Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, gender identity, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
“Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner”

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

Board of Education Meetings
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, April 25, 2016

AGENDAS with Estimated Timelines—

Action Items =

1. CALL OPEN SESSION TO ORDER 5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION 5:30 p.m. Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel
3. RECONVENE INTO OPEN SESSION (immediately following Executive Session) 6:00 p.m.
4. AGENDA CHANGES
5. INTRODUCTIONS
   A. Employees, Exhibit # 5
   B. New to the College
      • Mary Fields, Title III Project Director
      • Rachael Greenhaw, CTE Revitalization Coordinator
      • Debbie Daniels, Curriculum Technician
      • Kyle Helland, Career Pathways High School Liaison
   New to Position
      • Colleen Keen, OCCI Student Services Representative
   D. Student Athletes of the Month
      • Courtney May, Women’s Track & Field
      • Wilson Hodge, Men’s Track & Field
6. OCCA, Executive Director Andrea Henderson
7. BOARD DEVELOPMENT
   A. Presentations
      1) Title III, Presenter: Mary Fields
8. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 05/03/16, 9:30 a.m., Student Scholar Event, Salem
      • 05/04/16, 2:30 p.m., Faculty Appreciation Event, Tioga 5th Floor
      • 05/09/16, 5:30 p.m., Budget Committee Meeting, Tioga Hall 505
      • 05/23/16, 5:30 p.m., Meeting, Tioga Hall 505
      • 06/06/16, 5:30 p.m., 2nd Budget Committee Meeting, Tioga Hall 505 (if needed)
      • 06/09/16, TBA, Distinguished Alumni Dinner, OCCI
      • 06/10/16, 7:00 p.m., Commencement, Prosper Hall
      • 06/27/16, 5:30 p.m., Meeting, Tioga Hall 505
      • 07/25/16, TBD, Meeting, Brookings
      • 09/08/16, 8:00 a.m., Board Retreat (Lakeview E/F)
      • 09/09/16, 8:00 a.m., Board Retreat, (Lakeview E/F)
      • 09/12/16, 5:30 p.m., Meeting, Tioga Hall 505
   B. Board Operations
      1) OCCA Report
      2) Board Updates
9. COLLEGE REPORTS
   A. President’s Report
      1) Health and Science Technology Building
      2) Hyejeon Visit
   B. Financial Reports, Exhibit # 9 B
      Presenter: Kathy Dixon
      1) Statement of Budget and Revenue and Expenditures – General Fund, Exhibit # 9 B 1
      2) Statement of Revenue and Expenditures – All Funds, Exhibit # 9 B 2
      3) Enterprise Fund Categories, Exhibit # 9 B 3
      4) Enterprise Fund, Exhibit # 9 B 4

10. CONSENT AGENDA
    A. March 28, 2016 Minutes, Exhibit # 10 A

11. OLD BUSINESS
    A. Insurance Agent of Record, Exhibit # 11 A

12. PUBLIC COMMENT

13. NEW BUSINESS

14. EX-OFFICIO WRITTEN REPORTS
    A. Foundation, Elise Hamner, Exhibit # 14 A
    B. Faculty Union, Bernadette Kapocias
    C. Faculty Senate, Kyriakos Kyriiotakis, (no submission)
    D. Classified Union, Vickie Brumit
    E. Associated Student Government, Kelsey Meusburger, (no submission)

15. EXECUTIVE TEAM REPORTS
    A. Student Services, Tim Dailey (see # 15 C)
    B. Administrative Services, Eric Stasak, Exhibit # 15 B
    C. Instructional Services, Ross Tomlin, Exhibit # 15 C
    D. Integrated Technology Services, Rocky Lavoie, Exhibit # 15 D
    E. Human Resources, (see # 15 B)
       Human Resources Hiring Matrix, Exhibit # 15 E
    F. Curry Campus, Janet Pretti, (no submission)

16. CORRESPONDENCE/INFORMATION

17. ADJOURNMENT

Shaded Exhibit included in meeting materials

Board policy states that requests must be made by contacting the Clerk of the Board at least nine working days prior to the scheduled meeting. Requests for additions by visitors attending a meeting will be allowed by an affirmative vote of the majority of the Board Members. Time allocations will be at the discretion of the Board Chair. It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.

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HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Matthew Gilroy, Executive Director of Human Resources

New to College:

Mary Fields – Title III Project Director (Full – Time MASSC)

Education:
- Master’s in Biology - Washington State University, Pullman WA
- Bachelor’s in Teaching Biology/General Science – University of Illinois at Urbana-Champaign, Urbana, IL

Recent Work Experience:
- Part Time Instructor, Biology, 2015 – 2016, Southwestern, Coos Bay, OR
- Assistant Professor, 2007 – 2014, Eastern Oregon University, La Grande, OR
- Director, SW Oregon University Center, 2006 – 2007, Oregon University System, Eastern Oregon University, La Grande, OR

Rachael Greenhaw – CTE Revitalization Coordinator (Full – Time MASSC)

Education:
- Bachelor’s in Nutrition – Oregon State University, Corvallis, OR

Recent Work Experience:
- Speech Language Pathology Assistant, 2013 – 2015, South Coast Education Service District, Coos Bay, OR
- Customer Service Representative, 2013 – 2013, Sterling Bank, Coos Bay, OR
- Speech Therapy Assistant, 2012 – 2013, Southwest Rehabilitation, North Bend, OR
- Human Resources Representative, 2009 – 2011, Oregon Community Credit Union, Eugene, OR

Debbie Daniels – Curriculum Technician (Full – Time Classified)

Education:
- Bachelor’s in Business Administration – City University, Seattle, WA

Recent Work Experience:
- Executive in Charge, 2014 – 2016, Macy’s, North Bend, OR
- Group Manager, 2001 – 2006, Verizon Communications, New York, NY
Kyle Helland – Career Pathways High School Liaison (Part – Time MASSC)

Education:
Bachelor’s in Economics – Lewis and Clark College, Portland, OR

Recent Work Experience:
Assignments Coordinator, 2007 – 2016, Portland State University, Portland, OR
Supply Coordinator, 2015 – 2016, Southwestern Oregon Community College, Coos Bay, OR
Production Assistant/Sales Representative, 2014 – 2015, Drink More Good, Beacon, NY
Lead Mechanic, 2012 – 2014, Peoples Bicycle, Beacon, NY
Transportation Information Specialist & Enforcement Officer, 2006 – 2007, Portland State University, Portland, OR

New to Position:

Colleen Keen – OCCI Student Services Representative ( Full – Time Classified)

Education:
Associate’s in Human Services – Southwestern Oregon Community College, Coos Bay, OR
Certificate in Juvenile Corrections - Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
Student First Stop Representative, 2010 – 2016, Southwestern Oregon Community College, Coos Bay, OR
Foster Parent Recruitment Specialist/Skills Trainer, 2007 -2008, SOASTC, Inc., North Bend, OR
Tutor/Advisor, 1994 – 2006, Matanuska-Susitna School District, Palmer, AK
Financial Statements Narrative

