“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 28, 2014
“Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner”

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

Board of Education Meetings
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, April 28, 2014

AGENDAS with Estimated Timelines—

1. CALL TO ORDER  5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION  5:30 p.m.
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel
3. RECONVENE INTO OPEN SESSION (immediately following Executive Session)  6:00 p.m.
4. AGENDA CHANGES
5. INTRODUCTIONS
   A. Employees, Exhibit # 5 A
      • New to the College
        ➢ Elise Hamner, Executive Director of Resource Development and College Foundation
   B. Student Athletes of the Month
      • McKenzie Devault, Track & Field (March)
      • Jovenn Pacheco, Track & Field (March)
      • Cedric Zumwalt, Baseball (April)
      • Kelsey Jeffries, Softball (April)
   C. Women’s Wrestling Team – 2014 National Champions
6. PRESENTATION(S)
   A. Andrea Henderson, OCCA Executive Director
   B. Financial Aid Presenter: Avena Singh
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 05/12/14, 6:00 p.m., Budget Committee Meeting, Tioga 505
      • 05/14/14, 4:00 p.m., Employee Recognition Event, OCCI
      • 05/19/14, 5:30 p.m., Meeting, Tioga 505
      • 06/02/14, 4:00 p.m., Spring Lake Walk
      • 06/02/14, 5:00 p.m., Second Budget Committee Meeting (if needed), Tioga 505
      • 06/06/14, 4:00 p.m., GED Graduation, Newmark 201
      • 06/12/14, 6:30 p.m., Distinguished Alumni Dinner, OCCI
      • 06/13/14, 7:00 p.m., Graduation, Prosper Hall
      • 06/23/14, 3:30 p.m., Meeting, Curry Campus, Krieger Community Room
      • 07/28/14, 5:30 p.m., Meeting, Tioga 505
   B. Board Operations
      1) OCCA Report
      2) Board Goals Update, Exhibit # 7 B 2
8. COLLEGE REPORTS
   A. President’s Report
   B. Strategic Plan Updates, Exhibit # 8 B
   C. Financial Reports, Exhibit # 8 C
      1) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 C 1
      2) Statement of Revenue and Expenditures – General Fund, Exhibit # 8 C 2
      3) Enterprise Fund Categories, Exhibit # 8 C 3
      4) Enterprise Fund FY12-13 vs FY13-14, Exhibit # 8 C 4
   D. Hiring Matrix, Exhibit # 8 D

9. CONSENT AGENDA
   A. March 24, 2014 Meeting Minutes, Exhibit # 9 A
   B. Umpqua Line of Credit, Exhibit # 9 B

10. OLD BUSINESS
11. PUBLIC COMMENT
12. NEW BUSINESS
    A. Board Policies – 2nd Readings
       1) 10015, Community Use of College Facilities, Exhibit # 12 A 1
    B. Board Policies – 1st Readings
       1) 7155, Tobacco Use, Exhibit # 12 B 1
       2) 7100, Early Retirement, Exhibit # 12 B 2
       3) 7101, Retirement, Exhibit # 12 B 3
    C. Dining Services Hot Line, Exhibit # 12 C
    D. PAC Heat Pump Repair, Exhibit # 12 D
    E. Budget Category Transfer # 1, Exhibit # 12 E

13. CORRESPONDENCE/INFORMATION

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

HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Rachele Summerville, Executive Director of Human Resources

New to College:

Elise Hamner, Executive Director of Resource Development and College Foundation (Full – Time MASSC)

Education:
Bachelors in Technical Journalism/Business Administration - Oregon State University, Corvallis, Oregon
Associates – Central Oregon Community College, Bend, Oregon

Recent Work Experience:
Communications & Community Affairs Manager – 2010 - 2014, Oregon International Port of Coos Bay
Reporter/City Editor/Assistant Editor – 1995 – 2010, The World Newspaper
News Director – 1989 – 1995, KOOS-FM, KBBR-AM (Bi-Coastal Media now)
General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

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

Balance Sheet:

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

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

Trust & Agency: “Deposits Held in Custody” is the beginning balance of all funds held in trust.
## Southwestern Oregon Community College
### Statement of Revenues and Expenditures
#### Year-to-Date as of March 31, 2014

<table>
<thead>
<tr>
<th>Fund Balance (July 1, 2013)</th>
<th>$2,853,981.51</th>
<th>$ -</th>
<th>$902,080.03</th>
<th>$451,531.31</th>
<th>$121,939.00</th>
<th>$ -</th>
<th>$ -</th>
<th>$818,116.95</th>
<th>$ -</th>
<th>$5,147,648.80</th>
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<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$4,233,398.91</td>
<td>$492,240.00</td>
<td>$498,404.08</td>
<td>-</td>
<td>$248,934.78</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,472,977.77</td>
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<tr>
<td>Federal Support</td>
<td>10,643.29</td>
<td>6,066,928.13</td>
<td>1,363,693.15</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$7,515,891.01</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>4,814,202.42</td>
<td>-</td>
<td>385,657.34</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,199,859.76</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>5,750,341.91</td>
<td>-</td>
<td>155,537.40</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$8,442,504.98</td>
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<tr>
<td>Interest Earnings</td>
<td>64,230.37</td>
<td>42.99</td>
<td>2,087.66</td>
<td>1,579.10</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$67,940.12</td>
</tr>
<tr>
<td>Other Income</td>
<td>423,989.45</td>
<td>-</td>
<td>395,766.07</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$4,189,504.81</td>
</tr>
<tr>
<td>Transfers</td>
<td>32,500.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$785,692.13</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$19,129,306.35</td>
<td>$6,711,067.62</td>
<td>$3,038,794.01</td>
<td>$7,139.47</td>
<td>$298,149.57</td>
<td>$1,004,450.19</td>
<td>$353,111.81</td>
<td>$6,750,446.20</td>
<td>$93,250.21</td>
<td>$37,385,715.43</td>
</tr>
</tbody>
</table>

