Southwestern Oregon Community College

Board Clerk: Patty Scott
Campus Contact: Deb Nicholls (541) 888-7400, dnicholls@socc.edu

“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, May 18, 2015

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, gender identity, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
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“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, May 18, 2015

AGENDAS with Estimated Timelines—

1. CALL OPEN SESSION TO ORDER 5:30 p.m.
2. RECESS INTO EXECUTIVE SESSION 5:30 p.m.
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (b) 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 College
   • Forrest Akers, C2 CTE Transition Specialist
   New to Position
   • Jenny Jones, C2 Data Analyst
   • Cally Hayden, C2 Grant Assistant
B. Athletes of the Month
   • Montana Frame, Men’s Golf
   • Alexandra McQuarrie, Women’s Golf
C. Student Scholars
   • Robby Dilg
   • Ningxin “Teddy” Shen
D. 2015-16 ASG Officers
   • President- Kelsey Meusburger
   • Vice President- Juan Carlos Gonzalez
   • Secretary- Sean Ansbro
E. OCCA Director Andrea Henderson
6. BOARD DEVELOPMENT
   A. Presentations
      1) Athletics Presenter: Mike Herbert
      2) CTE Division Presenter: Diana Schab
      3) University Center Presenter: Meggan McLarrin
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 06/01/15, 5:30 p.m., 2nd Budget Committee Meeting *(if needed)*, Tioga Hall 505
      • 06/05/15, 3:00 p.m., Tioga 3rd Floor, GED Graduation *(informal)*
      • 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., Regular Meeting, Tioga Hall 505
      • 07/21-22/15, TBD, OCCA New Board Orientation, The Oregon Gardens
      • 07/27/15, TBD, Regular Meeting, Brookings
      • 09/02/15, TBD, Board Retreat, Empire Hall, LV E/F
      • 09/03/15, TBD, Board Retreat, Empire Hall, LV E/F
      • 11/4-6/15, OCCA Conference, Salishan
   B. Board Operations
      1) OCCA Report, Exhibit # 7 B 1

8. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit #8 B
      Presenter: Kathy Dixon
      1) Statement of Budget and Revenue and Expenditures – General Fund, Exhibit # 8 B 1
      2) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 2
      3) Enterprise Fund Categories, Exhibit # 8 B 3
      4) Enterprise Fund, Exhibit # 8 B 4
   C. HR Hiring Matrix, Exhibit # 8 C

9. CONSENT AGENDA
   A. April 27, 2015 Meeting Minutes, Exhibit # 9 A

10. OLD BUSINESS
    A. Board Policy Review – 1st Readings
       • 3010, Chief Executive Officer
       • 3020, Duties of the President
       • 3025, President’s Job Description
       • 3030, Evaluation of the President
    B. Board Policy Review – 2nd Readings
       • 2056, Orientation of New Board Members
       • 2060, Board Members’ Standards of Conduct
       • 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. Replacement Host Servers, Exhibit # 12 A

13. CORRESPONDENCE/INFORMATION

14. ADJOURNMENT

Shaded Exhibit included in meeting materials

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

It is the policy of the Board of Education to adjourn the meeting within three hours unless a motion to continue the meeting is made and approved by a majority vote of the members present.

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SOUTHWESTERN OREGON COMMUNITY COLLEGE
HUMAN RESOURCES DEPARTMENT

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

New to College:

Forrest Akers – C2 CTE Transition Specialist (Full–Time MASSC)

Education:
Bachelor’s in Applied Linguistics/TESOL – Portland State University, Portland, OR

Recent Work Experience:
English Teacher, 2007 – 2013, Christian Alliance SW Chan Memorial College, Fanling, International
English Teacher, 2005 – 2007, Thaksin University, Songkhla, International
English Teacher, 2003 – 2005, Nakatonbetsu Board of Education, Hokkaido, Japan

New to Position:

Jenny Jones – C2 Data Analyst (Full Time MASSC)

Education:
Master’s in Entrepreneurship/Entrepreneurial Studies – Boston College MBA Program, Newton, MA
Master’s in Mathematics – Northern Illinois University, DeKalb, IL
Bachelor’s in Mathematics, Russian Language – Grinnell College, Grinnell, IA

Recent Work Experience:
Data/Office Assistant for Grant Project Administrator – 2014 – 2015, SWOCC, Coos Bay, OR
Partner/Owner – 2010 - 2014, Illuminated Consulting, Coos Bay, OR
Volunteer – 2014 - 2014, Coos County Master Gardener Program, Myrtle Point, OR
Volunteer Computer Trainer – 2014 – 2014, Coos Bay Library, Coos Bay, OR

Cally Hayden – C2 Grant Assistant (Full Time Classified)