General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

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

GENERAL FUND

Statement of Revenues, Expenses, and Changes in Fund Balance

For the period ending March 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Actual YTD</th>
<th>Adjusted Under Budget</th>
<th>Actual YTD % of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1, 2015)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Undesignated</td>
<td></td>
<td>$ 2,699,370</td>
<td>$ 2,000,000</td>
<td>(699,370)</td>
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<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
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<tr>
<td>State Support</td>
<td></td>
<td>5,468,617</td>
<td>6,985,840</td>
<td>1,517,223</td>
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<tr>
<td>Federal Support</td>
<td>5,133</td>
<td>10,190</td>
<td>13,500</td>
<td>3,310</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>174,814</td>
<td>5,092,308</td>
<td>5,375,060</td>
<td>282,752</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>994,280</td>
<td>6,051,687</td>
<td>6,104,924</td>
<td>53,237</td>
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<tr>
<td>Interest Earnings</td>
<td>13,220</td>
<td>78,719</td>
<td>82,500</td>
<td>3,781</td>
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<tr>
<td>Other Income</td>
<td>31,291</td>
<td>172,492</td>
<td>4,500,000</td>
<td>3,500,000</td>
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<tr>
<td>Loan Proceeds</td>
<td></td>
<td>1,000,000</td>
<td>624,175</td>
<td>624,175</td>
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<tr>
<td>Transfers from Other Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,218,738</td>
<td>17,874,013</td>
<td>23,992,271</td>
<td>23,992,271</td>
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<tr>
<td><strong>Total Resources Available</strong></td>
<td>20,573,383</td>
<td>25,992,271</td>
<td>25,992,271</td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>838,272</td>
<td>6,698,761</td>
<td>9,553,897</td>
<td>2,855,136</td>
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<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>354,550</td>
<td>3,102,169</td>
<td>4,444,372</td>
<td>1,342,203</td>
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<tr>
<td>Materials &amp; Services</td>
<td>258,737</td>
<td>2,330,497</td>
<td>3,510,310</td>
<td>1,179,813</td>
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<tr>
<td>Capital Outlay</td>
<td></td>
<td>43,454</td>
<td>75,400</td>
<td>31,946</td>
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<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td>1,500,000</td>
<td>4,500,000</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td></td>
<td>30,938</td>
<td>35,000</td>
<td>4,063</td>
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<td>Transfer to Other Funds</td>
<td></td>
<td>1,248,217</td>
<td>2,073,292</td>
<td>825,075</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,451,559</td>
<td>14,954,035</td>
<td>24,192,271</td>
<td>24,192,271</td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td>(232,821)</td>
<td>2,919,978</td>
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<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 5,619,348</td>
<td>$ 1,800,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending March 31

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>General Fund</strong></td>
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<tr>
<td>Revenues:</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>State Support</td>
<td>5,468,617</td>
<td>4,753,757</td>
<td>636,154</td>
<td>703,620</td>
<td>485,183</td>
<td>444,821</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Federal Support</td>
<td>10,190</td>
<td>6,618</td>
<td>5,304,562</td>
<td>5,765,164</td>
<td>1,438,743</td>
<td>1,256,749</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>5,092,308</td>
<td>4,993,175</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>217,044</td>
<td>265,289</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>6,051,687</td>
<td>5,722,816</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>217,044</td>
<td>265,289</td>
<td>-</td>
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<tr>
<td>Interest Earnings</td>
<td>78,719</td>
<td>90,643</td>
<td>34</td>
<td>27</td>
<td>-</td>
<td>1,721</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>172,492</td>
<td>340,454</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>90,579</td>
<td>33,091</td>
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<tr>
<td>Other Grant Income and Loans</td>
<td>1,000,000</td>
<td>2,200,000</td>
<td>210,384</td>
<td>223,531</td>
<td>309,940</td>
<td>362,120</td>
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<td>-</td>
<td>30,938</td>
<td>27,488</td>
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<tr>
<td>Transfers</td>
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<td>-</td>
<td>-</td>
<td>90,579</td>
<td>33,091</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>17,874,013</td>
<td>18,157,464</td>
<td>6,151,133</td>
<td>6,692,342</td>
<td>2,758,489</td>
<td>2,729,228</td>
<td>29,001</td>
<td>30,513</td>
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</tr>
<tr>
<td>Expenditures:</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Personal Services</td>
<td>6,698,761</td>
<td>6,514,556</td>
<td>48,487</td>
<td>52,708</td>
<td>1,272,870</td>
<td>1,382,275</td>
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</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>3,102,169</td>
<td>2,873,749</td>
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<td>-</td>
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<td>569,585</td>
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<td>-</td>
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</tr>
<tr>
<td>Materials &amp; Services</td>
<td>2,330,497</td>
<td>2,286,337</td>
<td>5,958,692</td>
<td>6,520,169</td>
<td>840,329</td>
<td>1,072,796</td>
<td>6,751</td>
<td>8,776</td>
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<td>Debt Service:</td>
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<td></td>
<td></td>
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<tr>
<td>Principal</td>
<td>1,500,000</td>
<td>2,200,000</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>30,938</td>
<td>27,488</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>1,248,217</td>
<td>750,510</td>
<td>-</td>
<td>-</td>
<td>48,579</td>
<td>82,815</td>
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<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>14,954,035</td>
<td>14,652,640</td>
<td>6,007,179</td>
<td>6,572,877</td>
<td>2,913,848</td>
<td>3,203,621</td>
<td>6,751</td>
<td>8,776</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Revenues Over (Under) Expenditures:</td>
<td>2,919,978</td>
<td>3,504,824</td>
<td>143,955</td>
<td>119,465</td>
<td>(155,359)</td>
<td>(474,393)</td>
<td>22,251</td>
<td>21,737</td>
<td>-</td>
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</tr>
<tr>
<td>Fund Balance (July 1)</td>
<td>2,699,370</td>
<td>2,171,492</td>
<td>-</td>
<td>-</td>
<td>553,868</td>
<td>650,932</td>
<td>443,785</td>
<td>423,663</td>
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<tr>
<td>Fund Balance (End of Month)</td>
<td>5,619,348</td>
<td>5,676,316</td>
<td>143,955</td>
<td>119,465</td>
<td>398,510</td>
<td>176,539</td>
<td>466,035</td>
<td>445,400</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>
## Southwestern Oregon Community College

### Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending March 31

<table>
<thead>
<tr>
<th></th>
<th>Plant Fund</th>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
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<tbody>
<tr>
<td><strong>Revenues:</strong></td>
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<tr>
<td>State Support</td>
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<td>Federal Support</td>
<td>-</td>
<td>74,948</td>
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</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>-</td>
<td>-</td>
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<td>2,399,357</td>
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<td>Interest Earnings</td>
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</tr>
<tr>
<td>Other Income</td>
<td>(871)</td>
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<td>Revenues Over (Under) Expenditures:</td>
<td>3,583</td>
<td>(132,816)</td>
<td>10,161</td>
<td>(30,249)</td>
<td>2,772,567</td>
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<td>Fund Balance (July 1)</td>
<td>35,631</td>
<td>38,211</td>
<td>5,800</td>
<td>5,800</td>
<td>1,285,482</td>
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<td>Fund Balance (End of Month)</td>
<td>39,214</td>
<td>(94,604)</td>
<td>15,960</td>
<td>(24,450)</td>
<td>4,058,049</td>
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</tbody>
</table>
Enterprise Fund Categories

**Exhibit # 9 B 3**

**Date** April 25, 2016

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

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

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

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

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

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

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

**Neighborhood Facility:** **Purchased Services** – insurance, heat, lights, water
### Southwestern Oregon Community College

