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

Board of Education Meetings

Monday, April 27, 2015
AGENDAS with Estimated Timelines

1. CALL OPEN SESSION TO ORDER

2. RECESS INTO EXECUTIVE SESSION

Pursuant to:
ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (e) Property
ORS 192.660 (2) (b) Legal Rights
ORS 192.660 (2) (i) Personnel

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

4. AGENDA CHANGES

5. INTRODUCTIONS

A. Employees, Exhibit # 5 A  
New to College
  - Kelly Northcutt, Multimedia Technician
  - Nathan Thompson, Windows PC System Support Technician
  - Valerie Cowan, Curry Student Success Specialist
  - Steve George, Head Volleyball Coach
  - Jeffrey Johnson – Head Women’s Basketball Coach

New to Position
  - Anne Matthews, Communications and Graphics Design Administrator

B. Athletes of the Month
  - Talisha Dozier, Women’s Wrestling (March)
  - Kyohei Makita, Baseball (April)
  - Rachel Huffman, Women’s Track & Field (April)
  - Brooks Ney, Men’s Track & Field (April)

C. Winter Athletic Team Acomplishments
  - Women’s Basketball, NWAC
  - Co-ed Swimming, Nationals
  - Women’s Wrestling, Nationals

D. Student Chef of the Year
  - Maddie Bauer

6. BOARD DEVELOPMENT

A. Presentations
  1) Student Services: Financial Aid  Presenter: Avena Singh
  2) OCCI  Presenter: Executive Director Shawn Hanlin
  3) Business Student Field Trip
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 05/06/15, 3:00 p.m., Faculty Appreciation Event, Tioga 5th Floor
      • 05/11/15, 6:00 p.m., Budget Committee Meeting, Tioga Hall 505
      • 05/18/15, 5:30 p.m., Meeting, Tioga Hall 505
      • 06/01/15, 6:00 p.m., 2nd Budget Committee Meeting (if needed), Tioga Hall 505
      • 06/05/15, 3:00 p.m., Tioga 3rd Floor – Transitional Education, GED Graduation
      • 06/11/15, 6:00 p.m., Distinguished Alumni Dinner, OCCI
      • 06/12/15, 7:00 p.m., Graduation, Rec Center/Prosper Hall
      • 06/22/15, 5:30 p.m. Meeting, Tioga Hall 505
      • 07/27/15, TBD, Meeting, Brookings
      • 11/4-6/15, OCCA Conference, Salishan
   B. Board Operations
      1) OCCA Report, Exhibit #7 B 1
      2) Progress on Board Goals, Exhibit # 7 B 2
      3) President’s Evaluation

8. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit #8 B
      Presenter: Bill Becker
      1) Statement of Budget and Revenues and Expenditures – General Fund, Exhibit # 8 B 1
      2) Statement of Revenues and Expenditures – All Funds, Exhibit # 8 B 2
      3) Enterprise Fund Categories, Exhibit # 8 B 3
      4) Statement of Revenues and Expenses - Enterprise Funds, Exhibit # 8 B 4

9. CONSENT AGENDA
   A. March 23, 2015 Meeting Minutes, Exhibit # 9 A
   B. Umpqua Line of Credit, Exhibit # 9 B

10. OLD BUSINESS
    A. Board Policy Review – 1st Readings
       • 2056, Orientation of New Board Members
       • 2060, Board Members’ Standards of Conduct
       • 2061, Individual Board Member’s Requests for Information
       • 2062, Individual Board Member’s Authority and Responsibilities
       • 2063, Board Committees
       • 2065, Board Member Development
       • 2070, Compensation and Expenses
       • 2072, Board-Staff Communications
       • 2080, Staff and Public Complaints

11. PUBLIC COMMENT

12. NEW BUSINESS
    A. 2015-16 Canadian Student Tuition, Exhibit # 12 A
    B. Faculty Tenure, Exhibit # 12 B
    C. Seismic Upgrade Grant for Sitkum Hall, Exhibit # 12 C

13. EX-OFFICIO WRITTEN REPORTS
    A. Faculty Senate, Mike Turner, Exhibit # 13 A
    B. Faculty Union, Bernadette Kapocias, Exhibit # 13 B
    C. Classified, Vickie Brumit, Exhibit # 13 C
    D. Associated Student Government, Jonna Jorgensen, Exhibit # 13 D
    E. Foundation, Elise Hamner, Exhibit # 13 E

14. UNIT WRITTEN REPORTS
    A. Executive Team Reports
       1) Student Services, Tim Dailey (see # 14 A 3)
       2) Administrative Services, Bill Becker, Exhibit # 14 A 2
       3) Instructional Services, Ross Tomlin, Exhibit # 14 A 3
       4) Integrated Technology Services, Rocky Lavoie, Exhibit # 14 A 4
       5) Human Resources, Jan Baxter (see # 14 A 2)
15. CORRESPONDENCE/INFORMATION

16. 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.

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.
INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES
Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:
Kelly Northcutt - Multimedia Technician (Full–Time Classified)

Education:
Associate’s in Electronics Engineering – ITT Technical Institute, Austin, TX

Recent Work Experience:
Headend Tech II, 2008 – 2014, Charter Communications, Coos Bay, OR
Systems Integration and Test Technician, 2005 – 2007, Motorola, Inc., Austin, TX

Nathan Thompson - Windows PC System Support Technician (Full–Time Classified)

Education:
Attended Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
Temporary Technician, 2013 - 2015, Southwestern Oregon Community College, Coos Bay, OR
Student Worker-ITS Department, 2013 - 2015, Southwestern Oregon Community College, Coos Bay, OR
Self Employed, 2008 - Present, Freelance Computer Technician, Numerous, WA

Valerie Cowan - Curry Student Success Specialist (Full–Time MASSC)

Education:
Bachelor’s in English, History, and Rhetoric – Eastern Oregon University, LaGrande, OR
Associate’s in English – Southwestern Oregon Community College, Brookings, OR

Recent Work Experience:
Career Center Coordinator/Admin Secretary, 2012 – 2014, Brookings Harbor High School, Brookings, OR
Youth Ministry and Education Director, 1997 - 2014, Star of the Sea Catholic Church, Brookings, OR

Steve George - Head Volleyball Coach (Part–Time Faculty)

Education:
Attended University of Washington MBA program

Recent Work Experience:
Head Varsity Volleyball Coach, 2012 - 2015, Lindbergh High School, Renton, WA
Director/Owner/Coach, 2011 - Present, Relentless Pursuit Volleyball Club, Seattle, WA
Head Varsity Volleyball Coach, 2011 - 2013, University Preparatory School, Seattle, WA
Volleyball Coach & Board of Directors, 2010 - 2011, Eastside Volleyball Academy, Bellevue, WA
Head Soccer Coach, 2006 - 2009, West Seattle Soccer Club, Seattle, WA
Head Volleyball Coach, 2006 - 2009, Hoy Family School, Seattle, WA
Jeffrey Johnson – Head Women’s Basketball Coach (Part-Time Faculty)

Education:
   Master’s in Coaching & Athletic Administration – Concordia University, Irvine, CA
   Bachelor’s in Physical Education – University of Northern Colorado, Greeley, CO

Recent Work Experience:
   Physical Education Teacher, 2010 – Present, North Bend Middle School, North Bend, OR
   Part Time Faculty, 2010 – 2015, Southwestern Oregon Community College, Coos Bay, OR
   Assistant Men’s Basketball Coach, 2009 – 2015, Southwestern Oregon Community College, Coos Bay, OR
   Head Freshman Boys’ Basketball Coach, 2006 – 2009, Thornton High School, Thornton, CO

New to Position:

Anne Matthews – Communications and Graphics Design Administrator

Education:
   Associate of Arts – Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
   Graphic Designer and Marketing Specialist, 2006 – 2015, Southwestern Oregon Community College, Coos Bay, OR
   Graphic Designer, 1987 – 2006, South Coast Printing, Inc., Coos Bay, OR
Legislators schedule statewide field hearings to learn Oregonians’ budget priorities. Help keep community colleges in the spotlight.

April 2015

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

The Legislature is heading on the road in April to get a better sense of the priorities of Oregonians across the state, as they begin to finalize the biennial budget for 2015-17.

It is critical to have a big showing from community colleges, so our voices are not overwhelmed by advocates for other public spending priorities. As elected board members, you are key opinion leaders with important perspectives. Students and others should wear school shirts or gear.

In Salem, advocates of community colleges have helped trumpet our budget target of at least $550 million, plus funding for CTE programs. Lawmakers now want to hear compelling local stories. In every part of Oregon, community colleges are the ladder to the middle class and good-paying jobs.

The sessions start April 10 in La Grande.

Arrive early, as lawmakers typically allow signups on a first-come basis. Be sure to introduce yourself for the record, and clearly state your goal. Also, be succinct: Based on how many people speak, you could be limited to just a minute or two.

Friday, April 10
La Grande
Eastern Oregon University
5:30 – 7:00 p.m.

Saturday, April 11
Boardman
Port of Morrow SAGE Center
12:30 – 2 p.m.

Tuesday, April 14
Lincoln City
Lincoln City Cultural Center
6:30 – 8:00 p.m.

Thursday, April 16
Gresham
Mount Hood Community College
7:00 – 8:30 p.m.

Tuesday, April 21
Portland
PCC Rock Creek Campus
7:00 – 8:30 p.m.

Thursday, April 23
Springfield
Location TBA
6:30 – 8:00 p.m.

Friday, April 24
Klamath Falls
Oregon Institute of Technology
5:30 – 7:00 p.m.

Saturday, April 25
Grants Pass
Grants Pass High School
12:30 p.m. – 2 p.m.
All Oregon Academic Team event is April 30

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

---

### Improving the student experience: New book examines classroom dynamics

It seems not a day passes without an article or report regarding the completion agenda and how community colleges need to improve their dismal retention and persistence rates. Much of the focus for areas of improvement include reinforcing advising, getting students to enroll full-time, and increasing financial aid. But what about what happens in the classroom and the exchanges between students and faculty? This book is a step toward answering that question.

The College Fear Factor: How Students and Professors Misunderstand One Another examines classroom dynamics in community colleges through a focus on students’ perspectives, beliefs and behaviors. Rebecca Cox spent over 5 years interviewing students and faculty at community colleges and through their voices, the book unpacks students’ preconceptions and expectations of college and their impact on student success.

Throughout the book, Cox brings students’ voices to the forefront in explaining how a fear of their academic inadequacy being discovered may lead to student defensive behavior including scaling back on enrolled hours, redefining success and failure, and avoidance of interaction with faculty. As Cox states, “Thus the fear of failure—rather than the actual failure or evidence of unsuitability—prevents full commitment and engagement [by students]” (p. 41).

At a mere 170 pages, I highly recommend this book to anyone who wants to gain a greater understanding of student fears and expectations and how we may help our students overcome them and be successful.

- Elizabeth Cox Brand, OCCA Director of Student Success and Assessment
Strategic Plan Board Update

Provide an update to the Board Goals by adding narrative to the Update column, be sure to indicate the status. Hints: Keep narrative to a minimum to address specific key activities that have been completed or are in-progress that support the goal.

