CALL TO ORDER
David Bridgham, Board Vice-Chair, called the meeting to order at 7:12 p.m.

ATTENDANCE
Board of Education (Quorum Present)
Harry Abel                      Carol Oelke    Absent: Dan Smith
David Bridgham                  Clara Radcliffe
Marcia Jensen (via phone)       Mike Murray

Staff/Ex-Officios
Bob Andrews                     Mike Gaudette  Diana Schab
Brenda Brecke                   Lynda Hatfield  Cheryl Scott
Martha Burkett                  Linda Kridelbaugh  Patty Scott
Barbara Davey                   Steve Kridelbaugh  Ron Steffens
David Fedukowski                Sheldon Meyer  Bill Yates
Kat Flores                      Deb Nicholls  Carl Yeh

Guests
Ron Opitz                      Jamie Peck
Travis Overley                 Tim Salisbury

AGENDA CHANGES
Vice-Chair Bridgham noted the following change in the meetings materials:
• 6.501, 2004-05 Fee Schedule – REVISED and moved to New Business as 8.501
• 8.201, OCCI and SRC Borrowing - MOVED to earlier in the meeting (before Board Community Reports)
• 9.013, Student’s Request for Board Hearing - ADDED

INTRODUCTIONS/ INTERVIEWS/ PRESENTATIONS

Staff Introductions/Presentations – Exhibit 3.01
Dean Lynda Hatfield introduced the following employees to the Board:
• Martha Burkett, Justice Services Faculty
• Glen Lyon, Nursing Faculty

Dean Mike Gaudette introduced Carl Yeh, Assistant Director of Residence Life and Conferencing, to the Board.

President Kridelbaugh introduced the following members of the CCTI Grant to the Board and presented them with personalized tee-shirts and commended them on their efforts:
• David Fedukowski
• Diana Schab
• Bill Yates
• Linda Kridelbaugh
Chris Williamson  
Mark Stueve  

**Student Scholars**

Vice-Chair Bridgham briefed the Student Scholar event that he attended in Salem recently. President Kridelbaugh introduced Southwestern’s 03-04 student scholars to the Board and presented them with personalized plaques:

- Jamie Peck  
- Travis Overley

They were both nominated for the All-Academic Team through Phi Theta Kappa.

Peck is planning on transferring to Western Oregon University and majoring in public policy administration.

Overley announced that he was accepted to University of North Carolina in Chapel Hill and should hear from Duke in mid-May. He wants to teach History.

**BUDGET COMMITTEE INTERVIEW**

**Tim Salisbury – Exhibit 3.021**

Vice-Chair Bridgham introduced Mr. Salisbury to the Board.

Mr. Salisbury explained that he was exited when Mike Gaudette and Dan Smith approached him about applying for the vacant position. He has been employed at Bay Area Hospital for 12 years and feels that education is one of the most important things in life. He started his educational career by going to a community college in upstate New York and stated that his experience was wonderful. He went to work and then continued his educational career at night to complete his bachelors. He is a finance person by trade and tries to look outside the box. He stated that he was committed to asking questions if things were questionable or if he needed clarification.

**Ron Opitz – Exhibit 3.022**

Vice-Chair Bridgham introduced Mr. Opitz to the Board.

Mr. Opitz stated that he was pleased when approached by President Kridelbaugh about the vacant Budget Committee position. He felt that budget planning was important. He is involved in economic development for a living and he sees education suffering. Education is a good driver in the economic development fields and we need to be good stewards of the money we have. He stated that he too was committed to making hard decisions when needed, would examine things carefully and would not hesitate to ask questions, when necessary. He felt that budget committee members should know how to seriously prioritize and ask pointed questions when needed.

(The following item was moved up on the meeting agenda for early action.)