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

For the Periods Ending March 31

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY15-16</th>
<th>Newmark Center FY15-16</th>
<th>Student Housing FY15-16</th>
<th>Dining Services FY15-16</th>
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<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tuition/Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Sales</td>
<td>$712,002</td>
<td>$818,243</td>
<td>$4,420</td>
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<td>Rent</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Miscellaneous</td>
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<td>2,335</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Transfer from other funds</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<td>$820,578</td>
<td>$73,356</td>
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<td>Student Aid Grants</td>
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<tr>
<td>Bad Debt Expense</td>
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<td>Transfers to other funds</td>
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<th>Dining Services FY15-16</th>
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<td>Miscellaneous</td>
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<tr>
<td>Transfer from other funds</td>
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<td>Total Revenues</td>
<td>$27,276</td>
<td>$35,642</td>
<td>$73,824</td>
<td>$71,166</td>
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<tr>
<td>Transfers to other funds</td>
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<td>4,649,905</td>
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<tr>
<td>16,404</td>
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<td>29,588</td>
<td>650,818</td>
<td>548,318</td>
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<td>2,772,567</td>
<td>2,114,238</td>
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<tr>
<td>Beginning Fund Balance (July 1)</td>
<td>82,445</td>
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<td>85,303</td>
<td>57,458</td>
<td>(1,897,597)</td>
<td>(1,725,983)</td>
<td>99,257</td>
<td>54,996</td>
<td>1,285,482</td>
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<td>$48,362</td>
<td>$4,058,049</td>
<td>$2,843,558</td>
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</table>
BOARD OF EDUCATION
MEETING MINUTES
March 28, 2016

ATTENDANCE
Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Susan Anderson (Chair) *
Harry Abel *
Tim Bishop *
David Bridgham *

Marcia Jensen *
Judy May-Lopez * (IPV)
Ken Messerle *

Staff/ExOfficios
Patty Scott (President) *
Janet Basney
Michele Benoit
Sandra Bullock
Tim Dailey
Kathy Dixon
Karen Domine
Brady Esch
Matt Gilroy *
Elise Hamner

Mike Herbert
Rod Keller
Claire Kirkpatrick
Rocky Lavoie *
Ryan Mill
Deb Nicholls *
Kelly Northcutt
Daniel Pittman
Janet Petti * (IPV)
Melinda Roberts

Aubrey Schrader
Eric Stasak *
Joe Thomas
Ross Tomlin *
Jemiah Wassman
Jeff Whitey
Joe Wilson
Cody Yeager

*Also present at Executive Session

Guests
Wendy Abel-Hatzel
Jake Stone
Krisinda Williams
Men’s Swim Team

Dakota Green
Men’s Wrestling Team
Student Ambassadors
Women’s Swim Team

Tammy Jeffries
Women’s Wrestling Team

CALL TO ORDER
Vice Chair David Bridgham called the session to order at 5:30 p.m.

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:30 to 5:50 p.m.:
• (d) Labor Negotiations – Update on Faculty negotiations and grievances.
• (e) Property – Updates on various properties in the College’s district.
• (h) Legal Rights – Updates on current litigation.

RECONVENE INTO OPEN SESSION
Chair Anderson reconvened the open session at 6:00 p.m.

AGENDA CHANGES
None were noted.

INTRODUCTIONS
Employees Exhibit # 5 - The following employee was introduced to the Board:
New to Position
• Daniel Pittman, Cashier/Dining Services Representative
Student Ambassadors – The 2015-16 ambassadors were introduced to the Board.

Student-Athletes of the Month - The following student-athletes were introduced to the Board:
- Olivia Pizano, Women’s Wrestling (not in attendance)
- Anthony Whitmarsh, Men’s Wrestling

Members of the Men’s Swim Team, Women’s Swim Team, Men’s Wrestling Team and Women’s Wrestling Team were introduced to the Board and their accomplishments shared. The sophomores on the Swim Team were presented with Cross pens, a College athletic tradition. President Scott was presented with an NCJAA medal from the team’s inaugural year.

INTERVIEWS
Insurance Agent of Record Candidates - Harry Abel declared a conflict of interest and abstained from voting and discussions.

The Board interviewed the following candidates:
- WHA Insurance (Jake Stone and Tammy Jeffries)
- Abel Insurance (Wendy Abel-Hatzel)

BOARD DEVELOPMENT
Presentations
Trio Student Support Services
Grant Director Michelle Benoit, Janet Basney, Claire Kirkpatrick and Melinda Roberts provided an overview of the services that the Trio Student Support Services Grant (SSS) provides to students. It was noted that the SSS Club had been re-established and members would be travelling to Alabama this summer to work on a Habitat for Humanity project. Two SSS students (Dakota Green and Krisinda Williams) shared their stories of the impact the program had on them both personally and academically.

Safety
Security Director Joe Thomas conducted a presentation on the College’s security department that services the Coos Campus.

BOARD REPORTS/INFORMATION
Important Dates - The Board reviewed numerous upcoming events.

BOARD OPERATIONS
OCCA Report - Copies of the OCCA memorandum dated March 10, 2016 were distributed to the Board.

President’s Evaluation – Chair Anderson announced that the Board would go into a second Executive Session at the conclusion of the open meeting for the purpose of the President’s Evaluation.

COLLEGE REPORTS
President’s Report - President Scott briefed the Board on:
- Health and Science Technology Building – President Scott updated the Board on the project’s progress.
- Hyejeon Visit – President Scott, Vice President Ross Tomlin and Executive Chef Shawn Hanlin will travel to Korea to visit the College’s sister-college next month. The relationship between the two colleges has spanned 25 years. President Scott showed the Board the plaque that will be presented to celebrate 25 years of exchanges. Hyejeon is interested in establishing a culinary exchange and President Scott recommended that it be called the Kridelbaugh Culinary Exchange. The Board expressed support of the trip and exploring additional exchanges.
- Accreditation Report – Report submitted by March 1 deadline. Full seven-year visit will be in 2020.
- Budget – Close to completion.
- Deferred Maintenance – To be submitted by the end of April.
Financial Reports, Exhibits # 9 B 1 – 4 - Copies of the financial reports were included in the meeting materials and Business Officer Kathy Dixon briefed the Board on them. She noted that she expects the Ending Fund Balance to come in around $2.2 million.

Success Indicators
Copies of the reports were included in the meeting materials and displayed at the meeting.
- #15, General Fund Unrestricted Cash, Exhibit # 9 C 1
- #16, Fiscal Responsibilities – All Funds, Exhibit # 9 C 2
- #17, Fiscal Enterprise Fund Responsibilities, Exhibit # 9 C 3

Human Resources Hiring Matrix, Exhibit # 9 D - Copies of the matrix were included in the meeting materials.

CONSENT AGENDA, Exhibits # 10 A – C
Copies of the items were included in the meeting materials.

M03/16-1 Marcia Jensen’s motion to approve the Consent Agenda, as presented, was seconded by David Bridgham.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated February 22, 2016, Exhibit # 10 A.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the borrowing agreement with Umpqua Bank of a Tax and Revenue Anticipation Note (Taxable), Series 2016 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of $4,200,000, to meet working capital needs for the thirteen months (June 2016 – June 2017), Exhibit # 10 B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment to De Lage Landen Public Finance LLC up to the amount of $258,527.42 over five years for equipment and software listed in the Title III grant, Exhibit # 10 C.