<table>
<thead>
<tr>
<th>Core Theme</th>
<th>Objective</th>
<th>Board Goal</th>
<th>Update</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning &amp; Achievement</td>
<td>LA.1: Students demonstrate progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA.2: Students complete certificates, degrees, and transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA.3: Students demonstrate that they have met institutional learning outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>A.1: Students access varied learning opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.2: Students access services that support learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.3: Students access relevant curricula that support lifelong learning and achievement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Engagement</td>
<td>CE.1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs.</td>
<td></td>
<td>Plans to incorporate a 20-year celebration with the 07/27/15 Board meeting are underway.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>CE.2: Southwestern provides our community members access to a wide range of quality, lifelong learning opportunities</td>
<td>Board Goal 3: Use the opportunity of the Curry County meeting to connect to the community there.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE.3: Our community members participate and contribute to the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainability</td>
<td>Board Goal 2: So that we can respond effectively, become knowledgeable about key issues including…</td>
<td>The Board Chair serves on the OCCA Board and provides periodic reports. Administration provides the Board with monthly financials and updates on work surrounding ATD and the CEP.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>S.1: Southwestern provides responsible fiscal management</td>
<td>• OEIB, HECC, CCWD, Boards of Education and Higher Education, and their relationships and impact • Cash flow in district and how it relates to state funding • Achieving the Dream • Vision for Community Enhancement Plan funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Goal 7:</td>
<td>Work with Foundation Board to implement the college vision and goals.</td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>S.2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources</td>
<td>Board Goal 1: Evaluate current status of deferred maintenance by completing a facilities tour and updating the status of existing buildings by December 1.</td>
<td>On 10/27/14, the Board toured the Coos Bay facilities and received a detailed deferred maintenance update from Administration for both Coos and Curry campuses.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Goal 4: Manage the transition to new leadership of the legislative teleforums and be a visible presence at the forums.</td>
<td>Legislative Teleforums are scheduled for 7 am on the 1st and 3rd Mondays of the month, beginning March 2 throughout the session. Chamber Director Timm Slater has volunteered to facilitate the meetings.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Goal 5: Support the development of a plan for a matching funds campaign.</td>
<td>On 12/08/14, the Board started discussions on funding the match money for the Health &amp; Science building.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Goal 6: Review and revise board policy sections 1000 to 5000.</td>
<td>On 10/27/14, section 1000 review was finalized. On 11/24/14, a portion of section 2000 review was finalized. On 03/23/15 the remaining 2000s were discussed during at Board Work Session and are moving forward for 1st readings on 04/27/15.</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>S.3: Southwestern delivers viable quality instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College

Financial Statements Narrative

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

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

Statement of Budget and Revenues and Expenditures  
For the period ending March 31, 2015  

April 21, 2015

<table>
<thead>
<tr>
<th>Current Month</th>
<th>YTD</th>
<th>Adjusted Budget</th>
<th>Variance Favorable (Unfavorable)</th>
<th>Actual YTD % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance (July 1, 2014)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated (see Note 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td>$ 2,171,492.06</td>
<td>$ 2,000,000</td>
<td>171,492.06</td>
<td>108.6%</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>4,753,757.16</td>
<td>6,274,885</td>
<td>(1,521,127.84)</td>
<td>75.8%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>6,617.74</td>
<td>13,500</td>
<td>(6,882.26)</td>
<td>49.0%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>1,028.41</td>
<td>6,617.74</td>
<td>13,500</td>
<td>(6,882.26)</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>1,694,168.82</td>
<td>5,697,460.45</td>
<td>6,275,912</td>
<td>(578,451.55)</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>4,993,175.34</td>
<td>5,284,483</td>
<td>(291,307.66)</td>
<td>94.5%</td>
</tr>
<tr>
<td>Other Income</td>
<td>1,694,168.82</td>
<td>5,697,460.45</td>
<td>6,275,912</td>
<td>(578,451.55)</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>1,950,696.42</td>
<td>18,132,082.03</td>
<td>23,919,356</td>
<td>(5,787,273.97)</td>
</tr>
<tr>
<td>Total Resources Available</td>
<td>20,303,574.09</td>
<td>25,919,356</td>
<td>(5,615,781.91)</td>
<td>78.3%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>826,263.24</td>
<td>6,514,387.97</td>
<td>9,170,167</td>
<td>2,655,779.03</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>346,153.11</td>
<td>2,873,797.92</td>
<td>4,468,790</td>
<td>1,594,992.08</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>196,828.56</td>
<td>2,284,181.28</td>
<td>3,534,912</td>
<td>1,250,730.72</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>60,000</td>
<td>60,000.00</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>2,200,000.00</td>
<td>4,860,000</td>
<td>2,660,000.00</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>27,487.50</td>
<td>35,000</td>
<td>7,512.50</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>50,000.00</td>
<td>750,509.91</td>
<td>1,970,487</td>
<td>1,219,977.09</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>1,419,244.91</td>
<td>14,650,364.58</td>
<td>24,099,356</td>
<td>9,448,991.42</td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td>531,451.51</td>
<td>3,481,717.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$ 5,653,209.51</td>
<td>$ 1,820,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibit #8 B 1  
Date  April 27, 2015
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds  
For the Periods Ending March 31, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$4,753,757.16</td>
<td>$4,233,398.91</td>
<td>$703,620.00</td>
<td>$492,240.00</td>
<td>$444,821.22</td>
<td>$498,404.08</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$248,934.78</td>
</tr>
<tr>
<td>Federal Support</td>
<td>6,617.74</td>
<td>10,643.29</td>
<td>5,765,167.14</td>
<td>6,066,928.13</td>
<td>1,256,748.65</td>
<td>1,363,693.15</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>4,993,175.34</td>
<td>4,814,202.42</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>5,697,460.45</td>
<td>5,750,341.91</td>
<td>-</td>
<td>-</td>
<td>290,644.82</td>
<td>155,537.40</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>90,499.63</td>
<td>64,230.37</td>
<td>27.09</td>
<td>42.99</td>
<td>1,720.81</td>
<td>2,087.66</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>340,571.71</td>
<td>423,989.45</td>
<td>-</td>
<td>-</td>
<td>274,976.35</td>
<td>395,766.07</td>
<td>30,513.24</td>
<td>5,560.37</td>
<td>116,331.80</td>
<td>49,214.79</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>2,200,000.00</td>
<td>3,800,000.00</td>
<td>223,531.00</td>
<td>151,856.50</td>
<td>252,581.16</td>
<td>237,648.31</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>50,000.00</td>
<td>32,500.00</td>
<td>-</td>
<td>-</td>
<td>33,091.04</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>81,359.89</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>18,132,082.03</td>
<td>19,129,306.35</td>
<td>6,692,345.23</td>
<td>6,711,067.62</td>
<td>2,754,584.01</td>
<td>3,038,794.01</td>
<td>30,513.24</td>
<td>7,139.47</td>
<td>197,691.69</td>
<td>298,149.57</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>6,514,387.97</td>
<td>6,304,695.25</td>
<td>52,876.22</td>
<td>62,615.13</td>
<td>1,382,275.16</td>
<td>1,405,872.71</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>2,873,797.92</td>
<td>2,882,784.42</td>
<td>(48.44)</td>
<td>-</td>
<td>569,584.61</td>
<td>645,857.81</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>2,284,181.28</td>
<td>2,201,328.54</td>
<td>6,520,169.00</td>
<td>6,741,006.00</td>
<td>1,072,796.38</td>
<td>1,198,268.68</td>
<td>8,776.39</td>
<td>19,976.90</td>
<td>167,413.34</td>
<td>91,749.26</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>43,282.83</td>
<td>-</td>
<td>-</td>
<td>96,150.47</td>
<td>29,700.00</td>
<td>-</td>
<td>-</td>
<td>131,734.21</td>
<td>271,349.62</td>
</tr>
<tr>
<td>Debt Service: Principal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>27,487.50</td>
<td>18,972.57</td>
<td>-</td>
<td>-</td>
<td>49,700.00</td>
<td>645,857.81</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>750,509.91</td>
<td>753,192.13</td>
<td>-</td>
<td>-</td>
<td>83,091.04</td>
<td>32,500.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>31,359.89</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>14,650,364.58</td>
<td>16,902,330.74</td>
<td>6,572,996.78</td>
<td>6,803,621.13</td>
<td>3,203,897.66</td>
<td>3,312,199.20</td>
<td>8,776.39</td>
<td>19,976.90</td>
<td>330,507.44</td>
<td>363,098.88</td>
</tr>
<tr>
<td>Revenues Over (Under) Expenditures:</td>
<td>3,481,717.45</td>
<td>2,226,975.61</td>
<td>119,348.45</td>
<td>(92,553.51)</td>
<td>(449,313.61)</td>
<td>(273,405.19)</td>
<td>21,736.85</td>
<td>(12,837.43)</td>
<td>(132,815.75)</td>
<td>(64,949.31)</td>
</tr>
<tr>
<td>Fund Balance (July 1)</td>
<td>2,171,492.06</td>
<td>2,853,981.51</td>
<td>-</td>
<td>-</td>
<td>650,931.90</td>
<td>902,080.03</td>
<td>423,663.45</td>
<td>451,531.31</td>
<td>38,211.47</td>
<td>121,939.00</td>
</tr>
<tr>
<td>Fund Balance (End of Month)</td>
<td>$5,653,209.51</td>
<td>$5,080,957.12</td>
<td>$119,348.45</td>
<td>(92,553.51)</td>
<td>$201,618.29</td>
<td>$628,674.84</td>
<td>$445,400.30</td>
<td>$438,693.88</td>
<td>$94,604.28</td>
<td>$56,989.69</td>
</tr>
</tbody>
</table>
## Southwestern Oregon Community College
### Comparative Statement of Revenues and Expenditures - All Funds
*For the Periods Ending March 31, 2015 and 2014*

<table>
<thead>
<tr>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
</tr>
</tbody>
</table>

### Revenues:
- **State Support**
  - FY14-15: $74,626.44
  - FY13-14: $74,626.44
- **Federal Support**
  - FY14-15: $- $ $ -
  - FY13-14: $- $ $ -
- **Local Support (Taxes)**
  - FY14-15: $- $ $ -
  - FY13-14: $- $ $ -
- **Tuition & Fees (Net of Waivers)**
  - FY14-15: $2,305,163.9
  - FY13-14: $2,525,071.6
- **Interest Earnings**
  - FY14-15: $4,458,979.8
  - FY13-14: $4,225,374.5
- **Other Income**
  - FY14-15: $23,953.0
  - FY13-14: $11,554.0
- **Transfers**
  - FY14-15: $592,590.2
  - FY13-14: $581,647.8

**Total Revenues**
- FY14-15: $1,001,347.22
- FY13-14: $1,004,450.19

### Expenditures:
- **Personal Services**
  - FY14-15: $102,054.33
  - FY13-14: $99,621.12
- **Payroll Taxes & Benefits**
  - FY14-15: $61,368.58
  - FY13-14: $61,292.23
- **Materials & Services (Net of Waivers)**
  - FY14-15: $149,195.86
  - FY13-14: $192,198.46
- **Capital Outlay**
  - FY14-15: $714,571.43
  - FY13-14: $740,769.7
- **Debt Service:**
  - **Principal**
    - FY14-15: $316,944.80
    - FY13-14: $265,280.47
  - **Interest & Administrative Fees**
    - FY14-15: $740,769.72
    - FY13-14: $192,198.46
  - **Transfers to Other Funds**
    - FY14-15: $- $ $ -
    - FY13-14: $- $ $ -

**Total Expenditures**
- FY14-15: $1,031,516.23
- FY13-14: $1,006,050.19

### Revenues Over (Under) Expenditures:
- FY14-15: $(30,169.01)
- FY13-14: $(1,600.00)

### Fund Balance (July 1):
- FY14-15: $5,799.58
- FY13-14: $- $ $ -

### Fund Balance (End of Month):
- FY14-15: $(24,369.43) $ (1,600.00)
- FY13-14: $1,589.97 $ -
Enterprise Fund Categories