| Expenditures:              |              |     |             |             |             |     |     |             |     |            |
| Personal Services          | 6,304,695.25 | $62,615.13 | $1,405,872.71 | -           | -           | -   | -   | -           |   - | $9,075,430.31 |
| Payroll Taxes & Benefits   | 2,882,784.42 | -    | 645,857.81  | -           | -           | -   | -   | -           |   - | $4,124,361.94 |
| Materials & Services (Net of Waivers) | 2,201,328.54 | 6,741,006.00 | 1,198,268.68 | 19,976.90 | 91,749.26 | - | 192,198.46 | 2,950,613.01 | 77,718.82 | $13,472,859.67 |
| Capital Outlay             | 43,282.83    | -    | 29,700.00   | -           | 271,349.62 | -   | -   | -           |   - | $344,332.45 |
| Debt Service:              |              |     |             |             |             |     |     |             |     |            |
| Principal                 | 4,698,075.00 | -    | -           | -           | -           | -   | 265,280.47 | -           |   - | $4,963,355.47 |
| Interest & Administrative Fees | 18,972.57   | -    | -           | -           | -           | -   | 163,760.88 | -           |   - | $923,303.17 |
| Transfers to Other Funds   | 753,192.13   | -    | 32,500.00   | -           | -           | -   | -   | -           |   - | $785,692.13  |
| **Total Expenditures**     | $16,902,330.74 | $6,803,621.13 | $3,312,199.20 | $19,976.90 | $363,066.88 | $1,006,050.19 | $353,111.81 | $4,851,427.47 | $77,718.82 | $33,689,535.14 |

| Revenues Over (Under) Expenditures: | $2,226,976.61 | (22,533.51) | (273,405.19) | (12,537.43) | (64,949.31) | (1,500.00) | - | 1,699,018.75 | 15,531.39 | 5,886,160.29 |

| Fund Balance (End of Month) | $5,080,957.12 | (92,553.51) | $628,674.84 | $438,693.88 | $56,989.69 | (1,600.00) | - | $2,717,135.68 | 15,531.39 | $8,843,829.09 |

**Exhibit # 8 C 1**

Date  April 28, 2014
## Southwestern Oregon Community College
### GENERAL FUND
### Statement of Budget and Revenues and Expenditures
### For the period ending March 31, 2014

<table>
<thead>
<tr>
<th></th>
<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><strong>Beginning Fund Balance (July 1, 2013)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated (see Note 1)</td>
<td>900,000.00</td>
<td>900,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td>1,953,981.51</td>
<td>2,000,000.00</td>
<td></td>
<td>(46,018.49)</td>
<td>97.7%</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>5,188,541</td>
<td>4,233,398.91</td>
<td>5,188,541</td>
<td>(955,142.09)</td>
<td>81.6%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>13,500</td>
<td>10,643.29</td>
<td></td>
<td>(2,856.71)</td>
<td>78.8%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>5,161,891</td>
<td>4,814,202.42</td>
<td>5,161,891</td>
<td>(347,688.58)</td>
<td>93.3%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>6,827,069</td>
<td>5,750,341.91</td>
<td>6,827,069</td>
<td>(1,076,727.09)</td>
<td>84.2%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>28,000</td>
<td>64,230.37</td>
<td></td>
<td>36,230.37</td>
<td>229.4%</td>
</tr>
<tr>
<td>Other Income</td>
<td>-</td>
<td>423,989.45</td>
<td></td>
<td>484,670</td>
<td>87.5%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>4,860,000</td>
<td>3,800,000.00</td>
<td>4,860,000</td>
<td>(1,060,000.00)</td>
<td>78.2%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>725,356</td>
<td>32,500.00</td>
<td></td>
<td>(692,856.00)</td>
<td>4.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>23,289,027</td>
<td>19,129,306.35</td>
<td>23,289,027</td>
<td>(4,159,720.65)</td>
<td>82.1%</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td>25,289,027</td>
<td>19,129,306.35</td>
<td>25,289,027</td>
<td>(4,057,739.14)</td>
<td>86.9%</td>
</tr>
</tbody>
</table>

| **Expenditures:**      |               |           |                 |                                  |                        |
| Personnial Services    | 8,794,548     | 6,304,695.25| 8,794,548       | 2,489,852.75                    | 71.7%                  |
| Payroll Taxes & Benefits| 4,417,396   | 2,882,784.42| 4,417,396       | 1,534,611.58                    | 65.3%                  |
| Materials & Services (Net of Waivers) | 3,449,624 | 2,201,328.54| 3,449,624       | 1,248,295.46                    | 63.8%                  |
| Capital Outlay         | 57,000        | 43,282.83  |                 | 13,717.17                       | 75.9%                  |
| Debt Service:          |               |           |                 |                                  |                        |
| Principal              | 4,860,000     | 4,698,075.00| 4,860,000       | 161,925.00                      | 96.7%                  |
| Administrative Fees & Interest | 35,000  | 18,972.57  |                 | 16,027.43                       | 54.2%                  |
| Transfer to Other Funds| 1,795,459     | 753,192.13 |                 | 1,042,266.87                    | 41.9%                  |
| **Total Expenditures** | 23,409,027    | 16,902,330.74| 23,409,027      | 6,506,696.26                    | 72.2%                  |
| Revenues over (under) expenditures | 538,932.26 | 2,226,975.61| 2,226,975.61    |                                  |                        |
| **Ending Fund Balance**| 5,080,957.12 | 1,880,000.00|                 |                                  |                        |

Note 1. Fund Balance designated for repayment of operating loan from FY12-13.
Enterprise Fund

Bookstore:

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

Newmark Operations:

- **Payroll** – custodial & maintenance staff
- **Purchased Services** – telephone, dues, fees, maintenance contracts, equipment maintenance, software maintenance

Student Housing:

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

Dining Services:

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

Conferences Other:

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

Conferences Projects:

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

Oregon Coast Culinary Institute:

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

**Neighborhood Facility:** **Purchased Services** – insurance, heat, lights, water
**SOUTHWESTERN OREGON COMMUNITY COLLEGE**  
Enterprise Fund  
Financial Summary Comparison for Period Ending March 31

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY12-13</th>
<th>Bookstore FY13-14</th>
<th>Newmark Center FY12-13</th>
<th>Newmark Center FY13-14</th>
<th>Student Housing FY12-13</th>
<th>Student Housing FY13-14</th>
<th>Dining Services FY12-13</th>
<th>Dining Services FY13-14</th>
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<td><strong>Revenues:</strong></td>
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<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 95,731.29</td>
<td>$ 53,915.67</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Sales</td>
<td>958,603.62</td>
<td>903,862.36</td>
<td>-</td>
<td>-</td>
<td>5,757.96</td>
<td>5,356.99</td>
<td>673,232.22</td>
<td>677,578.96</td>
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<td>Interest</td>
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<td>Rent</td>
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<td>188,395.30</td>
<td>191,499.51</td>
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<td>Miscellaneous</td>
<td>408.82</td>
<td>1,964.76</td>
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<td>611.72</td>
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<td>Transfer from other funds</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 959,012.44</td>
<td>$ 905,827.12</td>
<td>$ 188,395.30</td>
<td>$ 191,499.51</td>
<td>$ 2,634,209.37</td>
<td>$ 2,470,717.38</td>
<td>$ 673,232.22</td>
<td>$ 677,578.96</td>
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<table>
<thead>
<tr>
<th></th>
<th>FY12-13</th>
<th>FY13-14</th>
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<th>FY13-14</th>
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<td>Payroll costs/ Benefits</td>
<td>34,315.74</td>
<td>30,618.72</td>
<td>20,350.19</td>
<td>16,881.86</td>
<td>110,991.84</td>
<td>116,334.65</td>
<td>95,664.57</td>
<td>111,755.57</td>
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<tr>
<td>Materials &amp; Supplies</td>
<td>28,794.35</td>
<td>33,054.70</td>
<td>1,099.58</td>
<td>-</td>
<td>41,970.57</td>
<td>30,779.44</td>
<td>265,303.42</td>
<td>262,716.06</td>
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<td>Travel</td>
<td>-</td>
<td>2,409.48</td>
<td>-</td>
<td>-</td>
<td>3,568.59</td>
<td>-</td>
<td>2,017.63</td>
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<tr>
<td>Purchased Services</td>
<td>10,683.86</td>
<td>17,564.15</td>
<td>68,165.51</td>
<td>68,341.47</td>
<td>905,994.31</td>
<td>887,971.55</td>
<td>22,206.54</td>
<td>33,586.02</td>
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<td>Materials for Resale</td>
<td>632,231.27</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Vehicle Rental &amp; Internal Services</td>
<td>94.56</td>
<td>493.10</td>
<td>-</td>
<td>-</td>
<td>1,564.33</td>
<td>2,226.70</td>
<td>101.25</td>
<td>31.70</td>
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<tr>
<td>Repairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>396.59</td>
<td>602.00</td>
</tr>
<tr>
<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
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<td>Repairs</td>
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</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>23,617.50</td>
<td>13,278.03</td>
<td>142,335.38</td>
<td>97,838.68</td>
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<tr>
<td>Principal Payment</td>
<td>-</td>
<td>-</td>
<td>293.00</td>
<td>660.27</td>
<td>713.00</td>
<td>2,090.29</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Transfers to other funds</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 765,267.92</td>
<td>$ 893,085.85</td>
<td>$ 148,588.04</td>
<td>$ 129,301.10</td>
<td>$ 1,441,540.27</td>
<td>$ 1,372,181.55</td>
<td>$ 631,748.65</td>
<td>$ 650,911.21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Revenues over (under) Expenditures</strong></th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>$ 193,744.52</td>
<td>$ 12,741.27</td>
<td>$ 39,807.27</td>
<td>$ 62,198.41</td>
<td>$ 1,192,669.10</td>
<td>$ 1,098,535.83</td>
<td>$ 41,843.57</td>
<td>$ 26,667.75</td>
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<tr>
<td>Dining Services</td>
<td>$ 897,236.39</td>
<td>$ 923,077.48</td>
<td>$ 1,015,890.85</td>
<td>$ 1,195,761.66</td>
<td>$ (445,112.66)</td>
<td>$ (368,458.50)</td>
<td>$ 153,062.61</td>
<td>$ 230,833.89</td>
</tr>
<tr>
<td>Ending Fund Balance (end of month)</td>
<td>$ 1,090,980.91</td>
<td>$ 905,827.12</td>
<td>$ 188,395.30</td>
<td>$ 191,499.51</td>
<td>$ 2,634,209.37</td>
<td>$ 2,470,717.38</td>
<td>$ 673,232.22</td>
<td>$ 677,578.96</td>
</tr>
</tbody>
</table>
### SOUTHWESTERN OREGON COMMUNITY COLLEGE
Financial Summary Comparison for Period Ending March 31