OLD BUSINESS
Board Policy Review – 2nd Reading - The following policy was presented for a second reading and will be posted to the Board’s webpage.
- 6095, Disposal of College Property

M03/16-2 Judy May-Lopez’s motion to adopt the Board Policy# 6095, as amended, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT
None were heard.

NEW BUSINESS
Insurance Agent of Record, Exhibit # 13 A – The Board requested action on this item be tabled until April so that research could be conducted.

2016-17 Housing Rates, Exhibit # 13 B – Copies of the revised resolution were distributed at the meeting.
M03/16-3 Marcia Jensen’s motion to approve the increase in student housing rates, as presented, for the 2016-2017 academic year was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.
2016-17 OCCI Rates, Exhibit # 13 C – Copies of the resolution were included in the meeting materials.
M03/16-4 Marcia Jensen’s motion to approve the increase in OCCI fees from $24,600 to $25,200, effective Fall 2016 was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

2016-17 Tuition, Exhibit # 13 D – Copies of the resolution were included in the meeting materials.
M03/16-5 Marcia Jensen’s motion to approve the Tuition per Credit Rate of $91 per credit, effective summer term 2016 was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

Faculty Tenure, Exhibit # 13 E – Copies of the resolution were included in the meeting materials.
M03/16-6 Ken Messerle’s motion to grant tenure to Tracy Fawns with her 2016-2017 employment contract was seconded by Marcia Jensen. Upon call for the vote, the MOTION PASSED unanimously.

Board Budget Committee Appointment, Exhibit # 13 F – Copies of the resolution were included in the meeting materials.
M03/16-7 Harry Abel’s motion to appoint Skaidra Scholey to a three-year term of office on the Southwestern Oregon Community College Budget Committee, with term expiring June 30, 2018 was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

CORRESPONDENCE
Copies of the following correspondence were included in the meeting materials:
• College Swimming Coaches Association of American (CSCAA) letter dated 03/02/16

OTHER
Letters of Commendation – The Board requested that letters be sent to the swim coach, the women’s wrestling team, and Dakota Green for her achievements and courage in sharing her story.

RECESS
The Board recessed into a second Executive Session under ORS 192.660 (2) (i) to evaluate the President from 8:15 to 8:45 p.m.

ADJOURNMENT
Chair Anderson adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Susan Anderson, Board Chair

Patty Scott, Clerk

Deb Nicholls, Recording Secretary

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

Prepared by: Eric Stasak, Vice President of Administrative Services

**ACTION UNDER CONSIDERATION**

Appoint ________________________ as the College Insurance Agent of Record for an initial three-year contract.

**DISCUSSION / HISTORY**

In March 2011, the Board selected Abel Insurance Agency as the Insurance Agent of Record for a three-year contract. In March 2014, Abel Insurance Agency was reappointed to a second two-year term. On June 30, 2016, Abel’s contract will expire. Abel Insurance has been the Insurance Agent of Record since 1998 when they did business as Abel and Swank.

In November 2015, Administrative Services advertised a Request for Proposal for College Insurance Agent of Record for four days in The World and five days in the Daily Journal of Commerce. Two agents responded to that request, Abel Insurance Agency and WHA Insurance.

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

**TIMING**

Abel Insurance Agency’s contract expires June 30, 2016.

**BUDGET IMPACT**

Historically, the Insurance Agent of Record’s fees are not paid directly by the College as they are on commission from the carrier.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints ________________________ as the College Insurance Agent of Record for an initial three-year contract.

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

Submitted by: Elise Hamner, Executive Director

Core Themes: Community Engagement and Access

Community members participate and contribute to the college
The Foundation hosted a Health & Science Technology Building fundraising event in partnership with North Bend Medical Center at the Oregon Coast Culinary Institute for the medical community in mid-April, for approximately 60 individuals.

Expand Access to Financial Assistance
The Foundation installed an online scholarship management/application system this year to better comply with best management practices and improve our service to current and prospective students. A total of 324 students applied for Foundation scholarships, representing a 38 percent increase over last year.

With the help of approximately 60 volunteer reviewers, we will award $120,000 in scholarships this year to more than 100 students on the Coos and Curry campuses.

Increase and Enhance Activities for Community Attendance
- The Southwestern Foundation continues to sponsor and promote the college’s popular Geology Lecture Series held at the Hales Center for Performing Arts. The March and April lectures each brought in an estimated 200-plus community members, alumni, staff and students.
- Leadership SWOCC took on and hosted Southwestern’s inaugural Fun-Triathlon on April 16 to raise awareness about the Health & Science Technology Building project. Approximately 50 adults and children came to campus to compete for fun in a running, biking, and obstacle course.
- The Foundation, in partnership with Southwestern’s Art Department and Coos Art Museum, sponsored the VISION 2016 art competition for high school students in southwest Oregon. The event brought students to campus in March for a visit to the art department, campus tour and lunch.

VISION 2016 Foundation purchase and tuition awards
Best of Show – Grade 12, Key to Heart, Acrylic, Morgan Vineyard, Bandon High School  
First of Show – Grade 12, Hayley Williams, Digital, Dayle Bivens, Bandon High School  
Second of Show – Grade 11, Surfaces, Photography, Sarah Sax, Pacific High School
Board of Education
Administrative Services Report

Submitted by: Eric Stasak, Vice President of Administrative Services

The Mission of Administrative Services:

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

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

**CORE THEME: LEARNING & ACHIEVEMENT**

**DINING SERVICES**
Lisa Straws and Jennifer Severson have been filling in together to manage our Dining Services operations with Chris Foltz now employed at the Mill Casino and Shannon Poynter out on leave. Big thanks for their hard work.

- The current OCCI externs working in Dining Services, Alana Askew and Nate Haritash, are all looking forward to competing in Bellingham, Washington at the Washington State Culinary Association “Chefs’ Salon” in the middle of May. They will be competing in the Single Person Entrée Event.
- There are several upcoming catering events in May. This time of year, Dining Services takes part in numerous large scale catering events where up to 600 people are fed at once. This is a great learning opportunity for the Externs and Student Chefs to experience what is entailed for production of such large scale events.

**CORE THEME: SUSTAINABILITY**

**ADMINISTRATIVE SERVICES**
- Current issues being addressed by the Emergency Management Team (EMT) include:
  - Loud speaker system is being mounted on the top of Tioga to establish the capability of audible announcements and directions in the case of an emergency event.
  - The next campus-wide evacuation drill is set for May 12, 2016. If the above mentioned alarm is installed by that date, it will be used during this drill.
  - The EMT and other administrative staff will be attending active shooter response training on May 21, 2016 being facilitated by Director of Paramedics/EMT Programs Terry Mendez.
  - Proceeded with hosting and attending A.L.I.C.E. Training for Active Shooter Preparedness (see below).
ADMINISTRATIVE SERVICES (CONT.)