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

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

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

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

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

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

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

Neighborhood Facility: **Purchased Services** – insurance, heat, lights, water
<table>
<thead>
<tr>
<th></th>
<th>Bookstore</th>
<th>Newmark Center</th>
<th>Student Housing</th>
<th>Dining Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>- $ 73,355.90</td>
<td>- $ 53,915.67</td>
<td>- $ 6,066.01</td>
<td>- $ 5,356.99</td>
</tr>
<tr>
<td>Sales</td>
<td>818,243.12</td>
<td>903,862.36</td>
<td>1,125,424.9</td>
<td>734,175.06</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>734,175.06</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>197,328.82</td>
<td>2,664,573.4</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,335.31</td>
<td>1,964.7</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>820,578.43</td>
<td>905,827.12</td>
<td>2,744,225.35</td>
<td>734,175.06</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>634,334.81</td>
<td>893,085.85</td>
<td>1,400,647.48</td>
<td>717,426.23</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>57,011.01</td>
<td>58,807.53</td>
<td>30,779.4</td>
<td>602.00</td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>37,194.38</td>
<td>30,618.72</td>
<td>16,881.8</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>29,938.62</td>
<td>33,054.70</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>300.43</td>
<td>2,409.4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>12,123.19</td>
<td>17,564.15</td>
<td>29,686.6</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle Rental &amp; Internal Services</td>
<td>278.00</td>
<td>493.10</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Repairs</td>
<td>- 4,816.00</td>
<td>-</td>
<td>-</td>
<td>93.45</td>
</tr>
<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>14,319.00</td>
<td>136,627.72</td>
<td>-</td>
</tr>
<tr>
<td>Principal Payment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>- 660.27</td>
<td>301.92</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>820,578.43</td>
<td>905,827.12</td>
<td>2,744,225.35</td>
<td>734,175.06</td>
</tr>
<tr>
<td>Beginning Fund Balance (July 1)</td>
<td>1,125,424.98</td>
<td>923,077.48</td>
<td>1,407,598.66</td>
<td>235,435.38</td>
</tr>
<tr>
<td>Ending Fund Balance (end of month)</td>
<td>$1,311,668.60</td>
<td>$935,818.75</td>
<td>$1,257,960.07</td>
<td>$257,501.64</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>36,013.00</td>
<td>36,642.00</td>
<td>71,166.00</td>
<td>50,643.00</td>
</tr>
<tr>
<td>Sales</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>36,013.00</td>
<td>36,642.00</td>
<td>71,166.00</td>
<td>50,643.00</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>12,255.08</td>
<td>14,243.65</td>
<td>7,900.00</td>
<td>11,965.00</td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>3,449.93</td>
<td>2,784.62</td>
<td>1,252.98</td>
<td>1,632.38</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>45.87</td>
<td>-</td>
<td>7,309.07</td>
<td>8,904.53</td>
</tr>
<tr>
<td>Travel</td>
<td>4,915.62</td>
<td>12,758.93</td>
<td>21,171.37</td>
<td>49,495.84</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>2,527.24</td>
<td>2,861.60</td>
<td>1,943.11</td>
<td>113,475.43</td>
</tr>
<tr>
<td>Materials for Resale</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>47,266.48</td>
</tr>
<tr>
<td>Vehicle Rental &amp; Internal Services</td>
<td>-</td>
<td>-</td>
<td>3,455.89</td>
<td>2,527.24</td>
</tr>
<tr>
<td>Repairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>48,242.00</td>
</tr>
<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>48,242.00</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Principal Payment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>16,476.88</td>
<td>17,755.01</td>
<td>25,848.00</td>
<td>41,578.33</td>
</tr>
<tr>
<td>Revenues over (under) Expenditures</td>
<td>19,536.12</td>
<td>17,886.99</td>
<td>24,795.00</td>
<td>29,587.67</td>
</tr>
<tr>
<td>Beginning Fund Balance (July 1)</td>
<td>35,573.14</td>
<td>51,292.73</td>
<td>37,427.90</td>
<td>57,457.99</td>
</tr>
<tr>
<td>Ending Fund Balance (end of month)</td>
<td>55,109.26</td>
<td>69,179.72</td>
<td>50,643.00</td>
<td>87,045.66</td>
</tr>
</tbody>
</table>
SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

March 23, 2015

ATTENDANCE
Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen #*
Susan Anderson #*
Tim Bishop #*
David Bridgham *

Judy May-Lopez #(IPV) *(ph)
Ken Messerle #*
Absent: Harry Abel

Staff/ExOfficios
Patty Scott (President) #*
Jan Baxter  #*
Vicki Brumit
Tim Dailey *
Kathy Dixon
Kelsey Guenther
Elise Hamner
Alane Jennings

Rod Keller
Keith Lehman
Megan McLarrin
Deb Nicholls #*
Diana Schab
Jeff Whitey

#Also present at Work Session
*Also present at Executive Session

CALL TO ORDER
Chair Marcia Jensen called the Work Session to order from 4:02 to 4:45 p.m.

BOARD POLICY REVIEW
The Board reviewed the following policies:
• 2056, Orientation of New Board Members
• 2060, Board Members’ Standards of Conduct
• 2061, Individual Board Member’s Requests for Information
• 2062, Individual Board Member’s Authority and Responsibilities
• 2063, Board Committees
• 2065, Board Member Development
• 2070, Compensation and Expenses
• 2072, Board-Staff Communications
• 2080, Staff and Public Complaints

Further review will occur at the April 27th meeting as they will be presented for 1st readings.

RECESS INTO EXECUTIVE SESSION
Chair Jensen recessed the Board into Executive Session under ORS 192.660 (2) from 5:30 p.m. to 5:55 p.m.:
• (d) Labor Negotiations – Update on negotiations and grievances.
• (e) Property – Update on Newmark Center lease.
• (h) Legal Rights – Update on lawsuit, student issue, and OSHA violation.

RECONVENE INTO OPEN SESSION
Chair Jensen reconvened the Open Session at 6:00 p.m.

AGENDA CHANGES
ADDED 8 B 3, President’s Evaluation
INTRODUCTIONS

EMPLOYEES
Copies of new employee bio were included in the meeting materials. The following employee new to the College was introduced to the Board:

• Kelsey Guenther, Foundation & Resource Coordinator

BOARD DEVELOPMENT

PRESENTATIONS

OSU Open Campus
Megan McLarrin conducted a presentation on Open Campus sites around the state. The focus is on local community needs and bringing more educational opportunities to rural areas.

BOARD REPORTS/INFORMATION

IMPORTANT DATES
The Board reviewed numerous upcoming events.

BOARD OPERATIONS

OCCA Report, Exhibit # 8 B 1
Copies of the report were included in the meeting materials. Chair Jensen reported that James Sinks was no longer the communications director at OCCA.

Budget Committee Appointment – Andrew Gordon, Exhibit # 8 B 2
Copies of the resolution were included in the meeting materials.

M03/15-1
Susan Anderson’s motion to appoint Andrew Gordon to the vacant Southwestern Oregon Community College Budget Committee position, with term expiring June 30, 2016, was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

President’s Evaluation
Susan Anderson reported that the compilation results had been disseminated to the Board and further discussion would occur in April.

COLLEGE REPORTS

PRESIDENT’S REPORT
President Scott briefed the Board on:

• Health and Science Building – A map of a new potential building site between Umpqua Hall and Parking Lot # 1 was shared. The architect is looking at more engineering work, etc. to determine feasibility. This site would allow the College to do some renovation to Umpqua Hall.
• Accreditation – Report submitted. Copies of the updated Vision/Mission/Core Values document were distributed at the meeting.
• Marketing – Following an RFP process, the decision to hire a firm was made. Work will occur with the company for the remainder of the year and then a proposal will come before the Board in May for action on working with the company over the next two years.
• Outcomes Funding – Scott shared that Interim Director Jim Middleton made a presentation recently for outcomes funding to be part of Oregon’s community colleges’ funding formula starting in 2016-17. It will be based on a three year rolling (13-14, 14-15, 16-17) average with seven different criteria:
  o Dual credit
  o Developmental Ed (first college level class they take – not necessarily transfer level)
  o First 15 credit of college level work
  o First 30 credit of college level work
  o Certificates/Degrees/Transfer
  o Multiplier for PELL students and underrepresented students
  o Two placeholders for workforce and job placement
Unfortunately, SWOCC is the biggest loser; losing between 3.7% and 4.4%, which equates to $400,000-550,000 starting in 2016-17. There will be a stop gap of 1.5% put in place. It’s not a funding formula – it’s a distribution model. All FTE is lumped together.

Treasure Valley in Ontario wins big as all of their FTE generated will count towards completion, whereas now they can’t claim the FTE generated from Idaho residents.

All four of the coastal colleges lose (Tillamook Bay, Oregon Coast, Clatsop, SWOCC). However, the other three not as bad as SWOCC.

Outcomes-based funding has not been effective in other states. Board members were urged to contact the legislators.

FINANCIAL REPORTS, EXHIBITS # 9 B 1 - 4
Copies of the financial reports were included in the meeting materials and Business Manager Kathy Dixon briefed the Board. The College will have to borrow from its Umpqua Line of Credit soon as the next State payment won’t come until after the end of the fiscal year (July).

Discussion occurred on transfers. Debt service payment is due in May and money will need to be transferred in from the General Fund to cover the debt service, but Dixon didn’t think it would be as much as last year.

SUCCESS INDICATORS
Copies of the reports were included in the meeting materials.

#5, Student Engagement – CCSSE, Exhibit # 9 C 1
Tim Dailey reported on the report.

#15, Fiscal: Cash Flow Responsibilities, Exhibit # 9 C 2
Kathy Dixon reported on the report.

#16, Fiscal: Responsibilities – All Funds, Exhibit # 9 C 3
Kathy Dixon reported on the report.

#17, Fiscal: Enterprise Fund Responsibilities, Exhibit # 9 C 4
Kathy Dixon reported on the report.

HIRING MATRIX, Exhibit #9D
Copies of the matrix were included in the meeting materials.

President Scott mentioned that the VP Administrative candidate she offered the job to accepted a job in San Diego. Therefore, the search will reopen.

CONSENT AGENDA
CONSENT AGENDA, EXHIBIT # 10 A
Copies of the item were included in the meeting materials.

M03/15-2
Susan Anderson’s motion to approve the Consent Agenda, as presented, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated February 23, 2015, Exhibit # 10 A.

OLD BUSINESS
BOARD POLICY REVIEW – 2ND READINGS
Copies of the policies under review were included in the meeting materials.

- 2011, Board Powers
- 2012, Board Operations and Governance Style
- 2020, Board Ethics and Conflicts of Interest
• 2037, Administrative Policies/Procedures
• 2040, Regular Board Meetings
• 2041, Executive Sessions
• 2050, Special & Emergency Board Meetings
• 10015, Community Use of College Facilities

M03/15-3
Susan Anderson’s motion to approve the policies, as presented, was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT
None was heard.

NEW BUSINESS

2015-16 TUITION, EXHIBIT # 13 A
Copies of the resolution were included in the meeting materials. President Scott mentioned that some of the other community colleges in the state were anticipating increases between $4 and $6.

M03/15-4
Susan Anderson’s motion to approve the Tuition Per Credit Rate of $89 per credit, effective summer term 2015, was seconded by Ken Messerle.

Planned 15-16 tuition amounts:
• Blue Mountain, $94
• Central, $94
• Chemeketa, $84
• Clackamas, $85
• Clatsop, $100-$102
• Columbia Gorge, $93
• Klamath, $93-$96
• Lane, $100-$101
• Linn-Benton, Close to $100
• Mt Hood, $95
• Oregon Coast, Now at $99 – unsure what their plans are for next year
• Portland, $100
• Rogue, $99
• SWOCC, $89 (if approved)
• Tillamook Bay, $103
• Treasure Valley, $96
• Umpqua, $89 plus a $7 Legacy Fee

Scott added that the other community colleges were starting to do fees similar to what SWOCC does.

