two years to competitions are working on having their own team there next year.  
- Chef Chris impressed Steve Brice and Junichi Nakamura—the two masters or “Fathers” of ice carving—and was invited to work with them next year. This is an honor and privilege and will solidify our name in the ice carving community as well as guarantee many more gold medals in the future.  
- The Kitchen is rotating many externs and students from the spring cohort and Dining Services is excited to get many new students for the next term.  

**CORE THEME: SUSTAINABILITY**  

*Administrative Services*  
- Attended College Council Team, Executive Team, Safety Committee, Institutional Managers, Foundation, Faculty Labor Management, Classified Labor Management, Budget Development, and Classification Committee meetings.  
- Attended Local Budget Law workshop held at Southwestern.  
- Attended and Coordinated Civil Rights Facility Review.  
- Held discussions with proposed Campus Chaplain from Chaplains of Industry to serve on campus.  
- Attended Academic Master Plan meeting.  
- Attended Faculty arbitration hearing.  
- Attended new website design committee meeting.  
- Performed ergonomic evaluation for one employee and modified workstation.  
- Submitted recommendations from 15 building inspections that were conducted in February and March by Southwestern employees. Submitted work orders to address compliance/safety issues from these inspections and followed up on safety items.
Administrative Services (cont.)
- Updated Safety and Administrative Services webpages.
- Worked with PACE on Neighborhood Facility water damage claim.
- 16 employees completed a variety of Safe Colleges training topics totaling 25 online training sessions.
- Worked on Respiratory Protection program for the College.

Human Resources
- See Hiring Matrix for update on positions hired and currently in the recruitment process.

Student Housing/Resident Life
- Student Housing is currently finishing up the Resident Assistant selection process for the 2014-15 academic year. Over 30 students showed interest with 19 applying and going through the selection process. Positions will be awarded the week of March 17th. Selected applicants will then enroll in a spring term Residence Life course that will focus on student development and residence life theory.
- Student Housing also completed ACUHO internship selection for the summer Road Scholar program; two candidates accepted our positions. Selene Mariana Roman is attending CSU San Luis Obispo studying English as a major with a minor in Spanish and Psychology. She is from North Hollywood, California. Amanda J. Self is attending Roger Williams University in Bristol, Rhode Island and is a Psychology major with a minor in American Studies. She is from Windsor, Connecticut. Both interns are scheduled to arrive in late May or early June.

Mail/Print Services
- Mail Services handled a total of 28,481 pieces of mail and parcels.
- Sent 28 International documents/packages.
- Student mail consisted of 2,194 pieces. The students received 616 packages.
- Mail forwarded or returned totaled 367.
- Print Services made 222,535 copies in January and February, plus all the bindery services and lamination that was needed to complete each work order.
- Made 201,585 copies on the satellite machines located on campus with a total of 424,120 copies made for the total campus.

Facilities Services
- Attended Civil Rights facility inspection.
- Performed brush removal campus-wide.
- Limbed/pruned shrubs and trees for safety campus-wide.
- Painted GED Testing and Dellwood Rooms.
- Unclogged several drains on campus.
- Currently replacing filters campus-wide.
- Currently replacing diffusers campus-wide.
- Tioga 3rd floor project development.
- Neighborhood Facility proposed remodel working with the Family Center.

Business Office
(Please see attached financials)

CORE THEME: COMMUNITY ENGAGEMENT

Administrative Services
- Held conference call with Oregon Commission for the Blind regarding cold beverages contract.
Southwestern Oregon Community College District  
Board of Education  
Instructional and Student Services Report

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

CORE THEMES with OBJECTIVES:

Learning and Achievement

LA1: Students demonstrate progress

*Phi Theta Kappa Honor Society*
Members completed all required activities to become a Five Star Chapter, the top level of engagement and achievement for PTK chapters. Requirements included building chapter membership, leadership development, completing a college project (Commit to Complete Banner signing was ours), carrying out an Honors in Action project based on members’ research of the Honors Study Topic, and engagement in regional and international activities and events. This is a noteworthy accomplishment considering that our chapter had not achieved even One Star Chapter status prior to this.