#### Enterprise Fund

<table>
<thead>
<tr>
<th></th>
<th>Conferences Other</th>
<th>Conferences Projects</th>
<th>Oregon Coast Culinary</th>
<th>Neighborhood Facility Bldg.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY12-13</td>
<td>FY13-14</td>
<td>FY12-13</td>
<td>FY13-14</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>$33,122.96</td>
<td>$36,013.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
</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>Total Revenues</td>
<td>$33,122.96</td>
<td>$36,013.00</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
</tr>
</tbody>
</table>

| Expenditures:        |         |         |         |         |         |         |         |         |
|                      |         |         |         |         |         |         |         |         |
| Payroll costs/ Benefits | 3,631.64 | 3,449.93 | 537.08  | 1,252.98 | 190,959.35 | 254,133.77 | -     | -     |
| Materials & Supplies | 2,103.29 | 45.87    | 11,120.33 | 7,309.07 | 541,578.51 | 564,905.04 | -     | -     |
| Travel               | -       | -       | 5,284.07  | 4,915.60 | 44,327.06 | 21,171.37 | -     | -     |
| Purchased Services   | 1,884.94 | 726.00   | 1,856.14 | 1,943.11 | 131,932.56 | 119,916.46 | 3,929.64 | 8,605.17 |
| Materials for Resale | -       | -       | -       | -       | 20,149.50 | 47,266.48 | -     | -     |
| Vehicle Rental & Internal Services | - | - | 3,028.68 | 2,527.24 | 10,278.23 | 14,917.87 | -     | -     |
| Repairs              | -       | -       | -       | -       | 18,864.78 | 18,207.19 | -     | -     |
| Student Aid Grants   | -       | -       | -       | -       | 35,813.00 | 48,242.00 | -     | -     |
| Bad Debt Expense     | -       | -       | -       | -       | -       | -       | -     | -     |
| Repairs              | -       | -       | -       | -       | -       | -       | -     | -     |
| Equipment            | -       | -       | -       | -       | -       | -       | -     | -     |
| Interest Expense     | -       | -       | -       | -       | -       | -       | 54,641.10 | 45,176.59 |
| Principal Payment    | -       | -       | -       | -       | -       | -       | -     | 4,269.25 |
| Debt Service Admin   | -       | -       | -       | -       | -       | -       | -     | 4,119.25 |
| Transfers to other funds | - | - | - | - | 20,149.50 | 47,266.48 | -     | -     |
| Total Expenditures   | $22,478.12 | $16,476.88 | $26,085.30 | $25,848.00 | $1,622,416.91 | $1,750,808.46 | $8,198.89 | $12,814.42 |

<table>
<thead>
<tr>
<th>Revenues over (under) Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12-13:</td>
<td>$10,644.84</td>
<td>$19,536.12</td>
<td>$21,933.70</td>
<td>$24,795.00</td>
<td>$510,037.62</td>
<td>$667,358.77</td>
<td>$(2,698.89)</td>
<td>$(12,814.42)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Beginning Fund Balance (July 1)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12-13:</td>
<td>$18,368.66</td>
<td>$35,573.14</td>
<td>$20,423.03</td>
<td>$37,427.90</td>
<td>$(847,553.00)</td>
<td>$(1,325,221.08)</td>
<td>$107,517.65</td>
<td>$89,122.46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ending Fund Balance (end of month)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12-13:</td>
<td>$29,013.50</td>
<td>$55,109.26</td>
<td>$42,356.73</td>
<td>$62,222.90</td>
<td>$(337,515.38)</td>
<td>$(657,862.31)</td>
<td>$104,818.76</td>
<td>$76,308.04</td>
</tr>
</tbody>
</table>
### Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following staff members have been hired or moved since the last Board of Education meeting:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
</tbody>
</table>

### Information: College Recruiting Update

<table>
<thead>
<tr>
<th>OPEN POSITIONS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College is currently in the recruitment, screening or interviewing process for the following positions:</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Executive Director – Business Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Swimming Coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Childhood Education/Family Studies Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Nursing Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics Instructor and Math Learning Center Coordinator</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CE&amp;FS Grant Accounting Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Custodian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurturecare Team Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security Officer, Unarmed, FT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In District High School Relations Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security Officer, Unarmed 10-19 hr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security Officer, Unarmed 20 – 31 hr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurturecare Assistant</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>First Stop Center Representative</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
BOARD OF EDUCATION
MEETING MINUTES

March 24, 2014

ATTENDANCE

Board of Education/Staff (Quorum Present)

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

Staff/ExOfficios
Patty Scott (President) * 
Vickie Brumit 
Carolyn Byrd 
Cathy Chisum 
Cheryl Davies 
Karen Domine 
Mike Herbert 
James Ingram 

Rick Howell *(conf ph) 
Judy May-Lopez * 
Linda Kridelbaugh * 
Rocky Lavoie * 
Ron Olson 
Janet Petti * 
Diana Schab 
Ross Tomlin * 
Jeff Whitey 

*Also present at Executive Session

Guests
Rodger Craddock 
Elise Hamner 
Laura Mays 
Ken Messerle 

Terence O’Connor 
Jon Souder 
Phil Thompson

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

RECESS INTO EXECUTIVE SESSION
The Board recessed into Executive Session under ORS 192.660 (2) from 5:30 to 6:00 p.m.:
• (d) Labor Negotiations – The Board was updated on current grievances and arbitration proceedings.
• (e) Property – An update on Coos County properties was provided.
• (i) Personnel – The Board was briefed on personnel issues surrounding early retirement and the Family Center.

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

AGENDA CHANGES
No changes were made.

INTERVIEWS
BUDGET COMMITTEE INTERVIEWS
Copies of the candidate forms were included in the meeting materials. The Board interviewed the following individuals for the vacant Budget Committee position. Candidates were informed that they would be notified of the Board’s decision that would be reached later in the meeting.
• Ken Messerle 
• Jon Souder 
• Laura Mays
ATHLETICS
Athletic Director Mike Herbert briefed the Board on Southwestern Athletics and what the department was doing to address the College’s Core Themes. In regards to the proposal to add swimming, he noted that NCAA research showed swimmers as having some of the highest GPAs and graduation rates.

COMMUNITY ENHANCEMENT PLAN
Terence O’Connor, North Bend City Administrator, and Elise Hamner, Port of Coos Bay, briefed the Board on the Long-Term Enterprise Zone Community Enhancement Plan which included a PowerPoint presentation. They explained how increased tax revenues were not realized by local schools because every dollar received was offset by a reduction in state funding support.

Hamner shared that a Coos Bay School District employee researched equitable school funding in the State of Oregon and noted that education was the only sector that would not benefit from Jordan Cove coming to the area. She shared that local Attorney John Whitty had been working closely with the Oregon Community Foundation on the development of by-laws, etc. for the proposed South Coast Community Foundation.