Upon call for the vote, the MOTION PASSED unanimously.

2015-16 HOUSING RATES, EXHIBIT # 13 B
Copies of the resolution were included in the meeting materials. Jeff Whitey briefed the Board on the proposed increase.

M03/15-5
Tim Bishop’s motion to approve the increase in student housing rates, as presented, for the 2015-16 academic year was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

TAACCCT ROUND 4 GRANT – COLLEGE TO CAREERS (C2), EXHIBIT # 13 C
Copies of the resolution were included in the meeting materials. Alane Jennings briefed the Board on the TAACCCT Grant, noting that hiring processes were underway for several positions within the grant.

M03/15-6
Susan Anderson’s motion to accept a grant in the amount of $2,394,110 from the Federal Department of Labor TAACCCT grant in accordance with Administrative Policy #6070, External Funding Grants and Contracts and authorize adjustments to the Special Projects Fund budget, as presented, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.
TAACCCT GRANT THIRD PARTY EVALUATOR CONTRACT (PACIFIC RESEARCH & EVALUATION, LLC), EXHIBIT # 13 D
Copies of the resolution were included in the meeting materials. Alane Jennings briefed the Board on the selection process and added that a third party evaluator was a required element of the grant.

M03/15-7
Susan Anderson’s motion to approve the four-year contract with Pacific Research & Evaluation, LLC as the third party evaluator for College to Careers (C2), a Federal Department of Labor TAACCCT grant, in the amount of $114,528 for services rendered between April 1, 2015 and September 30, 2018 was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

TAACCCT GRANT LABOR MARKET INFORMATION CONTRACT, EXHIBIT # 13 E
Copies of the resolution were included in the meeting materials.

M03/15-8
Susan Anderson’s motion to approve a contract with Burning Glass Technologies to provide Online Labor Market Information (LMI) System for College to Careers (C2), a Federal Department of Labor TAACCCT grant. The proposed contract is for 2 ½ years, expires September 30, 2017, not to exceed a total of $229,500, was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

CORRESPONDENCE
Copies of the correspondence from CSCAA dated March 5, 2015 were included in the meeting materials.

ADJOURNMENT
Chair Jensen adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Marcia Jensen, Board Chair
Patty Scott, Clerk

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

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION

Approve the borrowing agreement with Umpqua Bank of a Tax and Revenue Anticipation Note (Taxable), Series 2015 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of $4,500,000, to meet working capital needs for the next thirteen months (May 2015-June 2016).

DISCUSSION / HISTORY

The Board passed a line-of-credit resolution on June 22, 2009, to meet working capital needs. Since then, it has determined that a Tax and Revenue Anticipation Note is in the best interest of the College District. The Note shall mature not later than 13 months after the date of issuance. Each year the Note will have to be reissued.

In order to enter into this credit agreement, the College will pledge the Full Faith and Credit of the College for the transaction and will pledge to repay the Note with all cash flow from College operations, including state revenues. This will allow the College the flexibility to meet cash flow needs.

The Board approved the borrowing agreements with Umpqua Bank to a Tax and Revenue Anticipation Note (Taxable), Series 2010 for the calendar year 2010, Series 2011 for the calendar year 2011, and so on. The College did not borrow during the calendar year 2010, 2011, and 2012. The College did borrow during 2013, again in 2014, and anticipates borrowing during 2015 due to the CCWD funding schedule (April payment is delayed until July).

Information: ORS 287A.180: Short-term borrowing by public body (Department of Revenue website)

BUDGET IMPACT

Funds will be available in the General Fund to repay the Note as per the cash projections.

RECOMMENDATION

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District approves the borrowing agreement with Umpqua Bank of a Tax and Revenue Anticipation Note (Taxable), Series 2015 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of $4,500,000, to meet working capital needs for the next thirteen months.
BP: 2056

ORIENTATION OF NEW BOARD MEMBERS

Incoming Board of Education members should receive an orientation by the President and/or Board Chair within 30 days of taking office. Such orientation will include, but not be limited to, information on Oregon Revised Statutes concerning community colleges, public meetings, and other applicable laws; Oregon Community Colleges Association, Board Governance, Board-President relationships, Executive Limitations and Board policies.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)
BOARD MEMBERS’ STANDARDS OF CONDUCT

The Board of Education expects ethical conduct of its members. This includes proper use of authority, appropriate decorum, and courteous individual behavior when acting as a member of the Board. This policy applies to behavior by members of the Board at all college-sponsored activities.

1. Individual Board members will maintain non-conflicting loyalty to the interests of the College district (ownership). This accountability supersedes any conflicting loyalty to any special interest groups.
2. Individual Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
   a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to information.
   b. Individual Board members must not use their positions to obtain employment at the College for themselves, family members, or close associates.
   c. Board members must comply with the Oregon Government Ethics Commission laws for public officials (potential and actual conflicts of interest).
3. Board members shall exercise authority over the College, the College President, and/or personnel only as explicitly set forth in Board policies.
4. Board members are elected from a diverse population to at-large positions to represent the College district as a whole.
5. Individual Board members, when communicating with the public, will keep in mind the vision, mission and values of the College.
6. Board members will not represent their individual opinions as the consensus of the entire Board.
7. During a public Board meeting, should an individual board member’s behavior violate the expected model of appropriate decorum, the Board Chairman reserves the right to immediately adjourn the Board meeting.
8. Board members shall maintain confidentiality regarding Executive Session deliberations, which occur in Executive Sessions.
9. Board members may be reimbursed for all Board-College related travel. The College does not pay for meals, lodging or other costs associated with persons accompanying Board members.

END OF POLICY
INDIVIDUAL BOARD MEMBER'S REQUESTS FOR INFORMATION

Members of the Board of Education will adhere to the following when requesting information:

1. **Request for Information – existing information**
   Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such request to the Board Chair. A copy of the material will be distributed to each member of the Board.

2. **Request for Information – additional information**
   Any individual Board member who desires additional information to be prepared by the administrative staff will make such request to the Board Chair. The information may will be distributed to each member of the Board. Should the Board Chair deny the request for information, he/she must notify each Board member of the request and the reason for denial. In response to the denial, the Board member may choose to add the “information request” to a future Board agenda as per Board Policy # 2045 or request the information through an official Public Records Request APP ###.

3. **Requests for Legal Opinions**
   Legal counsel is responsible to the Board. Any Board member may request a legal opinion. Such request shall be made through the Board Chair to the President. Should the Board Chair deny the request for legal opinion, he/she must notify the Board of the request and the reason for denial during the next Board meeting. If the legal opinion sought involves the President's employment or performance, the request shall be made to the Board Chair who directly notifies Board members.

END OF POLICY

Legal Reference(s):
ORS 192.660
ORS 341.283

Board Policies and Procedures:
2045

Administrative Policies and Procedures:
###

DATE OF ADOPTION: 08/28/11
DATE(S) OF REVISION(S): 10/22/12
DATE OF LAST REVIEW:
INDIVIDUAL BOARD MEMBER’S AUTHORITY AND RESPONSIBILITIES

Board of Education members are encouraged to be present, punctual, and prepared for all meetings. Any duty imposed upon the Board, as a body, shall be performed at a regular or special meeting and shall be made a matter of record. A Board member has the authority to act in the name of the Board only when authorized by a specific Board approved action or Board Chair appointment.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own. Personal opinions regarding other Board members, or the Board as a whole, must be expressed privately to the individual or in Executive Session.

Members will be knowledgeable of information requested through Board action, supplied by the President, gained through professional Board activities, and gained through attendance at College activities.

Contracts or agreements regarding the College, made by individual Board members without the Board’s authority, are invalid.

END OF POLICY

Legal Reference(s):
ORS 341.283

DATE OF ADOPTION: 10/22/12
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2063

BOARD COMMITTEES

Board Committee Structure
A Board of Education committee is only a committee if its existence and charge come from the Board, regardless of whether Board members sit on the committee. The Board, when establishing a committee, will determine the purpose of the committee, committee limits and committee authority.

Board Committee Principles
The Board may establish committees to assist the Board, as a whole, to carry out its responsibilities. To preserve Board integrity, committees will be appointed sparingly.

1. Board committees may not speak or act for the Board except when formally given such authority for a specific and time-limited purpose.
2. Board committees will not interfere with the delegation from the Board to the President.
3. Board committees will not be used to monitor organizational performance.
4. Board committees cannot exercise authority over the College staff or the President.
5. Board committees will be appointed to perform a specific task or function.
6. This policy applies to committees formed by the Board, with or without non-Board members assigned. It does not apply to committees formed under the authority of the President.

Standing Committees
1. Financial Review-Finance Audit Committee (will meet at least quarterly and report to the Board)
2. Policy Committee
3. President’s Evaluation Committee

All standing committees will report to the Board.

END OF POLICY

Legal Reference(s):
ORS 192.610 - .690
ORS 341.283
ORS 341.290(2)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2065

BOARD MEMBER DEVELOPMENT

Board of Education members will be encouraged to participate in state and national professional development opportunities annually and expenses incurred will be reimbursed accordingly to Board Policy.

END OF POLICY

Legal Reference(s):
ORS 341.283
ORS 341.290(2)

Board Policies:
2070

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 
DATE OF LAST REVIEW:
BP: 2070

COMPENSATION AND EXPENSES

The Board of Education and the budget committee shall serve the College without compensation for services, other than reimbursement for expenses actually incurred while rendering service to the College. Travel, meals, lodging and registration fee expenses shall be reimbursed to members attending Board and budget committee meetings and other meetings, when such attendance has been approved by the Board. The College does not pay for meals, lodging or other costs associated with persons accompanying Board members.

Board members may be reimbursed, when paid admission is required of the general public, for attending College athletic events and other activities as part of their responsibilities of being informed about College operations.

END OF POLICY

Legal Reference(s):
ORS 244.020(15)
ORS 244.040 (1)(a)
ORS 244.040 (2)(c)
ORS 341.283

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 
DATE OF LAST REVIEW:
BOARD STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the President.

Staff Communications to the Board
All formal communications or reports to the Board or any Board committee from staff members will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the College. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board’s deliberations on matters of staff concern.

Board Communications to Staff
All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the Board’s priorities, concerns and actions.

Visits to Campus
Campus visits by Board members will be regarded as informal expressions of interest in College affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the President and other supervisors.

END OF POLICY

Legal Reference(s):
ORS 341.283
ORS 341.290(2)
BP: 2080

STAFF AND PUBLIC COMPLAINTS

Board of Education members, individually or collectively, will refer all criticisms, complaints regarding the College and suggestions called to his or her attention about the College to the President for review, investigation, recommendation, or action.

In the event the President is the subject of the complaint, the information shall be conveyed to the Board Chair and Vice-Chair for action. Any complaint concerning the President shall be discussed at the following Executive Session.

END OF POLICY

Legal Reference(s):
OAR 581-022-1720

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
Southwestern Oregon Community College District
Board of Education

Prepared by: Tom Nicholls, Executive Director of Enrollment Management

ACTION UNDER CONSIDERATION

Approve an exception to Administrative Procedure #9.014A to reduce the International Student Tuition rate for incoming students from Canada at a rate of two times the Per Credit Tuition Rate.

DISCUSSION/HISTORY

As per ORS 341.290 (7), the Board authorizes all tuition adjustments. Historically, International Tuition has been charged at three times the Per Credit Rate to offset the fact FTE generated by International student registrations are non-reimbursable. Over the past three biennium of state budgeting, the amount of state reimbursement per FTE has fallen dramatically. The result has been a dramatic increase in tuition and fees to make up for this lost revenue, in turn creating the reality that a higher percentage of the cost of educating all students is being funded by tuition and fees.