- Attended OCCA President’s Campus Safety/Security Forum meeting in Salem where requests for safety/security money was requested by Community Colleges.
- Continued with Faculty Negotiations work.
- Assisted where appropriate with Health Science Building work.
- Sketched-out New Market Tax Credit opportunities and met with this niche’ industry’s professional(s).
- Worked with Connie Stopher on possible opportunity for our Newmark building.
- Worked with Bond Agent to identify bond restructuring opportunities for the College.
- Completed various actions to resolve internal labor grievances and information requests.
- Completed 2016-2017 DRAFT budget.
- Purchased an electric adjustable height sit/stand desk and ergonomic chair for an injured worker to bring them back to light duty using Employer at Injury (EAIP) funds from SAIF. Total spent was $2,248. The EAIP program provides up to $5,000 in purchases for injured workers to bring them back to light duty jobs. Separately, purchased ergonomic chair for one additional employee.
- Reviewed 17 building inspections for hazards which were conducted by Southwestern employees. Safety recommendations for any findings were submitted to Facilities to remedy.
- Carol Richards attended PACE Risk Management training with Facilities Director Emerald Brunett. Topics included Transportation safety and liability, Athletics, Playgrounds, Special Events, Field Trips and out of State/overseas travel, Facility Use, Volunteer liability, Safety Committees, Contracting and Best Practices. As usual with PACE training, it was excellent and great information was obtained.
- Processed claim for Facilities where a charter bus on campus hit the Facilities building corner and did roof damage.
- Met with Insurance Agent of Record Wendy Abel and SAIF Safety Management Consultant Shelley Nasby to review workers’ compensation claims for the prior five years to review trends and devise a plan to help mitigate losses. The main trends are lacerations and slips, trips and falls in the kitchen areas of OCCI, Dining Services, and the Family Center.
- Completed Bureau of Labor Statistics Survey of Occupational Injuries and Illnesses report. This report collects statistics about one the job injuries, light duty work, time loss, etc.
- Completed update of Safety Data Sheet (SDS)/Material Safety Data Sheet (MSDS) binder for Art Department. Worked with Chemistry to have science SDS/MSDS binder also updated.
- Rewriting Hazard Communication program to be in compliance with OR-OSHA Global Harmonization/Hazard Communication requirements due January 1, 2016.
- The following Administrative Procedures and Policies (APP) were reviewed in the College Policy Meeting:
  - **APP 5011 Vehicle Use – First Reading**
    Administrative staff worked with Insurance Agent of Record Wendy Abel for risk management advice for this APP. Changes from previous document require review again with Exec Team.
  - **APP 6095 Disposition of Surplus or Excess Property – First Reading**
    This APP will be brought back for a second reading. This APP consisted of language the Board of Education wanted included as procedure rather than in the Board Policy.
  - **APP 4025 Reproduction of all Copyrighted Materials – First Reading – Passed**
    This APP consisted of language the Board of Education wanted included as procedure rather than in the Board Policy.
  - **APP 8042 Student Athlete Insurance – First Reading - Passed**
Administrative Services (cont.)
- Safe Colleges courses completed by staff during February and March included:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated External Defibrillators (AED)</td>
<td>1</td>
</tr>
<tr>
<td>Back Injury and Lifting</td>
<td>8</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>4</td>
</tr>
<tr>
<td>Campus SaVE Act</td>
<td>24</td>
</tr>
<tr>
<td>Clery Act Overview</td>
<td>18</td>
</tr>
<tr>
<td>Dating Violence Identification and Prevention</td>
<td>22</td>
</tr>
<tr>
<td>Hazard Communication</td>
<td>5</td>
</tr>
<tr>
<td>HIPAA Overview</td>
<td>1</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory Child Abuse Reporting</td>
<td>139</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>4</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>1</td>
</tr>
<tr>
<td>Safety Data Sheets</td>
<td>5</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>5</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total # of Trainings Completed by Staff</strong></td>
<td><strong>243</strong></td>
</tr>
</tbody>
</table>

Dining Services
- Staff are currently in the process of reorganizing the Dining Services kitchen to better utilize all kitchen space and equipment.

Campus Security
- Activity has been relatively quiet this period, due in part to reduced population during the spring break. Some thefts, damage, and drug/alcohol incidents occurring on campus, but nothing out of the ordinary.
- Security is working on obtaining an additional vehicle donation in the near future. We are also working on obtaining a security bicycle.
- The recent A.L.I.C.E. (Alert; Lockdown; Inform; Counter; Evacuate) training that two members of the security team attended was a definite success. ALICE is a training system designed to increase the chances of survival during a violent intruder or active shooter event. This training, held on March 22 and 23 at SWOCC (for the first time), trained the 29 participants as trainers themselves, so they can go back to their businesses and train others with the information and fundamentals they received. Campus Security will be doing this in the immediate future here at SWOCC.
- Security is also planning to have Ron Frigulti return, possibly for the fall in-service, to provide further training to all staff/faculty in the mental preparation needed for surviving an active shooter or critical incident type situation. Ron was here last November, and the response was overwhelmingly positive.
- During the months of February and March 2016, Southwestern Security provided the following services, among others, and responded to calls for various forms of assistance, in addition to our daily duties of patrol:
  - 50 verbal warnings for various offenses ranging from improper parking, improper or unsafe vehicle operation, and miscellaneous violations of college policy, city ordinance, and other Oregon laws.
  - 61 written warnings for the same manner of problems.
Campus Security (cont.)

- 71 requests for various forms of assistance including vehicle assistance such as jump starts, requests to be let into various locations by students/staff/faculty, escorts, directions, emergency messages, and other contacts, etc.
- 66 other miscellaneous contacts usually involving contacts and attempted identification of subjects on campus after hours, or in areas prohibited, by persons other than students, staff, and/or faculty.

Student Housing/Resident Life

- Student Housing spring term occupancy is 318 students. Occupancy for winter term 2015 was 296 and in 2014 it was 281.
- Summer 2016 Association of College and University Housing Officers (ACUHO) interns have been hired to host our Road Scholar program. Resident Director Amanda Self will be leading this summer’s program with Adam Szalacinski and Eulla Allen. Adam is a graduate student at the University of Wisconsin- La Crosse pursuing his Master of Science in Education and Student Affairs Administration. Eulla is a graduate student at Austin Presbyterian Theological Seminary in Austin, Texas pursuing her Master of Arts in Ministry Practice. She is seeking to work as an academic advisor/school counselor.
- Student Housing is finalizing plans to have some facilities issues addressed during spring term. After 18 years of south coast weather, 12 balcony wood headers and 3 back stairwell decks need to be replaced. Though not currently a critical safety issue, it has been decided to address these prior to the regular scheduled summer maintenance activities. This estimated $50,000 project should have minimal impact on residents as the majority of work is on the exterior of the buildings. The funding is coming from our budgeted insurance reserve, resulting from Student Housing transfers in.

Mail and Print Services (MPS)

- MPS is working on hiring two new 10-19 positions that will float between Mail and Print and the Bookstore. This allows us flexibility to have staff trained and available to work where we need them most.
- For the months of February and March, Mail and Print Services:
  - Processed for mailing 6731 letters, flats, and parcels with the United States Post Office
  - Shipped 10 packages with UPS
  - Received 1761 packages for students, staff and faculty
  - Completed 215 print jobs and 55 supply order work requests for staff and faculty

Bookstore

- The Verba software purchased by the Bookstore is wonderful. This software enabled the Bookstore to purchase many books at much more competitive prices. This enabled the Bookstore to pass the savings onto the students. The results have been extremely encouraging.
- Last spring we had a total of 551 financial aid transactions totaling $73,838.31. This spring we had 436 financial aid transaction totaling $47,654.48. Total textbook sales this spring were $103,914.61 compared to last spring at $136,102.50.
- Last spring we processed a total of 141 mail orders totaling $18,151.44. This spring we processed 196 mail orders totaling $24,880.00, up $6,728.56 over last spring.
- Out of the 196 mail orders we processed, 94 students used the VERBA compare link on our website to purchase their books. Of those 94 students, 83 chose to purchase from the bookstore rather than one of the listed competitors!
Bookstore (cont.)
- Verba also has a rental module which will make it easier for us to do store-managed rentals in addition to Nebraska Book as a third party vendor. I will be doing some training on that and try to implement a few books over the summer to see how that is going to work.
- We are finishing up spring rush and gearing up for graduation!