LA2: Students complete certificates, degrees, and transfer
LA3: Students demonstrate that they have met institutional learning outcomes

Access

A1: Students access varied learning opportunities
A2: Students access services that support learning

- Admissions department provides daily tours of the campus to new/prospective students. Also providing tours for Morning at Southwestern to in–district students.

- The Student Ambassadors are involved in a calling campaign, contacting all students who have expressed interest in SWOCC from college fairs and from high school students. They are following up with the over 1500 students who expressed interest in attending SWOCC during the fall college fairs. Currently, they are spending 4 hours/week on the phone to students. Current ambassadors for 2013-14 are:
  - Amanda Fischer
  - Jai Lee Saldivar
  - Jessica Head
  - Katelyn Lee
  - Kathia Sanchez
  - Zachary Sweeney
  - Shalya Coleman
  - Natasha Hill

- Financial aid has processed applications in record time this year. The changes made in recent years have allowed us to catch up with the 13-14 academic year right before starting the 14-15 academic year push. Traditionally we’ve overlapped the two years quite a bit, which can slow processing of both years down. We expect to start sending out 14-15 notices the first or second week of March. Those same changes have afforded staff to be more actively involved in presenting financial aid to others on campus and in the community this academic year. We are also celebrating another cohort default rate decrease this year with the unofficial rate coming out last Monday at 16.7%. That is a 13.9% decrease from two years ago. Our partnership with American Student Assistance for their SALT program has been incredible.
• Shawn Liggett offered four session blocks to campus on how to create basic emails and letters using Communications Management in Jenzabar. Staff who received the training has since created their own documents and sent them out to students.

• Shawn Liggett along with many others staff and faculty attending the February Student Services Retention Conference in Portland. She learned how Portland Community College streamlined its student services to improve student success and financial preparedness. They cross trained staff, determined the biggest student stressors, improved their student portal, and required students to pay within a deadline among other things. Traveling home in snow storm also resulted in some relationship/team building.

• During winter term Student Support Services (SSS) staff partnered with Financial Aid staff to provide eight financial aid and scholarship workshops and assisted more than 130 students, both Trio and non-Trio. In addition, Carolyn Byrd and Michelle Benoit spent many hours one-on-one with SSS participants editing scholarship essays and writing letters of recommendation.

• SSS Project Assistant Janet Basney coordinated the annual OUS Transfer Days event in which representatives from OUS schools come to campus to talk to students and advisors about their programs and transfer processes.

• Carolyn Byrd took students to Oregon Tech’s Tech Trek where they met with staff, faculty, and students, attended classes, and experienced, “A day in the life of an Oregon Tech student.” She also took students to OSU where they met with faculty and senior advisors and toured the Math, Biology, Agriculture, and Forestry departments.

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

Community Engagement

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

• On January 7, SWOCC SBDC Director Arlene Soto made a presentation to the Myrtle Point Chamber of Commerce (20 participants) regarding resources available to businesses in the region. As a result, she was invited to participate in the Myrtle Point broadband strategic planning initiative by Myrtle Point City Manager, Darin Nicholson. She also made a presentation for the Myrtle Point Rotary club with 26 participants.

• On January 31, the SBDC staff participated in the Brookings Business Outlook Forum.

• The SWOCC SBDC is working with Coos County to provide nine Management/Supervisory training sessions between March 2014 and January 2015. Forty county managers are scheduled to attend each session.

• The SWOCC SBDC is working with Rural Development Initiatives to plan a grant writing training for fall 2014 in Coos Bay.

• Final 2013 SWOCC SBDC reporting showed the center worked with 211 clients for a total of 736 counseling hours. Thirty-two training events were held with a total of 149 participants. Economic impacts for the year included $1,236,850 capital formation for clients, four business starts, and 61 jobs either created or retained during the year. Forty-three of the 211 clients received five or more counseling hours.
• The Oregon Small Business Development Center Network (OSBDCN) has begun preparing for statewide SBDC accreditation in 2015. Each center in the network is working on strategic planning including external and internal environmental scans.

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

• On Feb. 22, in honor of National Trio Day, Student Support Services staff and students participated in a service learning project at Washed Ashore in Bandon. We helped to create art out of marine debris and also learned what each of us can do to reduce the amount of trash that ends up on our beaches.