By Jordan Cove paying a proposed Community Service Fee to the Rural Enterprise Zone, it allows for funds to remain in the local area supporting schools and other entities. Funds would flow through the proposed South Coast Community Foundation where an endowment would be built up over time and enable the fee monies to be distributed in a way that doesn’t threaten existing school funding.

A non-official polling of the Board reflected a consensus of support for the plan. However, Anderson requested more information. Audience member Phil Thompson shared his concern with individuals being appointed to the proposed South Coast Community Foundation Board rather than elected and expressed opposition to the plan.

IMPORTANT DATES
The Board reviewed upcoming events. President Scott added the Foundation “Meet & Greet” event scheduled for Friday, April 11th @ 6:00 p.m. to introduce the new Executive Director of College Foundation and Resource Development, Elise Hamner.

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

SUCCESS INDICATORS
#15, Fiscal: Cash Flow Responsibilities, Exhibit # 8 C 1
Copies of the report were included in the meeting materials and Vice President Linda Kridelbaugh briefed the Board.

#16, Fiscal: Responsibilities – All Funds, Exhibit # 8 C 2
Copies of the report were included in the meeting materials and Vice President Linda Kridelbaugh briefed the Board.

#17, Fiscal: Cash Flow Responsibilities, Exhibit # 8 C 3
Copies of the report were included in the meeting materials and Vice President Linda Kridelbaugh briefed the Board.

CONSENT AGENDA

CONSENT AGENDA, EXHIBIT # 9 A
Copies of the item were included in the meeting materials. Discussion occurred on revisions to the February 24, 2014 minutes.

M03/14-1
Chair Jensen’s motion to approve the Consent Agenda, as amended, was seconded by Susan Anderson. 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 24, 2014, Exhibit 9 A.

OLD BUSINESS

BUDGET COMMITTEE APPOINTMENT, EXHIBIT # 10 A
Copies of the draft resolution were included in the meeting materials. The Board interviewed potential candidates earlier in the meeting.

Susan Anderson’s motion to appoint Jon Souder to a three-year term of office on the Southwestern Oregon Community College Board Budget Committee, with term expiring June 30, 2016 died due to a lack of second.

M03/14-2
Rick Howell’s motion to appoint Ken Messerle to a three-year term of office on the Southwestern Oregon Community College Board Budget Committee, with term expiring June 30, 2016 was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT

Phil Thompson addressed the Board earlier in the meeting during the discussion on the Community Enhancement Project (LNG).

NEW BUSINESS

FACULTY TENURE

Jason Cooper, Exhibit 12 A 1
Copies of the resolution were included in the meeting materials.

M03/14-3
Susan Anderson’s motion to grant tenure to Jason Cooper with his 2014-2015 employment contracts was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

Jessica Engelke, Exhibit 12 A 2
Copies of the resolution were included in the meeting materials.

M03/14-4
Susan Anderson’s motion to grant tenure to Jessica Engelke with her 2014-2015 employment contracts was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

2014-15 HOUSING RATES, EXHIBIT # 12 B
Copies of the proposed resolution were included in the meeting materials. Vice President Kridelbaugh noted that there was an error in the Proposed 2014/15 Rates section for a double room. The correct amount is $6,859 – not $6,859.

M03/14-5
Susan Anderson’s motion to approve an increase in student housing rates, as amended, for the 2014-2015 academic year was seconded by Tim Bishop. Upon call for the vote, the MOTION PASSED unanimously.

BOARD POLICY – 1st READING
Copies of the revised policy were included in the meeting materials.

• 10015, Community Use of College Facilities
A second reading is scheduled to occur on April 28, 2014.
Discussion on whether the fourth paragraph was covered in the Board’s ethics policy and therefore not needed occurred. Scott to research.

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

UNIT
WRITTEN REPORTS
Copies of the written reports were included in the meeting materials.

CORRESPONDENCE
Copies of several pictures from the 2014 Ice Carving competition were included in the meeting materials.

ADJOURNMENT
There being no further business, Chair Jensen adjourned the meeting at 8:15 p.m.
Respectfully submitted,

Marcia Jensen, Board Chair                  Patty Scott, Clerk

Cathy Chisum for 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 2014 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of $4,860,000, to meet working capital needs for the next thirteen months (May 2014-June 2015).

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 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 2014 (the Note) pursuant to ORS 287A.180, not to exceed an aggregate principal amount of $4,860,000, to meet working capital needs for the next thirteen months.
BP: 10015

COMMUNITY USE OF COLLEGE FACILITIES

The primary use of College buildings and facilities shall be dedicated to the educational program. The Board acknowledges a responsibility to the College community. The Board authorizes the administration to prepare procedures that will allow the College’s buildings and facilities to be used by the College community if such use does not conflict with the educational program.

Facilities may be used on a temporary and irregular basis by/for:
   1. College affiliated student and employee groups;
   2. Not-for-profit community organizations;
   3. Religious organizations; the use shall be temporary and irregular; and
   4. Political organizations; must be sponsored by the Associated Student Government.

Admissions receipts from fundraising activities occurring in College buildings and facilities must be dedicated to beneficial College or community endeavors.

College buildings and facilities will not be available for personal or enterprise gain. **The upper level of Prosper Hall shall not be used for dances where participants wear street shoes.**

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

END OF POLICY

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

Administrative Policies and Procedures:
10015
10031
10032

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 7155

TOBACCO USE ENVIRONMENT

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the Board to establish a restricted tobacco-use environment. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. The Curry campus is a tobacco-free campus.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The Board or its designee shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and collection of such fines. No tobacco-related advertising or sponsorship shall be permitted on the College property, at College-sponsored events or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by the College and which is lawfully sold, bought or distributed on campus property. For the purposes of this policy, “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. Exceptions may be granted by the President or designee.