There are few International students from Canada attending Southwestern Oregon Community College. Students from Canada typically speak English as a first language thus lessening the attention needed from support services staff normally required by International students.

This action will allow us to attract students from Canada and build our International Students Program, enriching the educational experience for all students.

BUDGET IMPACT

There would be minimal adverse budget impact as a result of this action since there are few Canadian students attending Southwestern. By this action, it is anticipated that the College may see an increase in Canadian student enrollments.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves an exception to Administrative Policy #9.014A to reduce the International Student Tuition rate for incoming International students from Canada to a rate two times the Per Credit Tuition Rate.
Southwestern Oregon Community College District
Board of Education

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

ACTION UNDER CONSIDERATION
Grant tenure to Kassahun Kebede, Kyriakos Kypriotakis, Jessie Milligan, Antoine LaPlante, and Pamela Wick effective with their 2015-2016 employment contracts.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Program/Content Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kassahun Kebede</td>
<td>Anthropology/Sociology</td>
</tr>
<tr>
<td>Kyriakos Kypriotakis</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Jessie Milligan</td>
<td>Library</td>
</tr>
<tr>
<td>Antoine LaPlante</td>
<td>Welding</td>
</tr>
<tr>
<td>Pamela Wick</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

HISTORY/DISCUSSION
The Faculty Collective Bargaining Agreement states that a tenure track faculty appointment is probationary until tenure is granted in accordance with the terms of Article 15.1, Probationary Period and Tenure. In accordance with the Faculty Collective Bargaining Agreement, Article 15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer probationary tenure track faculty members tenure after the successful completion of the probationary period, including an extension, if any. After successful and positive peer and administrative review in 2014-2015, five faculty are eligible for tenure appointment.

In accordance with the Faculty Bargaining Agreement, Article 15.3 Tenured Faculty Members: Probationary Tenure Track Faculty Members who have successfully completed their probationary period and/or any extensions described in 15.1, and have been granted tenure by the Board of Education shall be designated as tenured faculty.

TIMING
Consideration for this recommendation began during the 2014-2015 academic year. The recommendation is being made after a positive peer and administrative evaluation. If approved, the 2015-2016 employment contracts will become the effective date of the tenure appointment.

BUDGET IMPACT
Funds available to cover the increase in salary due to approval of tenure appointment is derived from the College General Fund totaling $8,500 allowing for each of faculty listed above to receive one step increase in the proposed 2015-2016 Budget, pending approval by the Board of Education.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District grant tenure to Kassahun Kebede, Kyriakos Kypriotakis, Jessie Milligan, Antoine LaPlante, and Pamela Wick effective with their 2015-2016 employment contracts.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTIONS UNDER CONSIDERATION

Accept the $497,755 grant from the State of Oregon Infrastructure Finance Authority, approve the seismic rehabilitation project as presented, and authorize the President to contract with the College’s architect of record, Crow/Clay Associates, to complete the project for a fixed fee of $43,296.

DISCUSSION /HISTORY

In an effort to aid local agencies in making seismic upgrades, the Oregon Infrastructure Authority issued requests for proposals in the spring of 2014. Southwestern Oregon Community College was the only community college to receive a grant. Sitkum Hall is in need of seismic upgrades and this project will include the following major retrofits:

- Installation of shear walls;
- Steel drag ties between beams;
- Installation of plywood shear walls;
- New drag tie beams;
- Strengthened beam brackets at strategic locations; and,
- Provision of required bracing.

Plans are for the project to be carried out during the summer of 2015 so that the building is ready for occupation at the beginning of the fall term. Plans are under discussion for the relocation of activities which would otherwise occur in Sitkum Hall during the construction period.

The project will be carried out under the direction of Crow/Clay and Associates, the College’s architect of record for a fixed fee of $43,296. All normal College bidding procedures will be followed in the completion of this project.

BUDGET IMPACT

The project will have minimal impact on the College’s General Fund. Some staff time will be required for coordination on specific aspects of the project and for billing and reporting. A small amount of College General Fund supply and equipment funding may be required to enhance corridor lighting. Removal of ceiling tiles as part of the retrofit presents an opportunity to replace existing lighting fixtures with more efficient longer life fixtures.

TIMING

Approval is requested at this time in order to enable the issuance of initial bids to secure services in time to meet the very tight summer construction schedule.
RECOMMENDATIONS

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District, acting as the College’s Local Contract Review Board, accepts a grant in the amount of $497,755 from the State of Oregon Infrastructure Finance Authority for seismic upgrades to Sitkum Hall in accordance with Administrative Policy # 6070, External Funding Grants and Contracts and authorizes the following estimated adjustments to the Plant Fund budget:

Estimated budget appropriations adjustments:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 36 Plant Fund</td>
<td>$497,755</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Remodel</td>
<td>$454,459</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$43,296</td>
</tr>
</tbody>
</table>

And, further, authorizes the President to contract with the College’s architect of record, Crow/Clay Associates, to complete the project for a fixed fee of $43,296.
BOARD OF EDUCATION
Faculty Senate Report

Submitted by: Mike Turner, Faculty Senate Chair

Following are things that the Faculty Senate has worked on for the last 2 terms:

- Recommendation to approve the Academic Master Plan presented to General Faculty at end of spring term, Approved by General Faculty at its March 11 meeting.
- Conducted Faculty Climate survey at the end of the winter quarter.
- Results of Climate survey were discussed at the faculty senate meeting on April 8.
- As we finish compiling comments and compare data with past climate surveys, the results of these discussions will be shared with the board at a later meeting.
- The Senate decided that it would charge itself with the overseeing the implementation of the Master plan with help from the Academic Affairs committee instead of creating a new committee which would deplete our standing committees too much.
- Faculty Senate will also be involved in the revision of the student complaint process.
- The Senate has sponsored a number of brown bag discussions over the past few terms having some lively discussions on Grade Inflation and Cheating in our Year of Ethics forum.
- Faculty Senate is also looking into developing a new classroom visitation form for faculty to use in peer evaluations.
- The Faculty Senate, in collaboration with the Office of Instruction, is also in the process of developing an Honors program which we are hopeful can be implemented in the near future.
- We are also in the process right now of electing new senators for next year and at our next Faculty Senate meeting on May 6, we will introduce those new member and elect new officers for next year.
CLASSIFIED BOARD REPORT
April 13, 2015

The classified union continues to work with college administration to build relationships, to improve working conditions for our members and all workers, and to provide quality services to our students.

Several classified employees are currently participating in the Leadership SWOCC program. We have had positive feedback from those participating and hope this program will continue next year.

On May 5, 2015 the college held a celebration for Classified Employee Week in Empire Hall. It was a very nice gesture to all the classified employees who work so hard for this college and our students. We genuinely appreciate the recognition for our contribution to the college from Board Chair, Marcia Jensen on behalf of the Board of Education.

On May 10, 2015 a Labor Management meeting was held to discuss issues regarding the Classification Committee meeting schedule, Article 14, Article 19, information requests and the VP of Administration Search.

On May 10, 2015 a Classification Meeting was held and one position was reviewed.

On March 17, 2015 we met with the employer to discuss a grievance at Step 1. We have since agreed to an extension of the deadline for the employer to respond. We have a meeting scheduled for April 14, 2015.

On April 1, 2015 we received notification from Interim VP of Administration, Bill Becker, of an updated Administrative Policy change. This change began with a discussion of a concern which we brought to the table during a Labor Management meeting. We appreciate the responsiveness to our concern.

On April 10-12, 2015 we joined 15 other locals at the AFT Oregon Annual Convention in Vancouver, Washington. Five members of Local 3972 were in attendance.

We have a Labor Management meeting scheduled for April 14, 2015 to discuss temporary lead assignments, temporary employees, safety, workplace bullying and Classified In-service.

Respectfully Submitted,

Vickie Brumit, President
SWOCC Classified Federation Local 3972
AFT AFL-CIO
Southwestern Oregon Community College District
Board of Education
Associated Student Government Report

Submitted by: Jonna Jorgensen, ASG President

Core Themes and Objectives

Access

1. Students access varied learning opportunities.
   - Candidate voting for the 2015 – 2016 Executive Cabinet took place from April 20-22. Voting results are scheduled for announcement April 27. Current Executives are excited to being shadowing and mentoring in preparation for the upcoming year.
   - The Drama Club put on an excellent production of Alice in Wonderland, adapted by Jason Pizzarello, based on the stories of Lewis Carrol. This has been the first production on campus in eight years.
   - Tamara Burrell, Clubs Director, has planned a “Clubs and Sports Lip Sync Battle” in order to get clubs reenergized for spring term. The winning club will receive a cash prize to be deposited in their club account.

2. Students access relevant curricula that support lifelong learning and achievement.
   - ASG volunteers have written testimonies to speak about tuition freezing, college affordability and sacrifices that college students endure. Testimonies will be spoken on our behalf by Amber Hastings, OCCSA coordinator, at the Ways and Means Committee Roadshow Hearing on April 25, 2015 at Grants Pass High School.

Community Engagement

1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce need.
   - The Student Supply Center is plentifully stocked with clothing items and has recently received some samples of personal hygiene products. The canned goods and nonperishables supply is still in need of attention. Nonetheless, we have a working goal to have the Center at full use by summer 2015.

2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities.
   - The CORE Committee and ASG hosted a successful Easter Egg Hunt on campus during Easter weekend which was opened to all students, faculty, staff and their families.
   - The Spring Preview tradition of cosmic bowling was a great experience for ASG to interact with prospective students.
Sustainability

2. Southwestern builds and maintains a sustainable infrastructure of human, technology and facility resources.
   • The mixed recycling bins are up around campus and ready for use. ASG would like to take a moment and extend a hand of encouragement to all staff and faculty – this is a fantastic resource to utilize on campus. Only rule: No waste or glass products.
   • ASG is actively trying to increase campus safety by researching and developing a plan to afford the installment of outdoor emergency phones.
   • In celebration of Earth Day, Wednesday, April 22, John Ortega, Campus Services Director, initiated and set up “Bat Boxes” – a habitat sanctuary for local bats. Students enjoyed making tye-dye t-shirts while the installation took place.
   • The ASG Posting Policy Committee led by Caleb Kappelman, Communications Director, has valiantly completed our revision on said policy. It has been passed along to Dr. Ross Tomlin. From here, we plan for it to reach a final approval in the near future.

Extra (Uncategorized)

Spring Term

➢ First Tuesday of each month there is a movie night at Pony Village Cinemas and it continues to be a crowd pleaser. ASG still appreciates Kyle Croy’s chaperoning support.

➢ The second round of Dinner Karaoke proved to be another success.

➢ Intramural bowling is back for spring after the last round in the fall. Fourteen teams, including one ASG team, fill North Bend Lanes each Monday night with a healthy dose of competition.

➢ ASG is in the processing of planning for Spring Fest. This year, there is a great supply of evening events and we are hopeful this will pump up participation.

ASG Goals 2014-2015

1) Improve Student Involvement
   • Provide at least one large event for students a term with several smaller ones.
   • Increase student engagement in vote, etc.
   • Increasing the number of students at athletic and ASG related events.

2) Make ASG more Sustainable
   • Creating a Green Team.