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

Sustainability

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

Student Success and Retention is Focus of February Conferences

Supported by CASE grant funding and the Office of Instruction, eleven staff members were able to attend the 2014 Annual Student Success & Retention Conference in Portland in early February. The group was made up of Student Support Services and First Stop staff, along with Faculty and Deans. Many relevant sessions were offered during the two day conference, including high impact educational practices, academic advising models, and tools for supporting student transitions into college. Those attending the conference included:

- Tim Dailey, Dean of Student Services
- Jenny Silva, CASE grant/Dean of Student Services assistant
- Nathan Helland, Coordinator of Student Life
- Shawn Liggett, Student First Stop Supervisor
- Trish McMichael, Internship Coordinator
- Bev Segner, Counselor/Faculty
- Anthony Collins, Transitional Education Faculty
- Jerri Bennett-Stillmaker, Allied Health Faculty
- Billie Shannon, Math Faculty
- Rod Keller, Dean of LDC
- Diana Schab, Dean of CTE

Complementing this same focus on student success and retention, four members of SWOCC’s Achieving the Dream (ATD) team attended the DREAM 2014: Achieving the Dream Annual Institute on Student Success. Held in Florida at the end of February, this conference offered ideas and best practices from other colleges on Developmental Education, First Year Experience, and Dual Credit programs. Those attending the five day ATD conference included:

- Ross Tomlin, VP of Instruction and Student Services
- Jeremy Jones, Assistant Director of Student Life
- Kassahun Kebede, Anthropology/Sociology Faculty
- Joy Parker, English Faculty

Accounts and Collections Improvements

With the help of James Chilson from ITS, the Accounts Receivable Technician has a streamlined process for sending accounts to collections. This process has been only set up for the Oregon Department of Revenue agency accounts, but we will be updating the process for all of the other agencies shortly. James created a spreadsheet using InfoMaker that pulls nearly all the information the agencies need into a spreadsheet. This allows us to
submit records electronically and has drastically reduced the data entry process required for prepping the accounts. This is save times, reduces the chance for errors, and gets the information into the agencies’ databases much quicker.

- In February Michelle Benoit spent three days observing a full review of Washington State University-Tri-Cities’ Student Support Services (SSS) project as part of her training to become a Peer Reviewer for regional TRIO projects. Receiving this training will help Michelle ensure that the SSS project at SWOCC is 100% in compliance with federal rules and regulations and prepared for a federal site visit. As part of the training, SWOCC’s SSS project will receive a full project review. Becoming a peer reviewer also provides a valuable service to regional SSS projects that would like their programs evaluated.

S3: Southwestern delivers viable quality instruction
Southwestern Oregon Community College  
Board of Education  
Integrated Technology Services and Research Report  

Prepared by: Rocky Lavoie, Director of Integrated Technology Services  

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

Core Theme: Access  

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

Web Systems:  
• Continued development on new SWOCC website  
• Set up meetings with various groups on campus to discuss plans for the new website  
• Attend Career Pathways Training  
• Create Upward Bound website and provide training  
• Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across southwestern websites  

Core Theme: Community Engagement, Learning and Achievement  

Media Services and Instructional Labs:  
• Live Streamed OCCI End of the Year Celebration  
• Live Streamed Men’s and Women’s home Wrestling Matches  
• Live Streamed Men’s and Women’s home Basketball games  
• Shot video and recorded voice-overs for a new how to video showing the steps to create an E-Portfolio with Cathy Meyers  
• Live Streamed Geology Lectures  
• PAC hosted the North Bend High School Waves Dance show  
• PAC hosted the Miss Coos County Pageant  
• PAC hosted the DUSCO Spring Gala  
• PAC hosted the DUSCO outreach program Peter and the Wolf  
• Started creating new computer images for the computer classrooms and Open lab on the Tioga 4th floor for next fall term.  