The College President will develop administrative policies and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement. Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. Procedures will also be developed to offer or promote programs and services that include practical evidence-based approaches to end tobacco use for students and employees who want to quit.

END OF POLICY

Legal Reference(s):
ORS 163.575(1)(d),(e)
ORS 192.710
ORS 336.222 and .227
ORS 339.240 and .250
ORS 341.290(2)
ORS 431.840 and .845
ORS 433.835 to .990
ORS 581-021-0050 to -0075
ORS 581-021-0110
ORS 581-022-0413
ORS 581-053-0015
ORS 581-053-0545(4)(c)(R)-(T)
ORS 581-053-0550(5)(q)-(s)

DATE OF ADOPTION: 03/28/11
DATE(S) OF REVISION(S): 10/22/12, (currently under revision again)
DATE OF LAST REVIEW:
BP: 7100

EARLY RETIREMENT - 1997

It is recognized by the Board of Education of the Southwestern Oregon Community College District that in certain instances early retirement by College employees may mutually benefit both the employee and the College. It is therefore the procedure of the Board of Education that when an employee requests early retirement according to this procedure and where such mutuality of benefits from early retirement is determined and approved by the Board, the College shall provide the early retirement incentives in Sections 1 and 2.

In any one year the total liability for the College will be no more than $150,000 for the costs of early retiree health insurance and Medicare supplement payments.

For employees hired on or after July 1, 1997 to apply for early retirement incentives, they shall have a minimum of twenty (20) years of full-time employment with the College, shall be 58 years of age and shall be eligible for early retirement under the Public Employees Retirement System. The College’s contribution to the early retiree’s health insurance coverage shall be capped at 75% of the cost of the plan until the employee reaches his or her sixty-fifth (65) birthday.

An employee hired prior to July 1, 1997 who desires to apply for early retirement incentives shall have a minimum of ten years employment with the College, shall be 55 years of age and shall be eligible for retirement under the Public Employees Retirement System.

1. Insurance Coverages

A. For Early Retirees Before Age 65: The College shall contribute to a group medical insurance plan and to a group dental insurance plan for the early retired employee and his/her spouse. The contribution to medical and dental coverage shall occur until the employee reaches his or her sixty-fifth (65) birthday or until the early retiree’s death. After the sixty-fifth birthday, the retiree shall receive the benefits in subsection B. College contributions to a group medical insurance plan will be suspended when retiree accepts employment and when the employment provides comparable medical insurance coverage for the retiree. The retiree shall notify the College upon accepting employment that provides a group medical insurance plan.

B. For Retirees at Age 65: The College shall contribute up to $62 per month towards a Medicare supplement procedure. For the employee's spouse, before age 65, the College shall contribute to a group medical insurance plan and at age 65, up to $62 per month toward a Medicare supplement procedure. Benefits shall continue until the retired employee reaches his/her seventieth (70) birthday or until the retired employee dies.

C. In the event of the death of the retired employee, the spouse shall have the option of continuing group medical and dental insurance until he/she is eligible for Medicare. The spouse shall reimburse the College for the coverage.

D. Definition for Section 1:
   1) Group Medical Insurance Plan. The medical insurance plan the early retiree would be enrolled in if currently employed with pre-retirement status.
   2) Group Dental Insurance Plan. The dental insurance plan the early retiree would be enrolled in if currently employed with pre-retirement status.
   3) College Contribution. The ratio of the College’s contribution to the total cost for the group medical insurance and dental insurance plans according to the individual coverage rate schedule that was in effect at the date of early retirement.

2. Payment Incentive
A. An incentive to early retirement shall be paid to employees who early retire according to this procedure before age 65. Payment shall be calculated using one-half of the accumulated unused sick leave days times the employee's daily pay rate at the time the early retirement contract is approved by the College Board times an incentive adjustment rate. Based on the age at early retirement, the following incentive adjustment rate will be used to determine the payment:

<table>
<thead>
<tr>
<th>Retirement at Age</th>
<th>Incentive Adjustment Rate</th>
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</thead>
<tbody>
<tr>
<td>55-60</td>
<td>100%</td>
</tr>
<tr>
<td>61</td>
<td>80%</td>
</tr>
<tr>
<td>62</td>
<td>60%</td>
</tr>
<tr>
<td>63</td>
<td>40%</td>
</tr>
<tr>
<td>64</td>
<td>20%</td>
</tr>
<tr>
<td>65</td>
<td>0%</td>
</tr>
</tbody>
</table>

B. An employee who is willing to accept insurance coverage in a College insurance group with a lower premium rate than the coverage the employee would be eligible for may request an upward adjustment to the payment incentive for the amount of the difference.

C. The early retiree may accept the payment with his/her final paycheck, or in twelve (12) equal monthly installments during the first year of his/her early retirement.

NOTHING IN THE PROCEDURE SHALL BE CONSTRUED TO DENY EMPLOYEES WHO EARLY RETIRE ANY OTHER EARLY RETIREMENT BENEFITS TO WHICH THEY ARE OTHERWISE ENTITLED, NOR SHALL THIS PROCEDURE BE CONSTRUED TO REQUIRE THE BOARD OF EDUCATION TO GRANT EARLY RETIREMENT INCENTIVES TO ANY APPLICANT.

- Approved by Southwestern Administration: February 10, 1997
- Approved by the Board of Education: February 18, 1997

EARLY RETIREMENT - 2002

The Board of Education of the Southwestern Oregon Community College District (“the Board”) recognizes that early retirement by employees of the College may, in certain instances, mutually benefit both the employee and the College. Accordingly, an employee may request early retirement under the terms of this procedure, and the Board may approve such early retirement if it determines, in its sole discretion, that a mutual benefit exists. The effective date of this procedure is March 1, 2002.

Notwithstanding the foregoing, the Board may, in its discretion, refuse to grant any request for early retirement under this procedure if the total cost of the early retirement program to the College for the next academic year is projected to exceed $250,000, based on a rolling six-year average. The Board’s decision to waive this limitation in any given year shall not result in a waiver of its right to apply the limitation in a subsequent year.