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

Facilities Services
- Replaced Family Center windows
- Replaced B2 windows
- Replaced Fire Science windows
- Replaced exterior door on Sunset
- Installed new Honeywell controls for Prosper heat to better and safer regulate the temperature
- Installed gender neutral bathroom signage in seven restroom locations on campus
- Refreshed Tioga 401, 403, and 4th floor hallways
- Removed remaining Chemistry hazardous materials from campus
- Upgraded Prosper Hall gym lights to LEDs
- Painted new logo wall on Tioga 3rd floor
- Painted over existing logo on Recreation Center in preparation for new logo
- Added ventilation hoods to the Newmark building to stop water penetration issues building-wide
- Began ADA parking lot upgrades

Inspections
- Inspected Prosper Hall Bleachers
- Inspected Fire Sprinklers and hood suppression systems and tested campus-wide
- Inspected and cleaned OCCI and Dining Services hood systems

Motor Pool
- Disposed of Van #2
- Completed vehicle inspections, all recommended maintenance, and major repairs to all College vehicles
- Facilitating delivery of new Transits authorized by the Board and ordered in December. Dealer made mistake and is helping find solution
- Released Request for Proposal for new Bus – to close May 6th

Administration
- RECEIVED GRANT AWARD for BOTH SEISMIC PROJECTS SUBMITTED to the STATE OF OREGON. SWOCC’s Coaledo Hall and Randolph Hall to be seismic retrofitted. Only two community colleges are present on the April list of awarded school districts. Combined grant award value = approx. $1.28 million. Projects to be completed by December 2017.
- Completed and submitted Tier I and II Capital Funding requests for the 2017-2018 State Construction funding
- Drafted campus lockdown policy
- Visited Brookings campus to work on new maintenance procedures to ensure that all services, needs, and safety/law requirements are being met
- Posted positions for Custodian, Maintenance/Custodial/Grounds hybrid, and Motor Pool Technician
Facilities Services (cont.)

Training

- Facilities staff attended HVAC and Bloodborne Pathogens training
- Custodial staff attended floor refinishing training

Business Office

(Please see attached financials)
Board of Education
Instructional and Student Services Report

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

**CORE THEME: LEARNING AND ACHIEVEMENT**

**LA1: Students demonstrate progress**

- Since July 1, 22 students Southwestern students in Coos and Curry counties have earned their GED diploma.
- Our Junior Chamber of Commerce business students travelled to Portland and participated in meetings with DHX, the College’s marketing firm, NIKE, Keen, and also visited and toured all of the above. They also attended a Trailblazer game and met with leadership for the Blazers.
- The pilot of the Vocational English as a Second Language (VESL) program that involved a partnership between Transitional Education and the C2 grant has completed its first stage. Two ESL students are currently enrolled in Southwestern’s Certified Nursing Assistant (CNA) program while co-enrolled in either ESL or GED support classes. Progress is excellent with both students having passed all quizzes and exams up to this point.
- The two above mentioned students are participating in a supplemental CNA support course called Healthcare Foundations. This course is taught by Forrest Akers of the C2 grant, who has taught internationally and has over 12 years of second language experience.
- Academic standing student numbers for Winter Term 2015-2016:
  - Dean’s List (3.0 – 3.49 GPA) 217
  - Honor Roll (3.5 – 3.99 GPA) 157
  - Academic Excellence (4.0 GPA) 110
  - Notification (1st term below 2.0 GPA) 111
  - Probation (2nd term below 2.0 GPA) 68
  - Suspension (3rd term below 2.0 GPA) 14

**LA2: Students complete certificates, degrees, and transfer**

- Welding students completed their certifications with an 87% pass rate, earning more certifications than last year. A certified welding inspector conducted the testing.
- Fifty SSS participants are approved for graduation in June 2016.

**LA3: Students demonstrate that they have met institutional learning outcomes**

- All Lower Division Collegiate disciplines have assessed their program outcomes and have reported that they are all meeting outcomes.
- Eight people from SWOCC including the LDC Dean Rod Keller traveled to Lane Community College to discuss the book titled: *Redesigning America’s Community Colleges*. They took part in workshops with other community colleges from around the state.
• Classroom visits and syllabi, along with student assignment samples, demonstrate that we are on track with course and program outcomes. All administrative faculty reviews have been completed for this cycle.
• Program Outcomes were collected for each CTE program and the Accreditation report was submitted.
• A discipline outcomes assessment report was completed for Career Technical Education departments.
• A team went to a placement test meeting for ACCUPLACER. This will replace our current placement test COMPAS which will no longer be available winter term.
• Dean of Students Tim Dailey is meeting with LDC Dean Rod Keller and the Math Department to discuss the Math placement test called ALEK. This assessment places students with more accuracy in their math classes.
• Multiple measures are being used this advising cycle to help with placement accuracy. We are using best practices looking at Smarter Balance scores, high school GPA, GPA in specific Math and Writing classes, GED scores and self-report for placement. We are keeping a spreadsheet of how students are doing term by term.

CORE THEME: ACCESS

A1: Students access varied learning opportunities

• The Vice President of Instruction and Student Services accompanied the President to South Korea to work with the Hyejeon College administration to revise and expand the partnership between the two colleges for staff and student exchanges over the next few years.
• Rachel Greenhaw was hired to be the CTE Revitalization Grant Coordinator. This grant works with the ESD and the 10 area high schools to develop and offer a 14 credit Basic Allied Health Care Career Pathway Certificate of Completion for high school students.
• Our CS/CIS advisory committee features new members, as does the welding advisory committee. That committee now includes new industry partners, providing a fresh perspective.
• SSS students attended a Preview Weekend at Southern Oregon University.
• SSS students and staff volunteered for our local Habitat for Humanity in honor of National TRIO Day.

A2: Students access services that support learning

• The College received a $74,404 grant from the HECC in March that will provide a part-time liaison to assist with high school relations, support a pilot VESL program, update websites. This grant is until June 20, 2017.
• The Lean Audit, sponsored by Title III, zeroed in on the Admissions process. The hardworking Admissions, Financial Aid, Housing, Advising, Testing, and Accounts Receivable SWOCC staff who are the ‘face of SWOCC’ to new students are collaborating to streamline the process for newly recruited students.
• Title III has additionally sponsored an eCatalog that will be accessed through our website. The catalog file has been completed and will be handed off to Course Leaf next week to begin the process of implementation. The expectation is for the eCatalog to be live beginning of fall term 2016. The eCatalog will provide accurate information to web users about degrees, certificates, and courses.
• Currently ESPS, Career Pathways and the In District High School Recruiting team are in local high schools testing and advising seniors.
• SSS staff coordinated 10 Financial Aid Friday’s sessions and three scholarship workshops during winter term serving over 200 students.