3) Improve the Image of SWOCC to the Community
   • Increasing volunteer service projects.
   • Creating a Green Team.
Southwestern Oregon Community College District  
Board of Education  
SWOCC Foundation Report – April 2015

Submitted by: Elise Hamner, Executive Director

Core Themes: Community Engagement and Access

Community Members Participate and Contribute to the College

Over the past month, the Foundation has worked with campus and community volunteers to read and rank 234 scholarship applications for the 2015-16 academic year. In all, 33 volunteers reviewed applications and selected scholarship recipients to receive assistance from more than 50 Foundation funds, totaling nearly $100,000.

The Foundation will award three new scholarships this year created by community members in memory of individuals who have passed. These scholarships include the John Griffith Genesis Grant in partnership with the Coos County Cultural Coalition, the Estella Morgan Forestry Scholarship, and the Linda Kallgren Nursing Scholarship.

In March, the SWOCC Art Department, Associate Art Professor James Fritz and the Coos Art Museum hosted Vision 2015, a high school art competition and showing. The event brought high school groups from throughout southern Oregon to the Coos Bay campus for lunch and tours of the campus, including the art and music departments and Southwestern’s Oregon Coast Culinary Institute. The top four artists in each grade won cash awards from the Foundation and the three Best of Show winners receive two-year tuition waivers to SWOCC.

Expand Access to Financial Assistance

The Coos County Commission awarded the Foundation a $17,000 Economic Development grant to support the ongoing creation of the new forestry/natural resources program. The grant is derived from Oregon Lottery funds dedicated to supporting counties in job creation and business retention efforts.

Foundation Endowments

Retired and active members of the International Longshore & Warehouse Union Local 12 created a new permanent scholarship endowment. Henry Hansen, along with other members of Local 12, successfully advocated for establishment of the College more than 50 years ago. Local 12 wants to continue support of the College and ensure more students have access to education.

Save the Date … The SWOCC Foundation and the Laker Alumni Association will host the 2015 Distinguished Alumnus event on June 11 at the Oregon Coast Culinary Institute. Invitations will go out in May.
Southwestern Oregon Community College District
Board of Education
Administrative Services Report

Submitted by: Bill Becker, Interim 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**
• Two students working in the kitchen will be competing next month in ice and chocolate sculpture as well as culinary.
• Our ice season this year brought home four bronze medals and five golds for Chef Chris and the competing students.

**CORE THEME: SUSTAINABILITY**

**Administrative Services**
• Attended College Council Team, Executive Team, Safety Committee, Institutional Managers, Foundation, Classified Labor Management, Budget Development, and Classification Committee meetings.
• Awarded Seismic grant from Business Oregon Infrastructure Finance Authority for $497,755 (see attached resolution).
• Facilitated Hazard Inspection training with SAIF for employees who perform quarterly building inspections on campus buildings per OSHA requirement.
• Completed inclement weather procedures and FAQs for campus that are now posted on the SWOCC webpage.
• Planned campus-wide evacuation drill with Emergency Management Team to occur on May .
• Attended PACE Risk Management training.
• Performed ergonomics evaluations for three employees.
• Met with PACE to receive discount on general liability premium; will receive 5% discount in the 2015-2016 policy year for completing requirements relating to:
  • Policies, posting and training regarding Mandatory Reporting for Child Abuse
  • Campus SaVE Act (Campus Sexual Violence Elimination Act)
• Attended Safe Colleges reporting module webinar.
SafeColleges courses completed by staff during February and March 2015:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic External Defibrillators</td>
<td>34</td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td>1</td>
</tr>
<tr>
<td>Back Injury and Lifting</td>
<td>19</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>7</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>1</td>
</tr>
<tr>
<td>Child Abuse Identification/Intervention</td>
<td>99</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>2</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>2</td>
</tr>
<tr>
<td>Eye and Face Protection</td>
<td>1</td>
</tr>
<tr>
<td>Food Safety and Kitchen Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>Hand and Power Tools</td>
<td>4</td>
</tr>
<tr>
<td>Hazard Communication/GHS</td>
<td>16</td>
</tr>
<tr>
<td>Material Safety Data Sheets</td>
<td>18</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>87</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>13</td>
</tr>
</tbody>
</table>

Continued work on Administrative Policies and Procedures. The following APPs were addressed at meetings:

- APP 8012 Tuition Status Guidelines –PASSED
- APP7165 Nondiscrimination and Nonharassment Policy (renamed “Discrimination and Harassment”) - PASSED

**Campus Security**

- Along with surrounding neighborhoods, Southwestern has been experiencing an increase in both vehicle break-ins and associated thefts. The College has also had several gasoline thefts from vehicles. As a result, College Security has made patrolling the areas where vehicles are parked a higher priority in an attempt to prevent these acts. We have been exchanging information with neighboring law enforcement, and working together on the problems. Recently, several arrests have been made and some of the property taken has been returned to victims. We are continuing to focus on this problem.
- Work continues on the Southwestern Security website. The intent is to allow more interactive use between the public and College Security staff. This will allow Security to provide an increased level of assistance on issues such as traffic information; parking availability; weather advisories; and, other areas of interest. It will also provide a means for questions to be posed and information provided about not only on what we do, but what other services are available. The website initiative is an attempt to be more accessible and available to those who might benefit from our services.
- During the current three month reporting period, Southwestern Security has provided the following services and responded to calls for various requests for assistance, in addition to our daily duties of patrol:
  - 28 verbal warnings for offenses ranging from improper parking, improper vehicular operation, and miscellaneous violations of College Policy, City ordinances, and Oregon laws.
  - 71 written warnings for similar problems.
  - 52 requests for assistance (both requested and observed by security members) including vehicle assistance such as jump starts and requests to be let into various locations by students and staff/faculty.
  - 42 other miscellaneous contacts involving contacts and identification of subjects on campus after hours or in areas prohibited for anyone but students, staff, or faculty.
- Security is currently in the process of renewing some of our staff members’ State of Oregon certification to operate as security providers. This licensing is required by the Oregon State Department of Public Safety Standards and Training. Training updates and testing is required every two years.
- Security staff will also be upgrading certifications for CPR and First Aid, as well as AED operation, which are also required for members of the security department.

**Dining Services**

- After receiving the winter transfer, we are in line with budget and our controllable expenses are as well.
- Minor kitchen issues are being corrected including electric and cosmetic aging of the kitchen.
• A thrice-yearly routine cleaning and maintenance check of our refrigeration equipment has been contracted through an outside vendor. This will not only help maintain our new and aging equipment, but minimize the loss of product due to mechanical error.
• It has been brought to our attention that the ducting to the hood system is inaccessible and needs to be corrected. Facilities will be addressing this.
• During a routine health inspection, we were asked to add another hand sink to the dish pit area.

Mail and Print Services
• Mail and Print Services is assessing current and future printer/copier needs on campus. An eventual goal of this assessment would be to have Mail and Print Services be a single point of control for all machines. We are currently gathering information regarding all printers/copiers on campus. This information includes the type of copier/printer, if they are owned or leased, location, which department owns the machine or lease, etc.
• Processed for mailing 4,445 letters, flats and parcels with the United States Post Office.
• Shipped 18 packages with UPS.
• Received 713 packages for students, faculty and staff.
• Completed 264 print work requests and 77 “supply order” work requests for staff and faculty.
• Printed and processed documents for 5 bulk mail jobs.

Bookstore
• Textbook sales were disappointing again for the Bookstore. We opened financial aid charging a week early this spring hoping to capture some of the students before they left for spring break. Even with an extra week, sales were down from prior years. We posted $239,213.87 in textbook sales from February 1 to April 15. Online sales, however, continue to improve through the Bookstore website. With the decline in sales, our expenses for textbooks has also gone down significantly. Another trend being observed, is that the amount of financial aid spent in the Bookstore is decreasing. We are not sure if more of the financial aid dollars are being spent on tuition or if students are waiting for disbursement checks to pay for books outside of the campus Bookstore.
• In response to the questionnaire sent out to faculty in February, we found that very few instructors use the Print Shop or online resources for their classes which reaffirms that students are purchasing books they need from other online sources that are less expensive than the Bookstore or many students are going without the books they need.
• In February, Accounting discovered that our rental sales have been double posted since the rental program started two years ago. The current year discrepancy has been adjusted and is a small part of the reason our sales appear to be less than last year. Current YTD correction was $11,325.20.
• In March we were able to pay off our Finance Agreement with Nebraska Book Company for the software we use in the Bookstore. The debt was paid two years early; we were paying 11% interest. We will, however, still have annual maintenance fees to Nebraska for the software and the Bookstore website.
• The Bookstore is now stocking more supplies for courses offered at SWOCC such as scrubs, lab coats, art supplies and yoga mats.
• We have partnered with Dining Services to buy and sell their fresh salads and sandwiches at the Bookstore and we now have three tables customers can use to study, visit, and eat.
• We have just started a venture to sell pre-made gift baskets that parents, grandparents or anyone with a student at SWOCC can purchase and have delivered to our housing students that live away from home. So far we have a “Get Well Basket”, “Finals Rescue Pack”, “Happy Birthday Basket”, “Snack Time Basket” and “Necessities of Life Basket”. The baskets are wrapped in cellophane and helium balloons may be purchased to attach to it. Baskets can be ordered either on our website or by calling the Bookstore and we will even send pictures of the student to the donor sending the baskets. We are having brochures printed at the Print Shop and will begin a campaign to get the word out soon.

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

Student Housing/Resident Life
• Student Housing opened spring term with 296 current students compared to spring term last year of 281 students. Attrition is at 5.4 percent from winter to spring term which is up about 1.5 percent from 3.8 percent in 2014 and 2.4 percent in 2013. Historically, attrition is budgeted at 8 percent winter to spring term each year.
• Student Housing is currently in the process of selecting Resident Assistants for the 2015-2016 year. All candidates are currently enrolled in the “Theory of Residence Life” course. Selection will occur at the end of spring term at the conclusion of the class.
Student Housing has selected two summer interns from the Association of Colleges and University Housing Officers led by Resident Director Amanda Self. Austin Rose is a Media and Digital Arts major at Southern Oregon University in Ashland. Yvonne Vo graduated from the University of California, Irvine in June 2013 with a B.A. in Psychology and Social Behavior. Currently, she is a second year graduate student in Postsecondary Administration and Student Affairs at the University of Southern California.

Student Housing will be losing its long-time Assistant Director Jeremy Jones. Jeremy accepted a new position as Director of Residence Life at Eastern Oregon University. Jeremy’s last day on campus will be May 8. Jeremy has been instrumental leading and fostering our robust residence life programming that includes community building, student development educational efforts with HD100 “College Success and Survival” course, and Thursday night seminars. Student Housing is currently in the hiring process for a new Assistant Director of Residence Life.

**Facilities Services**
- Moved multiple office occupants and furniture to new offices.
- Cleaned and waxed multiple floors throughout campus.
- Built wall in Dellwood 12 to separate office into two offices.
- Removed mirrors in the Prosper Judo Room.
- Painted Coaledo 3 for interactive boards.
- Painted Office of Instruction.
- Painted and moved Financial Aid.
- Repaired/balanced HVAC in Dellwood.
- Moved/remodeled record retention.
- Pressure washed bleachers for all fields.
- Rekeyed five buildings.
- Completed 99% of ADA Improvements required by Perkins Civil Rights visit.
- Attended Hazard Inspection training.

**Business Office**
(Please see attached financials)

**CORE THEME: COMMUNITY ENGAGEMENT**

**Administrative Services**
- Escorted Cushman Wakefield on tour of Newmark Center.
Southwestern Oregon Community College District
Board of Education
Instructional and Student Services Report

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

CORE THEMES with OBJECTIVES:

Learning and Achievement

LA1: Students demonstrate progress

• Transitional Education
  o Three students completed their GED tests in March
  o Four students completed basic skills and entered credit classes Spring Term
  o Piloting a two-credit course for GED students; HD 110 College and Career Awareness

• Shutter Creek
  o Several student inmates have passed individual GED tests in the past month. One passed all 3 tests
  o Many students who ongoing progress in CASAS scores. Instructors have assisted 6 students to raise their CASAS assessments which enables them to enter state corrections programs that provide AA degrees, construction apprenticeship and CAD programming.
  o Instruction in ABS and GED will now be centered on inmate peer tutoring. We are currently training tutors who qualify for the program.