No person shall have any rights or expectations regarding early retirement under this procedure prior to receiving written notice of approval for early retirement signed by the Chair of the Board of Education. No individual early retirement contracts shall be issued during the life of this procedure. Except as provided by law or separate written agreement, this procedure may be modified or revoked at any time as to any person who has not received such written notice.
1. Eligibility to Request Early Retirement

An employee of the College may request early retirement under this procedure if the employee:

A. Is at least 58 years of age and has been employed at the College the equivalent of 20 years full-time, or
B. Has been employed by the College the equivalent of 30 years full-time.

Definition: Full-time is 2,080 compensated regular hours in a calendar year or 45 workload credits in an academic year.

Requests must be made in writing to the Vice President of Administrative Services between September 1 and October 1 for retirement effective at any date in the subsequent fiscal year. Requests will be considered in the order of the longest continuous employment with the College. In the event that two or more employees requesting early retirement in the same year have the same number of years of continuous employment, the employee with the earlier hire date will be considered first.

2. Insurance Coverage

A. Terms of Coverage

1) For Early Retirees Before the Age of Medicare Eligibility. The College shall contribute to a Group Medical and Vision Insurance Plan and to a Group Dental Insurance Plan for the retiree as provided in Section 2.B.3) below. The retiree may elect to cover family members and domestic partners who are eligible under the group plan at the time of retirement. The College’s contributions shall continue until the retiree reaches the age of Medicare eligibility, except as stated in Section 2.A.2).

2) Termination of Contributions Prior to the Age of Medicare Eligibility. The College’s contributions shall cease upon the occurrence of the following:

   a. The death of the retiree before the age of Medicare eligibility; or
   b. The retiree accepts employment and when the employment provides comparable medical insurance coverage for the retiree.

The retiree, or the retiree’s legal representative, must promptly notify the Vice President of Administrative Services, in writing, if either of the foregoing events occurs.

In the event the College’s contributions cease as provided in Section 2.A.2) or because the retiree reaches the age of Medicare eligibility, the retiree’s spouse or domestic partner shall be allowed to continue coverage under the group plan, at his or her own expense, provided the retiree had elected to cover the spouse or domestic partner as provided in Section 2.A.1).

3) Contributions for Retirees After the Age of Medicare Eligibility. The College’s contributions to the group medical or dental plans shall cease when the retiree reaches the age of Medicare eligibility, unless they have earlier ceased under Section 2.A.2). At the age of Medicare eligibility, if the retiree elects to purchase a Medicare supplement procedure, the retiree may request the College reimburse them to a maximum amount of $62 per month, unless a greater amount is required by law. The contributions to the Medicare supplement shall continue until the retiree reaches age 70, except as stated in Section 2.A.4). The retiree shall be reimbursed in the amount of up to $62 per month upon presenting proof of payment to a Medicare supplement.

4) Termination of Medicare Supplement Prior to Age 70. The College’s contribution to the Medicare Supplement shall cease before the retiree reaches age 70 upon the occurrence of the following:

   a. The death of the retiree before age 70; or
   b. The retiree accepts employment and when the employment provides comparable medical insurance coverage for the retiree.
B. Definitions

1) **Group Medical/Vision Insurance Plan.** Any medical/vision insurance plan that the College provides for active employees in the retiree’s job classification at early retirement.

2) **Group Dental Insurance Plan.** Any dental insurance plan that the College provides for active employees in the retiree’s job classification at early retirement.

3) **Amount of College’s Contribution:**
   a. For employees that retired before March 1, 2002, the College’s contributions shall continue to be governed by the terms of the early retirement procedure in effect at the time of retirement.
   b. For employees that receive notice of approval for early retirement after March 1, 2002, the College shall make a single monthly contribution toward the combined medical/vision and/or dental plan, at the employee’s election, as follows:
      - The cost of the plan up to $250 per month for an employee who retires with at least 20, but less than 25, years of full-time employment or at least 41,600, but less than 52,000, hours of compensated employment with the College;
      - The cost of the plan up to $300 per month for an employee who retires with at least 25, but less than 30, years of full-time employment or at least 52,000, but less than 62,400, hours of compensated employment with the College;
      - The cost of the plan up to $350 per month for an employee who retires with at least 30 years of full-time employment or 62,400 hours of compensated employment with the College.
   c. The above contribution amounts shall increase each year on January 1 by 3%, or the July through June Portland Consumer Price Index, whichever is less.
   d. The College shall tender its contribution payments only to the applicable insurance provider. No retiree, spouse, domestic partner or dependent shall be entitled, under any circumstances, to claim or receive payment directly from the College.

4) **Early Retirement.** Retirement at an age less than full Social Security benefits eligibility.

3. **Accrued Sick Leave Payment**

An employee who retires under this procedure shall receive a payment equal to one-half of his or her accumulated unused sick leave hours, multiplied by the employee’s daily rate of pay at the time of retirement, multiplied by the applicable adjustment rate set forth below:

<table>
<thead>
<tr>
<th>Years of Continuous Employment</th>
<th>Adjustment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 20 but less than 25</td>
<td>50%</td>
</tr>
<tr>
<td>At least 25 but less than 30</td>
<td>75%</td>
</tr>
<tr>
<td>At least 30</td>
<td>100%</td>
</tr>
</tbody>
</table>

The retiree may request, prior to the date of retirement, that the payment be made in 12 equal monthly installments during the first year of retirement. Absent such a request in writing, the entire amount will be paid in the retiree’s final paycheck.
THIS PROCEDURE IS NOT A CONTRACT OR PROMISE OF BENEFITS. NOTHING IN THIS PROCEDURE SHALL BE CONSTRUED TO REQUIRE THE BOARD OF EDUCATION TO GRANT EARLY RETIREMENT TO ANY EMPLOYEE.