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

**CORE THEME: COMMUNITY ENGAGEMENT**

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

• Monthly meetings with South Coast ESD curriculum leaders.
• March 31/April 1 Karen Domine attended the South Coast Oregon Workforce Alignment Meeting. In attendance were representatives from Coos, Curry and Douglas county DHS, ODE, WIOA, Colleges, SOWIB and Vocational Rehabilitation. State leaders from each of those areas were also represented. The two days were a facilitated opportunity to framework on how to work together as a system and maximize under the new WIOA law.
• We held a second Dental Assistant advisory committee and we have just completed interviews for the full-time faculty position for this program. This position is 100% grant funded for the next year.

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

• Geology series lecture series continues to be successful presentations to our community.
• A new evening Yoga course was scheduled this term. The community has been asking for an evening class and we were able to work with an instructor to make it available. First term had 14 students registered. Cancer Survivorship is a new class that will be offered soon by our instructor Sara Hicks. This is a growing area of interest to the community and our medical partners.

CE3: Our community members participate and contribute to the College

• Southwestern’s Extended Learning programs, Transitional Education and Community Education, have partnered with the North Bend Library Collaborative Summer Library Program called “Exercise Your Mind.” Representatives from each program will partner in putting on a presentation for the general public that will showcase several Community Education classes and provide information about the ABE, GED, and ESL programs. It will be exercise for the body and the mind!
• We are forming an advisory committee for an X Ray Technician program; this committee will meet in May.
• With our partners from SCESD and high school collaborators, we held a professional learning circle on campus. All Perkins partners were present and we will now begin our grant proposal for next year, as a team effort.
CORE THEME: SUSTAINABILITY

S1: Southwestern provides responsible fiscal management

- Two Federal program officers from the Dept. of Labor spent four days reviewing Southwestern’s TAACCCT grant. The grant staff was extremely prepared and organized for this in-depth review. Although we have not received the official written report, the grant received only two findings. The reviewers stated that most grants receive between 20-30 findings. We are very proud of the hard working dedicated staff in C2 and all they do for students and Southwestern.
- All Deans have participated in the budget creation for the next fiscal year.
- Student Services leaders reviewed budgets in their areas. We prioritized items that were critically needed. We cut budgets in areas to ensure that the college was fiscally responsible meeting the budget goals set by VPAS.

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

- The Ad Hoc Self-Evaluation Report was submitted to the Northwest Commission on Colleges and Universities (NWCCU - the College’s accrediting body).
- Brenda Rogers worked in partnership with IT to make changes on our website to ease the problems community members are experiencing registering for community education courses. We hope you will visit the community education site to view the changes.
- The Office of Instruction hired a new Curriculum Technician – Debbie Daniels, to replace Anna Cole, who was hired to be the new Admin. Assistant to the Vice President of Instruction and Student Services.
- Using Perkins grant funding, we ordered a new bread slicer for OCCI, classroom software for ECE, a new TIG welder and supplies, and are presenting an advising community workshop in May, to bring advisors up-to-date on the latest from CTE programs.
- CTE Dean Cody Yeager attended the quarterly CTE deans’ meeting, held in Redmond. She volunteered SWOCC as host for the next meeting in August. With the assistance of our curriculum technician and the administrative assistant to the VPI, we are updating our ETPL.

S3: Southwestern delivers viable quality instruction

- Sara Keene was hired to be the new Sociology/Anthropology instructor starting in Fall 2016-17.
- Alicia Mueller was hired to replace Karen Matson as the Manager of Learning Resources.
- Posted full-time faculty positions for the following:
  - Administrative Office Professional
  - Computer Science Software
  - Computer Science
- Posted faculty tenure positions for the following:
  - Writing (2)
  - Math (2)
  - Psychology
- A campus-wide assessment software package, LiveText, is being implemented next fall; Title III supported the purchase and pilot of LiveText this spring. This structured assessment process will serve the College well as it is incorporated across degree and certificate programs.
• The instructional administrators will be working with faculty over the remainder of the spring term to determine the criteria for implementing the new Accelerated Learning standards that the HECC will be approving in May.

• We have just added a part-time machining instructor and plan to write course outlines to expand this portion of our welding and manufacturing program. All but two of the lathes in our machine shop are in working order and are used regularly. We plan to repair the two non-functioning ones and put them to use as well.
Exhibit # 15 D  
Date  April 25, 2016  

Board of Education  
Integrated Technology Services and Research Report  

Prepared by: Rocky Lavoie, Director of Integrated Technology Services  

Integrated Technology Services Mission  

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

Core Theme: Access  

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

Web Systems:  

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

Emergency website preparation  
Working with Cloud Access, we successfully created a hosting environment that would meet emergency requirements which involves page caching. However, since our main website template does not support front end editing or front end logging in. The solution relies on this feature working and is incompatible with our template.  

Temporary solution:  
A temporary solution is in place until the new website has been created. A static HTML template will handle any peaks in traffic in an emergency situation. To activate the emergency site the “index.php” will be replaced with the emergency “index.html.” Any additions, alterations, and emergency posts will need to be added in HTML format and uploaded to the site.  

AAWCC site  
AAWCC site finished. Blogging functionality added.  
URL: http://www.socc.edu/aawcc  

New blog for C2 Grant, Pathways, and career center teams  
Name: Live It To Love It: Transforming the Working Experience Blog  
URL: http://www.socc.edu/careercenter/liveit  
Purpose: Strategies for Success as students move from college to careers  

News & events rss feed  
A RSS feed has been added to SOCC’s main news and events blog. This allows for easy following and notifications with any feed reader or Outlook email client eliminating extra emails.
A new website has been created to help promote the fire science program. This includes an interest / contact web form. We will be tracking the success of this marketing campaign through google analytics.

Core Theme: Community Engagement, Learning and Achievement

**Media Services and Instructional Labs:**
- Live streamed Men’s 1st home Baseball game vs. Clackamas
- Live streamed Women’s 1st home softball games vs. Lower Columbia and Mt. Hood
- Live streamed the OCCI End of the Year Ceremony
- Live streamed the Geology Lecture Series “Where the Wild and Robotic Things Are”
- Live streamed the Boys and Girls High School All-Star basketball games
- PAC hosted and Live streamed Conflict Resolution lecture with Thomas Nahimana
- PAC hosted the NBHS Waves Dance Recital
- PAC hosted the Dusco Spring Gala
- PAC hosted the Middle School Choir festival
- PAC hosted the SWOCC end of the term music concerts
- PAC hosted the North Bend Choir concerts
- PAC hosted the NBHS Modern Dance show
- PAC hosted the High School Band Festival OMEA District 7
- Installed new video and audio system in OCCI now including all kitchens with audio capabilities.
- Relocated Ryan Shreckengost to Randolph 7 from Tioga 407 due to low usage of the T-407 open lab
- Upgraded Tioga 3rd floor Tutor lab computers

**Email from Streaming Viewer:**

From: J & S Wallig [mailto:jswallig@frontier.com]
Sent: Monday, April 11, 2016 5:12 PM
To: Ball, Dean <dball@socc.edu>
Cc: Herbert, Michael <mherbert@socc.edu>
Subject: SWOCC Softball

We wanted to contact you and heap MASSIVE praise on the job you and your staff did with the April 9th, 2016 softball live stream.