**NEW BUSINESS**

**FINANCIAL**

**OCCI and SRC Borrowing – Exhibit 8.201**

Dean Gaudette briefed the Board on the resolution. The debt service will be paid by revenue streams not in the General Fund. He explained that timing was important as the improving economy means that interest rates will begin to increase. He explained that Seattle Northwest recommended that the College purchase Bond Insurance. Bond Insurance allows Seattle NW to get the College a lower interest rate (interest savings well in excess of the bonds). Seattle NW requested that the College have an independent third party look at our assumptions, cash flow analysis, projected income and projected expenditures. Moss-Adams was contracted to conduct
the review and they concluded that the College’s assumptions were reasonable and they agreed that our revenues were there and that the expenses that we have budgeted for are consistent with past experience and what should be expected with the new facilities. They are preparing a letter to that affect that will go into the preliminary offering statement and will be given to the insurance companies as they go out and try to find insurance for the bond issuance.

Discussion occurred on the borrowing (i.e., interest rates, over borrowing, etc.). Gaudette explained that the overage amount could be used for additional equipment, improvements on lighting, on the track, etc. It was noted that the Board would approve the basic design before it goes to bid and that the Board is required to accept the low bid.

Harry Abel’s motion to adopt the resolution prepared by bond counsel for financing the construction of the Oregon Coast Culinary Institute and the Student Recreation Center was seconded by Carol Oelke. Upon call for the vote, the motion passed unanimously.

(Chair Jensen left the meeting via telephone.)

BOARD REPORTS/INFORMATION

BOARD COMMUNITY REPORTS

Clara Radcliffe mentioned that “Jacques Brel is Alive and Well and Living in Paris,” a cabaret musical revue by Eric Blau and Mort Shuman would be playing May 14-16 in the Performing Arts Center. Collaboration for this event included Southwestern theatre and music departments, the Oregon Coast Culinary Institute and The Dolphin Players.

Harry Abel explained that he knows of an OCCI student that would be graduating this year and be starting his own business in the downtown North Bend in one of Wayne Shrunk’s buildings.

David Bridgham encouraged the Board to attend the OCCA Convention in Eugene on May 6-8. President Kridelbaugh distributed the convention schedule. Interested Board Members are to contact Nicholls if they are interested in attending.

OCCA Legislative Report

Vice-Chair Bridgham reported on the following documents:

- CC Funding Framework – Exhibit 4.011a
- Budget Addendum OCCA – Exhibit 4.011b

Salary Adjustments was divided up according to FTE, while Statewide Positioning Campaign, Increase Publications and Federal Lobbyist were all divided up equally. It was noted that the Federal Lobbyist would be a good investment for the system.

- Financial Aid Policy Statement OCCA – Exhibit 4.011c

Discussion occurred on the different policies and OCCA’s position on the different Financial Aid Policies.

Proposed President Search Calendar – Exhibit 4.012

A revised calendar was presented as an information item in the meeting materials.
RECOMMENDATIONS FOR THE 05/24/04 MEETING

Vice-Chair Bridgham reminded everyone that the May meeting would be held in Reedsport and encouraged Board Members to contact Nicholls with recommendations.

IMPORTANT DATES

05/06-08/04, OCCA Annual Convention – Eugene
05/10/04, Budget Committee Meeting
05/24/04, Board Meeting in Reedsport
06/16-19/04, ACCT Trustee Regional Trustee Leadership Conference – San Antonio

ASSOCIATED STUDENT GOVERNMENT (ASG) REPORT

Tracey Curley, ASG President, was not in attendance. Amy Hill reported in her absence. She stated that they had several activities scheduled for spring term. Mr. Southwestern Pageant is scheduled for May 26 and the candidates are volunteering with the SMART reading program and conducting fundraising. It was noted that the prizes for their events were purchased through Student Activity Fees, Social Fees and International Student Fees. This Wednesday there will be a question and answer session for the candidates running for student government positions.

DIVISION REPORTS

Arts, Humanities & Social Science – Exhibit 5.021

Copies of the report were included in the meeting material. Sarah Recken, Division Director, distributed copies of The Beacon (Winter 2004) to members of the Board. She gave kudos to Christine Scholey for her efforts in the classroom helping with the crisis in Speech.