- Adopted by the Board of Education:
  Procedure # 1.056: May 18, 1987
  Revised: February 1989
  Revised: October 19, 1992

- Adopted by the Board of Education:
  Procedure # 6.3.044: February 18, 1997
  Revised: January 28, 2002

END OF POLICY

Administrative Policies and Procedures:
6.3.044

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 7101

RETIREMENT

Southwestern Oregon Community College employees who retire are subject to the provisions of the Oregon Public Employees Retirement Statutes (PERS), state and federal laws, and applicable collective bargaining provisions.

College employees shall participate in all retirement programs as provided by state law. The retirement age for college employees is established by Oregon law and is consistent with applicable state and federal laws and board policy.

END OF POLICY

Administrative Policies and Procedures:
6.3.044
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION
Accept quote and approve payment in the amount of $31,432.61 to Galley Inc. for a new hot-line for Dining Services in Empire Hall.

DISCUSSION /HISTORY
The food services equipment is original to the building (1980) and is well past the useable life expectancy. This purchase will fully replace the current hot-line.

The College received competitive quotes from comparable vendors, Smith & Green, Curtis Restaurant Equipment, and Galley Inc. Galley Inc. was the lowest quote.

BUDGET IMPACT
General Fund budget impact is zero. The current Dining Services budget (2013-2014) has the capacity to pay for this equipment.

TIMING
Approval is requested at this time in order to complete the replacement during spring-summer break.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District, accepts the quote and approves payment in the amount of $31,432.61 to Galley Inc. for a new hot-line for Dining Services in Empire Hall.
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President Administrative Services

ACTION UNDER CONSIDERATION

Accept quote and approve payment in the amount of $26,912 to FM Sheet Metal to repair the heat pump for the Performing Arts Center stage and dressing rooms area.

HISTORY/DISCUSSION

The heat pump for the stage and back-stage area including the dressing rooms has failed and is currently heating this area by the heating strip only. This project was the subject of an Energy Trust Technical Analysis Study; the study showed that these upgrades would result in 126,000 kilowatts less usage each year and power saving of $9,198 per year. Additionally, due the energy-use reduction, the Trust will rebate the College up to 50% of the cost of the project ($13,456). The cost to the College will be $13,456.

FM Sheet Metal, Chambers Plumbing & Heating Inc., and Comfort Flow Heating submitted quotes for this project. FM Sheet Metal was the lowest quote.

TIMING
To be completed during spring 2014.

BUDGET IMPACT
The current 2013-2014 budget has capacity to pay for this improvement through the Plant Fund transfer for facilities projects.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts the quote and approves payment in the amount of $26,912 to FM Sheet Metal to repair the heat pump for the Performing Arts Center stage and dressing rooms area.
Southwestern Oregon Community College District
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approve the following budget category transfer.

DISCUSSION / HISTORY

The College budget was adopted with the following appropriation categories by fund: Personal Services, Materials & Services, Debt Service, Capital Outlay, Transfers, and Contingency. The budget was also adopted with Resources and Requirements limits per fund group. Unforeseen circumstances may require the transfer of appropriations between budget categories and fund groups. Typically budget appropriation category transfers and inter-fund transfers are presented to the Board of Education during a fiscal year. Oregon Revised Statutes state that “transfers between appropriation categories and funds may be made when authorized by official resolution or ordinance of the governing body,” per ORS 294.463(1) and (3).

The Board of Education approved a lease agreement order during the September 2013 Board of Education meeting to pay Cisco Leasing $444,846.84 over five (5) years for Cisco network equipment purchase, professional services, and implementation costs for the Coos campus network. The debt service payment for this purchase was not included in the 2013-2014 Adopted Budget.

General Fund: The Transfers appropriation would be exceeded if the transfer occurs without the appropriation increase. The Personnel Services appropriation has excess budget capacity. There is no net budget impact from moving appropriation from Personnel Services to Transfers.

Debt Service Fund: The Debt Service appropriation would be over expended if the debt service payment occurs without the appropriation increase.

OPTIONS / ANALYSIS

1. Approve the budget category transfers.

2. Reject the budget category transfers. This may result in a violation of Oregon Budget Law at fiscal year end. According to ORS 294.100 “Any public official who expends any public moneys in excess of the amounts or for any other or different purpose than authorized by law shall be civilly liable for the return of the money by suit of the district attorney of the district in which the offense is committed, or at the suit of any taxpayer of such district, if the expenditure constitutes malfeasance in office or willful or wanton neglect of duty.”

TIMING

The Transfer and Debt Service appropriations must be increased prior to the General Fund transfer to the Debt Service Fund and prior to debt service payments from the Debt Service Fund to avoid exceeding budget capacity. Delay may result in budget law violations.
**BUDGET IMPACT**

The General Fund appropriation transfer is between budget categories. There is no net impact on the General Fund budget. Resources (Transfers from Other Funds) and Requirements (Debt Service) will both be increased in the Debt Service Fund.

**RECOMMENDATIONS**

BE IT RESOLVED, that the Board of Education, Southwestern Oregon Community College District, by resolution, approves the budget category transfer as stated herein.

Fiscal Year 2013-14 Budget Resolution Transfers

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>General Fund</th>
<th>Debt Service Fund</th>
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</thead>
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<tr>
<td><strong>Personnel Services:</strong></td>
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<tr>
<td>Decrease</td>
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<tr>
<td><strong>Materials &amp; Services:</strong></td>
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<tr>
<td>Increase</td>
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<tr>
<td><strong>Total</strong></td>
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<thead>
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<th>Budget Category</th>
<th>General Fund</th>
<th>Debt Service Fund</th>
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</thead>
<tbody>
<tr>
<td><strong>Transfer from Other Funds:</strong></td>
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</tr>
<tr>
<td>Increase</td>
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<tr>
<td><strong>Debt Service:</strong></td>
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<tr>
<td>Increase</td>
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<tr>
<td><strong>Total</strong></td>
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<td>65,000</td>
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