We used to watch the live stream 3 years ago when our granddaughter, Breezie Bowling, played softball for SWOCC. Now we are watching her sister, Brandi Bowling play. After Breezie graduated we then watched Breezie play for a 4 year college back east—and your coverage FAR exceeds what that college streamed. (one camera thru the fence behind home plate)

You have vastly improved the coverage from 3 years ago.

Your play-by-play announcer during the first game and the first half of the second game was great—and very professional. The man who took his place during the second half of game 2 was not as good. Example, do we really need him to expound--- during the game---about how great the chairs are that he is sitting in? But perhaps he simply needs a bit more experience.
Your cameras were spot on. Great coverage of all the action on the field.

A GREAT job of covering college softball and your entire team deserves and has—our standing ovation.

Thank you!

S. Wallig

Core Theme: Sustainability

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

Jenzabar Programming, Training and Support:

- **Implementation of new software**
  - CourseLeaf eCatalog – Met implementation team to discuss missing or inconsistent data. Updated data and planned entry of missing information. Sent in first extract for testing. Completion projected for August 2016.
  - LiveText Implementation – Updated extracts for testing group. Worked with vendor on connection issues. Projected production timeline is set for Summer 2016
  - EXI – New advising capabilities have been delivered in the new interface. Sent test link to ESPS advisors to show current software setup. Worked with new Curriculum Tech on degree audit training.
  - AMS CoursEval – Created access for deans and VP. Automated communications for faculty and students are still to be completed.
  - Comevo – Worked on process to add hold to appropriate incoming students. Now in production for summer and fall registration cycles.
  - Izenda – Worked on permissions and report views for new web-based reporting tool.

- **User Support**
  - Created process for Registrar to maintain registration statuses for classes already in session.
  - Created My Temporary Employees in myLakerLink to allow supervisors to track hours of temp workers more easily.
  - Created new process for Admissions to import prospective students and check for duplicate records.
  - Provided problem solving services for many issues including AS degrees on transcripts, Honors program, check printing, payroll batch errors, deleted coursework in eLearning, missing leaves for employees, scholarship management imports, AR billing
  - Met with tutoring to discuss issues and options with writing center FTE.
  - Provided user training for Registration and advising

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

- **Work with Data**
  - Made adjustments to FItnessTrac extract for new PE courses.
  - Continued to extract data from Datatel system for data retention compliance. Still working with staff to identify the extracts needed in preparation of retirement of the server.
  - Worked with Business Office on required budget documents and reporting.
  - Provided ad-hoc data for a variety of office in support of their day-to-day processes

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

**Systems, Security, and Telecommunication:**
• Installed and configured Dell Solid State SAN
• Installed and configured two 10 gigabit Dell network switches for new SAN
• Configured Cisco 10 gigabit server room ports for new server cluster
• Configured Mellanox 40 gigabit network ports for the new server cluster
• Created new server cluster with new servers on new SAN
• Migrated virtual servers from one of the existing clusters to the new cluster
• Decommissioned a previous server cluster and reconfigured two of the nodes for the new
cluster
• Prepared twelve new virtualized file servers in order to more efficiently use the new SAN
• Network operating system deployed to perimeter switches
• Impulse network access control device upgraded
• Installed and configured new NetEnforcer network traffic manager
• Completed housing wireless site survey
• Installed larger switch in the primary network distribution center in preparation for bandwidth
upgrade
• Helped Orca with their bandwidth policy in preparation of bandwidth upgrade
• Cisco Prime network monitoring software updated.
• Upgraded the voicemail software
• Continuing VOIP phone distribution
• Installed EX software upgrade 6.2.1
• Installed myLakerLink software upgrade 8.4.1
• Installed myLakerLink mobile software update 3.1.1
• Installed eLearning software upgrade 1.4.1
• Installed Izenda software upgrade 6.2.1
• Installed EXi software upgrade 6.2.1
• Installed PowerFAids upgrade 21.2
• Installed PowerFAids web upgrade 21.2
• Installed new security certificate on servers
• Adds, moves and changes for Newmark and campus phones

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

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following staff members have been hired or moved positions since the last Board of Education meeting:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
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<tr>
<td><strong>Colleen Keen</strong> - OCCI Student Services Representative</td>
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<tr>
<td><strong>Rachael Greenhaw</strong> - CTE Revitalization Coordinator</td>
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<tr>
<td><strong>Sara Keene</strong> - Tenure Track Anthropology/Sociology Instructor</td>
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<td>GF</td>
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<tr>
<td><strong>Deborah Daniels</strong> - Curriculum Technician</td>
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<td><strong>Delbert Clark</strong> - Assistant to the Coordinator of Operations - OCCI</td>
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<tr>
<td><strong>Kyle Helland</strong> - Career Pathways High School Liaison</td>
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<tr>
<td><strong>Genelle Contreras</strong> - Student Housing Facility Maintenance</td>
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</table>

### Information: College Recruiting Update

<table>
<thead>
<tr>
<th>CURRENT OPENINGS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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</thead>
<tbody>
<tr>
<td>Dishwasher/Dining Services Representative 10-19</td>
<td></td>
<td></td>
<td>EF</td>
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<tr>
<td>Dishwasher/Dining Services Representative 20-31</td>
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<td>EF</td>
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<tr>
<td>Tenure Track Dental Assistant Instructor</td>
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<td></td>
<td>SP</td>
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<tr>
<td>Tenure Track Computer Science/Software Development Instructor</td>
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<td>GF</td>
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<tr>
<td>Tenure Track Computer Science/CIS Instructor</td>
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<tr>
<td>Tenure Track Administrative Office Professional Instructor</td>
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<td>SP</td>
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<tr>
<td>Tenure Track Writing Instructor (2)</td>
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<td>GF</td>
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<tr>
<td>Tenure Track Mathematics Instructor (2)</td>
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<tr>
<td>Tenure Track Psychology Instructor</td>
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<tr>
<td>Motor Pool Technician</td>
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<td></td>
<td>EF</td>
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<tr>
<td>Curry Technology Support Technician</td>
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<tr>
<td>Library Technician: Circulation</td>
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<tr>
<td>Healthy Families Oregon Home Visitor - Curry</td>
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<td>SP</td>
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<tr>
<td>Healthy Families Oregon Home Visitor - Coos</td>
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<td>SP</td>
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<tr>
<td>Manager of Learning Resources</td>
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<tr>
<td>Educare Teaching Assistant</td>
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<tr>
<td>Mail &amp; Print Services/ Bookstore Receiving Clerk (2)</td>
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<td>GF</td>
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<tr>
<td>Position</td>
<td>Funding</td>
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<tr>
<td>Bilingual Eligibility Screener &amp; Community Outreach Specialist</td>
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<td>ABE/GED Tutor Coordinator</td>
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<td>Registrar</td>
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<tr>
<td>Executive Chef of Dining Services</td>
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<tr>
<td>Custodian</td>
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<tr>
<td>Coordinator of Disability Support Service/Advisor for In District High School Students</td>
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<tr>
<td>Facilities Maintenance/Custodial/Grounds</td>
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**KEY:**  
- GF = General Fund  
- SP = Special Projects  
- EF = Enterprise Fund  
- Contingent on funding

_Southwestern is an equal opportunity employer and educator._