Core Theme: Sustainability  

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

Jenzabar Programming, Training and Support:  
• Created and updated reports:  
  • Enrollment Report  
  • W2 online
• Recruiting report
• 1099 form
• Waiver term report
• W2
• CCFIS

• Modified data or programs:
  • Fixed a variety of conversion data for courses
  • Recovered deleted course in eLearning
  • Fixed issues with course repeats on a by student basis
  • Fixed PO issue missing data
  • Rewrote all math prerequisite rules to recognize and allow higher math courses
  • Updated OCCURS
  • Bookstore Import
  • RAVE extract
  • ATD extracts

• Attended meetings for:
  • New Website design team
  • Met regularly with housing to work through new online Application and Survey process
  • Met with OOFI staff to plan Summer and Fall catalog changes
  • Worked with staff to setup Winter term course evaluations

• Researched and resolved issues regarding access and setup of eLearning courses
• Updated Jenzabar client software
• Created database views/functions for ADA students, housing students, athletes, athlete recruits, curry students, financial aid students, pell students, minority students, reimbursable fte, student term view
• Helped setup Genius for Oregon Course Sharing for Spring term
• Worked with business office to close 2012 budget
• Updated setup of eLearning course templates to ease the process of copying courses
• Created process to notify staff of course drops for athletes to monitor eligibility
• Maintained stored procedures that reported errors
• Maintained security for access to Jenzabar, SQL and myLakerLink for many offices
• Provided information on how the ERP system works and suggestions on procedures
• MyLakerLink: updated set for 1098 portlet, fixed typos, tested functionality with eLearning, updated Personal Update form
• Provided miscellaneous support to Financial Aid, Registration, Business Office, Human Resources, OOFI, Community ED, Advising, Admissions, Athletics

Systems, Security, and Telecommunication:
• IOS Network upgrade for 50 switches
• Firewall context partitions upgrade planning
• Fire suppression systems semiannual inspection and testing
• Smoke and heat detectors replaced in server room.
• Rectifier modules replaced in phone switch
• Damaged PBX lines cards replaced
• Fiber installation to Fire Science complete
• Jenzabar upgrade to 4.6.3.3
• myLakerLink upgrade to 8.0.2
• Looking at new vendor for PRI service
• Student Housing network upgraded
• Newmark tenant agencies phone assistance
• Deferred equipment procurement assessment
• Prime network configuration
• VPN documentation updated
• Network Security training planned
• PCI compliance updated
• Updating Strategic Plan

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

Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES: The following staff members have been hired or moved since the last Board of Education meeting:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elise Hamner - Executive Director of Resource Development and College Foundation</td>
<td>FT</td>
<td>GF</td>
<td></td>
</tr>
</tbody>
</table>

Information: College Recruiting Update

<table>
<thead>
<tr>
<th>OPEN POSITIONS: The College is currently in the recruitment, screening or interviewing process for the following positions:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Officer, Unarmed 10-19 hr</td>
<td>FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In District High School Relations Coordinator</td>
<td></td>
<td>GF</td>
<td></td>
</tr>
<tr>
<td>Curriculum Technician</td>
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</tbody>
</table>

KEY: GF=General Fund *SP=Special Projects *EF=Enterprise Fund *Contingent on funding
Southwestern Oregon Community College District
Board of Education
Curry Program Report

Submitted by: Janet Pretti, Dean of Curry Campus

Core Themes and Objectives

Learning and Achievement
1. Students complete certificates, degrees, and transfer
   a. OA 2591 Proof Reading and Editing has been available for Curry students via IPV MWF, 9am, fall term for several years. The class is needed by AAS Medical Assistant majors but is scheduled later in the program when most of the Curry students have already started working in the field and are no longer free during the daytime. For the first time, an online option is being offered spring term. Of the eleven students currently enrolled in the class, five are Curry students, and for one is it is the last class she needs to graduate with an AAS Medical Assistant degree.

2. Students demonstrate that they have met institutional learning outcomes

Access
1. Students access varied learning opportunities
   a. Two South Coast Lumber electrical apprentices are receiving training from Umpqua Community College via IPV. An electrical apprenticeship student working in Brookings on a long-term project at Harris Beach State Park was able to join them and keep up with his training while working away from home.
   b. Student sponsored events: Food Drive for the local food bank and a campus tour for the Azalea Middle School life skills class.