Business, Math, Science and Technology – Exhibit 5.022

Copies of the report were included in the meeting material. Cheryl Scott, Division Director, reported on Skills Day/Math Day awards dinner. President Kridelbaugh announced that Cheryl Scott, Division Director, would be leaving Southwestern to take a dean’s position at Portland Community College.

Curry County – Exhibit 5.023

Copies of the report were included in the meeting material.

Health & Human Services – Exhibit 5.024

Copies of the report were included in the meeting material.

Workforce Development – Exhibit 5.025

Copies of the report were included in the meeting material. Brenda Brecke, Associate Dean, highlighted the efforts that are being made in the distance learning area.

RECESS

The Board took a short recess from 8:55 to 9:01 p.m.
EX-OFFICIO REPORTS

Classified Update

Bob Andrews, President, reported that the Classified delegates recently attended the state AFT Convention. They are sponsoring a political action event on April 29 at the Bay Area Labor Temple at 7:30 p.m. President Kridelbaugh asked the Unions to be advocates for community colleges in the upcoming legislative sessions.

MASSC Update

No report was given.

Faculty Union Update

Ron Steffens, Faculty Union President, reported that the Union started a discussion last week on hiring procedures with the Deans. He distributed a Union document titled Review of Hiring Procedures, dated April 26, 2004.

Faculty Senate Update

Patty Scott, Faculty Senate Chair, reported that the process of electing senators to the Senate was now occurring. In May, a new chair will be elected. She noted that the faculty were working on changes in credits and classes with varying credit limits, discussion on AAOT, and they are continuing to work on the plagiarism policy and the grievance policy. Senators serve two years and then can be re-elected for another two years for a four-year maximum.

MEASURES OF INSTITUTIONAL EFFECTIVENESS

Measure #11: Early Alert – Exhibit 5.051

Kat Flores, Director of Information Technology, briefed the Board on the measure.

Measure #12: Student Intent – Exhibit 5.052

Kat Flores, Director of Information Technology, briefed the Board on the measure. The decrease in the number of students’ intent to complete a degree/certificate/diploma at Southwestern verses an intent to transfer to a four-year college.

CONSENT AGENDA

(6.501 was removed from the consent agenda and moved to New Business, 8.501 and will be acted on later in the meeting.)

Radeliff stated that the March 15, 2004 meeting minutes should be revised to reflect that she did not approve the Consent Agenda.

Discussion occurred on whether or not item 6.302 should remain on the Consent Agenda. It was determined that the item would remain on the Consent Agenda.

M04/04-2

Carol Oelke’s motion to approve the consent agenda, as amended, was seconded by Mike Murray. Upon call for the vote to approve the consent agenda business, as follows, the motion passed unanimously.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, reviewed and approved the executive session and meeting minutes dated March 15, 2004 – Exhibits 6.101 and 6.102.
BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, approved the March Check List – Exhibit 6.201.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, accepted a $5,502 contract for July 1, 2004 – June 30, 2005 from The Oregon Community Foundation, in accordance with Administrative Policy #3.000, External Funding, Grants and Contracts and authorized adjustments as presented to the Special Projects Fund budget - Exhibit 6.202.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, reviewed the Hiring Update – Exhibit 6.301.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, approved a tenure track faculty contract for Glen Lyon, Nursing Instructor, at a 2003-2004 annual salary of $41,000 – Exhibit 6.302.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, approved a full-time twelve-month administrative contract for Carl Yeh, Assistant Director of Residence Life and Conferencing, at a 2003-2004 annual salary of $38,000 – Exhibit 6.303.

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, approved a full-time twelve-month administrative contract for Matthew Young, OCCI Recruiting, Advising, and Retention Specialist, at a 2003-2004 annual salary of $34,000 – Exhibit 6.304.

OLD BUSINESS  MISCELLANEOUS

Budget Committee Vacancies – Exhibit 7.801

M04/04-3  Harry Abel’s motion to appoint Tim Salisbury to serve a three-year term of office as Southwestern Oregon Community College Budget Committee member, with his term expiring June 30, 2006 was seconded by Carol Oelke. Upon call for the vote the motion passed unanimously.