• Community Education
  o Barbara Johnson (retired SWOCC employee) who has been teaching Swimnastics for six years will be retiring after spring term.
  o Amy Levin, our Yoga instructor for over 10 years is retiring after winter term. Linda LaVert will be her replacement. Linda also teaches Tai Chi.

LA2: Students complete certificates, degrees, and transfer

LA3: Students demonstrate that they have met institutional learning outcomes

• Phi Theta Kappa Honor Society held its annual formal induction ceremony on April 1 at OCCI. President Scott was the keynote speaker and 12 new members were inducted.

Access

A1: Students access varied learning opportunities

• Shutters Creek Corrections Instructors provide academic advising for all colleges in the region, as well as, financial aid workshops, college prep curriculum and more. We manage the learning library for the institution.
• New three year contract for instruction at Shutters Creek will include an 18 credit certificate program that will begin in the fall with 10 students. At this point, we are looking at welding.
• Internships provide real life experiences for students out of the classroom. This spring term we have 41 students in internships from Canby to Brookings. 7 students are actually in their second or third internship
this year; many at the same sites to continue learning from them, but others have moved onto other sites to
gain a different learning opportunity for their degrees. The degrees represented by these internships are –
Criminal Justice, Computer Science, Childhood/Family Studies, Office/Administrative, Associate of Science,
Pharmacy Tech, Business/Entrepreneurship, Medical Assistant, Forestry and Phlebotomy. 13 of the 41
internships are students who are in the AAOT degree. Their specializations are Biology, Education, Music,
Veterinary Medicine, Speech, Architecture, Psychology and Physical Therapy.

• As part of Math Skills Day, Ron Bell created a new activity called Mad Math, challenging participants to
solve logic puzzles, racing against time and one another. Forty-one high school students participated.
Feedback from the accompanying high school instructors and our math department has been uniformly
positive.
  • **Trio SSS**  Trio SSS Project Assistant Janet Basney coordinated the annual OUS Transfer Days event
in which representatives from OUS schools come to campus to talk to students and advisors about
their programs and transfer processes.
  • **Trio SSS** – Carolyn Byrd took students to Oregon Tech’s Tech Trek where they met with staff,
faculty, and students, attended classes, and experienced “a day in the life of an Oregon Tech student.”

**A2: Students access services that support learning**

• CASE grant purchased digital signage to increase student awareness and involvement regarding campus
deadlines, available support services, and student life activities. Upgrades to campus maps highlighted
student services locations for ease of location for first time visitors and new students.
• CASE grant provides support for the College and Career Student Center (Tioga third floor). This initiative
brought the Adult Basic Skills/GED Prep/ESL services onto the central campus, housed between Math
Learning Center and Library. Interior enhancements and new computers have created a warm, inviting
space with student study areas, access to tutoring, and other services. ABS Students are also more fully
integrated into campus life, and for-credit students use the resources available in the Center to brush up on
math, gain additional support, and access the virtual career center. Plans are in place to move Tutoring and
Writing center to third floor sometime in the next year.
• CASE grant supports classroom learning environments with the purchase of computers in Math Learning
Center and funding of math tutors. This increases SWOCC’s alignment with employer driven skills
development by purchasing upgrades to classroom instructional materials/supplies for EMT, OCCI,
Nursing/Allied Health, and Welding.
• Dean Tim Dailey along with two faculty members attended a statewide placement test meeting in Salem.
This group will be working on providing a framework that all community colleges can work with making it
easier for students to place in math, reading, and writing courses across all community colleges.
• During winter term, Trio Student Support Services (SSS) staff partnered with FA staff to provide eight
financial aid and scholarship workshops and assisted more than 130 students, both Trio and non-Trio. In
addition, Carolyn and Michelle spent many hours one-on-one with SSS participants editing scholarship
essays and writing letters of recommendation.
• Trio SSS Project Assistant Janet Basney coordinated the annual OUS Transfer Days event in which
representatives from OUS schools come to campus to talk to students and advisors about their programs and
transfer processes.
• Carolyn Byrd took students to Oregon Tech’s Tech Trek where they met with staff, faculty, and students,
attended classes, and experienced “a day in the life of an Oregon Tech student.”

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

• Community Education has new successful offerings for spring: Tall Ships and Bonsai Tree Workshop.

**Community Engagement**

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

• CASE partnerships with Oregon Dept. of Employment, WorkSource, and TAA facilitating smooth
transition from unemployment to engagement in higher education and re-careering. On-going quarterly
meetings between stakeholders at SWOCC, OED, and SCBEC keep everyone apprised of changes, upcoming events, and opportunities to leverage resources. Ongoing support and connection to Central Trade Act Liaison facilitates continuing productive relationships between SWOCC, WIA, and TAA.

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

- Several community members volunteer to tutor students in various subject areas in Transitional Education. One in particular helps students prepare for the US naturalization exam.
- On February 21 in honor of National Trio Day, SSS students and staff participated in a community service project at the South Coast Family Harbor Relief Nursery. In conjunction with the pre-college Trio programs, students and staff members helped prepare the center for opening by assembling toys and furniture.

CE3: Our community members participate and contribute to the College

- CASE has increased employer engagement and employer/faculty connections via active participation in Advisory Councils, and development of annual Employer Hiring Forums. This model differs from traditional career fairs, integrating comprehensive interviewing practice and discussions of common hiring practices. Over three years, we saw over fifty new employers on campus, and over 250 students participating. See YouTube https://t.co/qo9mMmHo70.
- In February, Rebecca Marcus and Trish McMichael visited with eight businesses in Gold Beach and Brookings to market the college’s Medical Assistant program. From those eight sites, two are hosting internships this spring term. The rest have already or are in the process of signing our Allied Health contract and are willing to host our students in the future. While the focus was on the Medical Assistant program, many of the sites are also interested in hosting our Accounting, Office/Administrative Professional and Computer Science students as well. A few are also hosting our Nursing students already. This term we have Pharmacy Tech students interning with Bi-Mart in Florence, Sempert’s Drugs in Myrtle Point and the VA Hospital’s Pharmacy department in Roseburg. We have a student who is working on her AAOT with an interest in Agriculture. She is interning with Swift Farm in Canby where she is learning about water, greenhouse and soil management. We also have a Business Management/Entrepreneur student with Confessions Family Hair Salon in Coquille where she is learning about running a small business as she wants to open her own tattoo parlor someday. We have a student with the City of Bandon’s Planning Department. She is in our Office/Administrative Professional department. This past term the Coquille Police Department hosted one of our Criminal Justice students. They have since offered her a job and she leaves for the police academy right after she graduates from here to begin her employment with them. As you can see, we don’t just host internships in Coos County. SWOCC students are spreading out around the state, getting hands-on experience while building their resumes and work experience to make them more marketable when they graduate.
- The VP of Instruction and Student Services has started meeting with the Superintendents monthly to discuss issues like Dual Credit, transition of high school students to college, and legislation affecting both high schools and community colleges.

Sustainability

S1: Southwestern provides responsible fiscal management

- Student Services managers have reviewed their budgets for their areas. Information has been sent to the Business Office. The Student Services departments take the stewardship of the budget very seriously, balancing fiscal responsibilities while providing services to students.

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

- Transitional Education purchased new webcams for instructor stations that will enable them to record and present web-published presentations.
• CASE funded the development of a Virtual Career Center http://www.socc.edu/careercenter. This was developed as a way to sustain aspects of the career coaching model and reach students in Adult Basic Skills/GED Prep as well as other programs of study on campus.
• CASE expanded accessibility via Distance Learning for Allied Health, EMT, and Business. CASE purchased portable IPVs and large venue projector to increase flexibility in meeting needs of students in Curry and Western Douglas County.
• Program Reviews have been completed on Reading, Writing, Art and Music.
• Operational Reviews have been completed for Lower Division Collegiate and Developmental Education and Online Learning.
• Two Northwest Commission on Colleges & Universities (NWCCU) evaluators visited SWOCC on April 13-14 for our three year Mid-Cycle Evaluation Report as part of our institutional accreditation. This is considered a three-year report and is focused on reviewing our planning processes and how we are progressing with Student Learning Outcomes Assessment. It is a formative process so there will be no recommendations or commendations from this visit. The evaluators will give us feedback on our progress in implementing our mission fulfillment model and how well we are positioned to be ready for our Year 7 report over the next four years. There are two evaluators that were here Monday morning until noon on Tuesday. The chair of the evaluation team is from Highline College in Washington and the other evaluator is from the College of Southern Idaho. They spent most of their time between Tioga 512 and Tioga 505. They talked to members of the E-team, Institutional Managers, College Council, and the Accreditation Team that put the report together (Robin Bunnell, Tom Nicholls, Joy Parker, Linda Stagg-Brown, Rod Keller, and Ross Tomlin). The deans and faculty have worked very hard this year to implement a full student learning outcomes assessment model at the college that will produce excellent data on how we are progressing with documenting that students are achieving the program outcomes.

S3: Southwestern delivers viable quality instruction

• Non-algebra pathway for AAOT has been approved by HECC, JBAC, and Southwestern.
• Developmental Education redesign work plan approved:
  o Non-algebra pathway Dev. Ed. courses MTH 20 and MTH 98 leading to MTH 105.
  o Accelerated writing with WR 80 and WR 90
  o Accelerated reading with RD 80 and RD 90
  o Developmental Education Committee
  o Developmental Education advising protocols
• Marine Biology emphasis created for AS and AAOT.
• We have finalized a formal articulation agreement with OSU for our AS degree with Natural Resources emphasis. Students who earn this AS degree will be able to enter OSU’s BS degree program in Natural Resources Watershed Management option as a junior. The program will start in the fall of 2015.
• Phi Theta Kappa (PTK) Honor Society partnered with Chef Darrell Folck and his Baking and Pastry students for their spring fundraiser. OCCI students created beautiful chocolate eggs for PTK members to sell. The proceeds of $610 will be used for training future PTK officers and to purchase special regalia that members may borrow to wear at commencement.
Southwestern Oregon Community College
Board of Education
Integrated Technology Services and Research Report

Prepared by: Rocky Lavoie, Director of Integrated Technology Services

Integrated Technology Services Mission

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

Core Theme: Access

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

Web Systems:
- Trained several staff to edit the SWOCC website
- Created documentation for all staff trained on website
- Continue training staff for editing the SWOCC website
- Continued development on new athletic website
- Create Skills Day web pages for this year’s event
- Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across Southwestern websites

Core Theme: Community Engagement, Learning and Achievement

Media Services and Instructional Labs:
- Upgraded the PAC Lighting controller to a ETC Ion lighting control system
- Upgrading the audio mixer in the PAC to a PreSonus StudioLive RM32AI – 32-ch Digital Rack Mount Mixer
- PAC hosted Geology Lecture Series Death from Space
- PAC hosted the OCCI Cohorts Graduation
- Live streamed the Oregon Department of Energy Informational meeting regarding Jordan Cove LNG project
- Live streamed the OCCI Cohorts Graduation
- Live streamed SWOCC Vocal Jazz Ensemble
- Live streamed the South Coast Men’s and Women’s High School All Star basketball games
- Live streamed Men’s baseball Linfield JV games
- Live streamed Women’s Softball games against Lower Columbia C.C.
- Live streamed Women’s Softball games against Mt. Hood C.C.
- Live streamed Men’s baseball games against Linn Benton
- Installed, imaged, and configured new solid state hard drives in the computers in classroom Tioga-410
- Installed, imaged, and configured new solid state hard drives in the computers in Tioga-409 Math Learning Center