2. Students access services that support learning
   a. The successful New Student Orientation held on the first day of winter term for eight new students will be repeated spring term. Rebecca Marcus has met with 22 new students, 15 of those are now registered for spring term classes. Rebecca is planning to survey new student orientation attendees after they have completed their first term to gather information on its usefulness and how to make them better in the future.
   b. 3/20/14 - Heather Pettit was down for Financial Aid’s quarterly visit for FA appointments with Curry students and had so many questions about the financial aid process for next year that she has scheduled a follow up visit on 4/18.
3. Students access relevant curricula that support lifelong learning and achievement
   a. SP111, Public Speaking, is full with 20 students. Even more remarkable is that the class is offered 1 - 4 on Fridays, debunking the myth that students are not willing to take classes on Friday afternoon.
   b. HD208 Career and Life Planning, taught by Bev Segner, was offered IPV winter term for the first time. One Curry student took advantage of the opportunity.
   c. HD105 Finding Funding through Scholarships, taught by Cap Sharples, was offer for the second year winter term, with a combination of IPV and online sessions. Six of the fifteen students in the class were Curry students.

Community Engagement
1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce need
   a. 1/24 & 2/19 – two Working with Disabled Adult trainings were held in partnership with Mentor Oregon, five attended the first training and eleven attended the second.
   b. 1/31– a Fetal Alcohol Spectrum Disorder Workshop was held in partnership with the South Coast ESD.
   c. 2/19– Curry Board of Realtor Leadership Training
   d. 3/4 - Flagger Training
2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities
   a. 2/14 & 2/15 – Attendance at the 19th Annual South Coast Writers Conference was on par with recent years, with 95 paid participants, 10 volunteers and 10 presenters. Karim Shumaker’s excellent pre-conference organization, our wonderful group of volunteers, and no presenter cancelations due to illness, made the conference flow smoothly in spite of Karim’s absence and stormy weather.
   b. 1/11 – 1/25– a three-Saturdays Community Emergency Response Team (CERT) training was held in partnership with the Curry Health Department and other area agencies to educate people about disaster preparedness for hazards that may impact their area and train them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Twenty-five community members participated.
   c. 2/15 – ETS held an outreach to the Hispanic community.
   d. Community education highlights:
      i. The new Qigong class was popular with 10 students in the first term.
      ii. Yoga & Better Bones and Balance are at capacity. Students are enjoying the new equipment purchased for the Better Bones and Balance classes, funded by an instructor written grant from the Curry Health Foundation.
      iii. Special interest workshops planned for spring term are: Southeast Asian Cooking, Quilting Basics, Migratory Birds: World Travelers, Tidepools Rock! Introduction to Intertidal Life, Geology for Property Evaluation and Have Tsunami, Will Travel (a workshop on tsunami debris and the organisms on it).
Our community members participate and contribute to the Foundation in support of the College

**Sustainability**

1. Southwestern provides responsible fiscal management
   a. 2/26 - Shawna Stephens, the Bookstore Manager was on the Curry Campus familiarizing herself with the Curry store, training and preparing for inventorying through the Nebraska Books system.
   b. A cooler has been added to the Curry store to expand cold drink options beyond what is available in the vending machines and provide additional store revenue opportunities.

2. Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources
   a. Aleta Mankamyer and Nick Hammon successfully completed the FEMA Introduction to Incident Command System ICS-100 training through the previously mention CERT training in January.
   b. Rebecca Marcus attended the Student Success and Retention Conference in Portland in February, along with several staff and faculty members from the Coos Bay Campus. She attended presentations pertaining to Academic Advising and social and cultural barriers to student success, and brought back some ideas for Advising on the Curry Campus.

3. Southwestern delivers viable quality instruction
   a. Building on Brookings-Harbor High School’s state-recognized Digital Media program, Diana Schab and Janet Pretti have been meeting with BHHS’ Joe Morin to develop curriculum for at pathway from the high school program to an AAS in Digital Media at SWOCC. Articulation discussions have also been held to develop an AS option that will articulate to SOU’s new BS - EDMA (Emerging Digital Media Arts) degree. SOU began its program fall term, 2013, in the hopes of having 15 declared majors the first year. As of winter term, they had 50 declared majors. The program is being designed to be an on-line degree with access to labs on both campus so it will benefit students at both campuses. Joe Morin is also working with other high schools in the SWOCC district to replicate the BHHS program, creating additional feeder programs for the degree.
2014 World Ice Art Championships