M04/04-4  Harry Abel’s motion to appoint Ron Opitz to complete the remainder of Abel’s term of office as a Southwestern Oregon Community College Budget Committee member, with his term expiring June 30, 2005 was seconded by Clara Radcliffe. Upon call for the vote, the motion passed unanimously.

NEW BUSINESS  FINANCIAL

OCCI and SRC Borrowing – Exhibit 8.201

(This item was moved up on the agenda and acted on earlier in the meeting.)

BOARD/ADMINISTRATIVE POLICIES

2004-05 Fee Schedule, Exhibit 8.501 (formerly 6.501, moved from Consent Agenda)

Dean Meyer explained the changes in the fee schedule for the 2004-05 academic year.
Mike Murray’s motion to adopt the 2004-05 Fee Schedule as amended was seconded by Harry Abel. Discussion occurred on the fee structure. Upon call for the vote, the motion passed unanimously.

No comments were heard.

**PRESIDENT’S REPORT**

**Request for Board Hearing by Student Grievance**

President Kridelbaugh informed the Board that a student in the grievance process was requesting to be heard before the Board.

Mike Murray announced that he would be abstaining from the voting due to personal reasons.

Clara Radcliffe’s motion for the Board not grant a hearing to the student was seconded by Carol Oelke. Oelke, Bridgham, Abel and Radcliffe voted yea; Murray abstained. Motion passed.

**2004-05 GED Tuition Scholarship – Exhibit 9.011**

Copies of the exhibit were included in the meeting materials. President Kridelbaugh briefed the Board on the materials.

Harry Abel’s motion to establish a tuition scholarship program for Southwestern GED graduates with the modifications as presented was seconded by Clara Radcliffe. Upon call of the vote, the motion passed unanimously.

**Capital Facilities Master Plan – Exhibit 9.012**

Copies of the exhibit were included in the meeting materials. President Kridelbaugh briefed the Board on the materials.

President Kridelbaugh mentioned that several individuals would be leaving the College to pursue other job opportunities. He mentioned that Chef Gregson recently turned down a director’s position at the SanFrancisco Culinary Institute, but that he decided to stay at Southwestern because he was committed to the OCCI project.

**University Center**

President Kridelbaugh mentioned that the contacts made through the Hatfield Institute (Gerry Frank and Senator Hatfield) have helped immensely in the crisis. The State Board of Education may meet on the University Center subject during their meeting in LaGrande in May. Kridelbaugh plans on attending the meeting. He noted that if the SBE funding was lost, the College we do not have the funding to continue it.

**ACADEMIC REPORT**

Dean Hatfield commended Brecke and others on the efforts they provide in the grant writing area. She highlighted the Pro High School program.
ADMINISTRATIVE SERVICES REPORT

Dean Meyer reported that all employees were involved in the Capital Facilities Master Plan in September.

February 29, 2004 (final) Financial Statements – Exhibit 10.031

Dean Meyer briefed the Board on the report.

COLLEGE ADVANCEMENT REPORT – EXHIBIT 10.04

Copies of the report were included in the meeting materials. Dean Gaudette reported that in-district Applications for Admissions were up compared to this time last year.

Update on Power Point Presentation on the College

Dean Gaudette updated the Board on the status of the new presentation that is being developed for use in the community by staff and Board Members.

CORRESPONDENCE/INFORMATION ITEMS

CORRESPONDENCE

Vice-Chair Bridgham mentioned that the following correspondence was on file in the President’s Office: 11.01, AACC Letter – electronic version – dated 04/02/04; and 11.02, OCCA Pacesetter – dated March 2004; and 11:03, AACC Letter – electronic version – dated 04/16/04.

ADJOURNMENT

No further business was submitted for discussion and the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

David Bridgham, Board Vice-Chair

Stephen J. Kridelbaugh, Clerk