Core Theme: Sustainability

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

Jenzabar Programming, Training and Support:
- Created and updated reports/data/Programs:
- Updated historical NSC records with appropriate program dates
- Email Temporary Employee Report
- Tutoring Perkins Report
- Email Termination Report
- Plus loan checks
- Personnel inventory
- eChecking checks
- Datatel Informer payroll and benefit data report
- Advisor intake report
- Term aid housing report 2
- Media services event schedule
- Curry students report
- SSRS fin aid $alt report
- Safe colleges employee list
- Security Credit Systems collections worksheet
- Budget difference report
- Budget report with personnel FTE
- FTE salary detail budget report
- Created documentation system for SQL server components
- Worked on extracting historical data from Datatel
- Updated credits for FA disbursement
- Updated Athletic Drop report
- Created new Duplicate Record process
- Updated prerequisite rules
- Installed and setup permissions for QAS software
- Attended meetings for:
  - Instructional Council
  - SSS Application Online
- Solved:
  - Payroll check addresses
  - Admissions to do lists
  - Requisition emails
  - AR receipt printing
  - Bookstore charging earlier
  - Voided direct deposits in reconciliation
  - Advising worksheet
  - Background color change in adobe document creator
  - IPEDS fin aid
  - IPEDS student cohort
  - Bookstore network error
  - Payroll donation issue

**Systems, Security, and Telecommunication:**

- Installed VOIP phone in boardroom
- Quotes for cluster server replacements
- Title III equipment list and justifications
- Imaged 400 lab and classroom computers for start of term
- Student housing bandwidth upgraded to 150/50M
- Jenzabar 5.05 deployed in test.
- Izenda reporting software installed
- Updated mailing lists for student email
- Upgraded Select Survey software
- Updated campus closure notification documentation
- Repair failed HVAC in switch room
- Traveled to Tillamook Bay CC for consulting assistance
- Jenzabar EX clients upgraded to 5.04
- Custom portlets updated for myLakerLink
- Replaced failed disk on SAN
- Quotes for SSD SAN
- Prime network monitoring software upgraded.
- Cleanup AD servers.
• Telephone operator console fixed
• E911 database updated
• VOIP card for PBX fixed
• PCI compliance SAQ completed
• Microcall call accounting database updated.
• Completed Pacific Northwest Seismic Network sensor installation on campus
• Budget for 15-16 reduced $136,000
• First Draft of Technology Purchasing APP

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 (formally e-Racer)
ESPS – Educational Support Programs and Services Department
EDI – Electronic Data Interchange software used for electronic transcripts
EX – Jenzabar software version the college purchased
FitnessTrac – Recreation Center entrance software that will eventually work with CardSmith
Flash – Cross-platform video and graphic player; Apple products to not support Flash
HelpBox – ITS online job request system
ICL – Instructional Computing Labs
InfoMaker – Jenzabar report writing software aka Sybase
IPEDS – Integrated Postsecondary Education Data System (Federal reporting system)
IPV – Internet Protocol Video
Jenzabar – Academic Enterprise Resource Planning System and Student Information System from Jenzabar, Inc.
JICS – Jenzabar Internet Campus Solution (myLakerLink portals)
Joomla – open source webpage content management software for new webpage
LabTrac – Lab software that works with the Laker1Card for lab entry
Libki – Library public patron login to use college computers
Linux – Operating system used on some servers
myLakerLink – Jenzabar portals (JICS)
myLakerLink Go – Jenzabar mobile
NBS – Nebraska Bookstore System
NENA – National Emergency Number Association
NeoGov – Web-based online HR recruitment system
NWCCU – Northwest Commission on Colleges and Universities
OCCURS – Oregon Community College Uniform Reporting System
OHN – Oregon Health Network
PCI – Payment Card Industry Compliance
PCounter – Lab printer software to work with the Laker1Card, printer server, and printers
Perceptive – Document Imaging System from Perceptive Corporation (formally Nolij)
PHP – scripting language used in webpage creation
POE – Power over Ethernet (inline power)
portlet – single portion of a portal that performs separate function (find course, for example)
PowerFAids – Jenzabar Financial Aid software
PRI – Primary Rate Interface – 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 – Read only 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
QOS – Quality of Service
QR code – Quick Response code
Ram – Read only memory
RAVE – Rave Alert, emergency notification system
SAN – Storage Area Network is very large disk storage area for backup and storage
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 ONLY

Prepared by: Jan Baxter, Executive Director of Human Resources

### Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Valerie Cowan - Curry Student Success Specialist</td>
<td>FT</td>
<td>PO</td>
<td></td>
</tr>
<tr>
<td>Kelly Northcutt - Multimedia Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve George - Head Volleyball Coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vicki Knowlton – Proctor/Testing Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nathan Thompson - Windows PC System Support Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeffrey Johnson – Head Women’s Basketball Coach</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Information: College Recruiting Update

<table>
<thead>
<tr>
<th>OPEN POSITIONS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Vice President of Administrative Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of CTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 Grant Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 Data Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and Supplies Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Forestry Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Chemistry Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Writing Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Rural Health Aide/ Nursing Assistant Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NurtureCare Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Center Clerical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 Career Coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 CTE Transition Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student First Stop Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Services Coordinator and Retention Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Residence Life</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Welding Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Software Development Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Medical Assistant Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Sociology/Anthropology Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Submitted by: Janet Pretti, Dean of Curry Campus

Learning and Achievement

LA1: Students demonstrate progress

LA2: Students complete certificates, degrees, and transfer

- For the 2014-15 Academic Year, through Winter Term, twelve Curry residents have graduated, earning 19 degrees and certificates (4 - Associate Arts of Oregon Transfer, 2 - Associate of Science, 5 - Associate of General Studies, 2 – Associate of Applied Science, 2 Certificates, and 4 Professional Training Certificates).

LA3: Students demonstrate that they have met institutional learning outcomes

- Marta Wozniak is in the process of scoring 80 student artifacts from other institutions across the nation (research papers, projects) to pilot-test the VALUE approach to student learning assessment. VALUE is a campus-based assessment initiative that provides tools to campuses to assess authentic student work (no standardized tests) in order to help institutions determine whether and how well students are progressing toward graduation-level achievement in learning outcomes considered essential by employers and educators. The pilot study is expected to generate useful data to assist faculty in improving student learning and to meet public calls for accountability. It should also help develop appropriate resources needed to build campus assessment. The project is sponsored by AAC&U (American Association of Colleges and Universities) as part of its Liberal Education and America’s Promise (LEAP) initiative.

Access

A1: Students access varied learning opportunities

- Curry worked with Beverly Segner to bring a 1 credit HD 140 Career Exploration course to the Curry Campus for the first time winter term. Eight students enrolled in the course, learning more about themselves and exploring career options based on their findings. Beverly Segner taught the course every other Monday, on the days she was already visiting Curry for counseling appointments.

- Kylee Bruder has been appointed to the vacant Curry Campus ASG Director position. A 2012 Del Norte High School graduate, Kylee previously participated in ASG while attending the Coos Campus.

A2: Students access services that support learning

- Curry welcomed 15 new students for the start of winter term. Seven of these new students attended the Curry winter New Student Orientation. An additional 18 students started spring term, with 8 students attending the spring New Student Orientation. Rebecca Marcus and Student Ambassador Becky Dillenburg plan and facilitate the orientations.

- Financial Aid representative Heather Petitt continues to visit the Curry Campus and Gold Beach Center twice a term to meet with students about their Financial Aid. Her and Curry staff’s goal is to impact the timely submission of requested FA documents by students ensuring that their FA awards are in place for before the first term they are planning to attend in the 2015-16 academic year.
• Student Ambassador Becky Dillenburg, Digital Design Faculty Joseph Tremonti and Rebecca Marcus represented SWOCC at a College Fair at Brookings Harbor High School on April 13. All public Oregon Universities were in attendance. College students were encouraged to attend to explore transfer opportunities.

Community Engagement

CE1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs
• The Curry Campus continues to be used by the Curry County Board of Realtors and Rogue Federal Credit Union for professional development training.
• The Curry Campus is hosting the South Coast Legislative Forums for the community via IPV with the Coos Campus and our legislators in Salem. The sessions are 7 – 8am, on the 1st and 3rd Mondays of the month through the end of Session.
• The Curry Campus represented SWOCC at the Wild Rivers Career Fair at Kalmiopsis School in Brookings on April 9th. Advisor Rebecca Marcus and Student Programmer Justin Goodwin met students, grades 4-12, and other members of the community and talked to them about opportunities at SWOCC. SWOCC Nursing graduate Connie Ruma was also in attendance representing the nursing field as well as the SWOCC Mobile Welding Unit.

CE2: Southwestern provides our community members access to a wide range of quality, lifelong learning activities
• Attendance at the 20th Annual South Coast Writers Conference on February 13 and 14n Gold Beach was on par with recent years, with 91 paid participants, 6 volunteers and 9 presenters. Almost half of those attending were from outside the college district: 52% were in-district, 27% were out-of-district, Oregon, and 21% were from out of state. Our wonderful group of volunteers, staff and community partners helped make the conference a success. One presenter had to cancel the day before the conference due to illness but students were smoothly moved into their second choice workshop. The beautiful weather made it an even more enjoyable event. One of the presenters, Liz Prato, posted on social media: “…the folks at the South Coast Writers Conference might just be the nicest, most generous bunch of attendees and organizers I’ve ever come across. Everyone was welcoming and enthusiastic and no one threw any attitude.” Authors’ Night was well attended and Kim Griswell’s keynote address on writer’s voice was the topic of many conversations during the conference. After two full days of learning, 26 conference participants attended the writers’ critique circle on Saturday evening.
• In preparation for boating season, the local Coast Guard Auxiliary Chapter has been hosting weekend training at the Curry Campus once a month, February through May. Two trainings are being offered on a rotating basis - Nautical Charts and GPS for Mariners and Boater’s Education.
• A Climate of Gold Beach lecture, comparing it to similar climate regions around the world, was held at the Gold Beach Center on April 14. Thirty participants attended the free lecture given by National Weather Service meteorologist Ryan Sandler.

CE3: Our community members participate and contribute to the College

Sustainability

S1: Southwestern provides responsible fiscal management
• Last year the January electric bill for the Curry Campus was $2473.16, this year it was $1761.79. Granted it has been a mild year, but we are hopeful this 29% reduction is indicative of Nick Hammon’s efforts to only schedule heat in rooms that are scheduled to be in use.
• Beginning in March, the Curry Campus has only been open on Saturdays for scheduled special events. Previously the campus was open for 8 – noon for an ESL class and student and part-time instructor computer access. But the ESL has been cancelled the last two terms due to lack of
enrollment and computer lab use has been minimal. This change may further reduce electricity costs in the future.

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

- Staff and faculty members from the Curry Campus met and created a new mission statement for Curry: *The Curry Campus empowers learners, enabling them to enrich their lives and their communities.*

- Christopher Eckersley has been hired to fill the new 10-19 Curry IT Support Technician, bringing valuable expertise and local IT support to the technology rich Curry Campus. The position will be initially supported through self-support community education special projects funds.

S3: Southwestern delivers viable quality instruction

- Joseph Tremonti received an Honors Certificate for completing the Web Accessibility MMOC for Online Educators. Offered by Portland Community College, this course is designed to help E-Learning professionals meet the challenges of compliance with web accessibility requirements. PCC is recognized as a national leader for their efforts to improve accessibility in the context of distance education.