Education:
Associates of Art Oregon Transfer Degree – SWOCC, Coos Bay, OR

Recent Work Experience:
Student First Stop Center Representative – 2014 – 2015, SWOCC, Coos Bay, OR
Front Desk Agent – 2011 - 2014, Bandon Dues Golf Resort, Bandon, OR
Southwestern Oregon Community College

Achievement Compact for 2015-16: Athletics with 2012-13 and 2013-14 Actuals

<table>
<thead>
<tr>
<th>Outcome Measures</th>
<th>2012-13 Actual</th>
<th>2013-14 Actual</th>
<th>2014-15 Target</th>
<th>2015-16 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are students completing their courses of study and earning certificates and degrees?</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of students completing:</td>
<td>All</td>
<td>Athletes</td>
<td>Recruits</td>
<td>All</td>
</tr>
<tr>
<td>Adult HS diplomas/GEDs **</td>
<td>207</td>
<td>NA</td>
<td>NA</td>
<td>98</td>
</tr>
<tr>
<td>Certificates/Oregon Transfer Modules</td>
<td>40</td>
<td>17</td>
<td>DS</td>
<td>251</td>
</tr>
<tr>
<td>Associate degrees</td>
<td>272</td>
<td>21</td>
<td>DS</td>
<td>386</td>
</tr>
<tr>
<td>Transfers to four-year institutions</td>
<td>507</td>
<td>68</td>
<td>DS</td>
<td>338</td>
</tr>
<tr>
<td><strong>Are students making progress at the college?</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number ( &amp;/or % where indicated) of students:</td>
<td>All</td>
<td>Athletes</td>
<td>Recruits</td>
<td>All</td>
</tr>
<tr>
<td>Enrolled Dev. Ed. Writing who complete (%)</td>
<td>69.3</td>
<td>61.18</td>
<td>56.25</td>
<td>68.34</td>
</tr>
<tr>
<td>Enrolled in Dev. Ed. Math who complete (%)</td>
<td>58.4</td>
<td>50.41</td>
<td>44.53</td>
<td>64.08</td>
</tr>
<tr>
<td>Who earn 15/30 college credits in the year (#)</td>
<td>1427</td>
<td>203</td>
<td>77</td>
<td>1453</td>
</tr>
<tr>
<td>Who pass a national licensure exam (#/%)</td>
<td>207/93.8</td>
<td>DS/75%</td>
<td>DS/50%</td>
<td>289/93%</td>
</tr>
<tr>
<td><strong>Are students making connections to and from the college?</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of students who:</td>
<td>All</td>
<td>Athletes</td>
<td>Recruits</td>
<td>All</td>
</tr>
<tr>
<td>Are dual enrolled in Oregon high schools</td>
<td>746</td>
<td>NA</td>
<td>NA</td>
<td>654</td>
</tr>
<tr>
<td>Are dual enrolled in OUS</td>
<td>23</td>
<td>NA</td>
<td>NA</td>
<td>*</td>
</tr>
<tr>
<td>Who transfer to OUS</td>
<td>329</td>
<td>26</td>
<td>DS</td>
<td>240</td>
</tr>
<tr>
<td><strong>What is the level of public investment in the district?</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State funds</td>
<td>4,395,566</td>
<td>5,670,527</td>
<td>6,274,885</td>
<td>6,735,840</td>
</tr>
<tr>
<td>Local Property tax revenue</td>
<td>4,028,050</td>
<td>5,203,003</td>
<td>5,284,483</td>
<td>5,359,737</td>
</tr>
<tr>
<td>Total state and local operating funds</td>
<td>9,423,616</td>
<td>10,873,530</td>
<td>11,559,368</td>
<td>12,095,577</td>
</tr>
</tbody>
</table>

D4A Data Updated as of 2/9/2015
DS - Data Suppressed < 6 reported

Southwestern Oregon Community College is an Equal Opportunity Educator and Employer

5
Athletes account for nearly 25% of the Coos Campus full time student FTE (about 24% - all full time) and approximately 16% of the Coos Campus full-time student headcount (over 15% - all full-time)

Total tuition and fees charged to athletes was approximately $1,082,370 in 2012-13 and $1,084,597 in 2013-14 **

Billing Credit Revenue
Athletes generated approximately $998,520 in 2012-13 and $996,820 in 2013-14 from billing credits (per credit tuition and fee) representing approximately 25% of Coos Campus billing credits.

Course Fee Revenue
Athletes enrolled in 3225 courses generating $83,850 in 2012-13 and 3251 courses generating $87,777 in 2013-14 (per course fees).

** Tuition and fees for Culinary students not included
May 2015

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

Longtime Southwestern Oregon board member Marcia Jensen will lead Oregon Community College Association exec board in 2015-16

The OCCA board on April 30 approved the slate for the association’s executive board for the upcoming year.

The new president will be Marcia Jensen, a Weyerhauser office manager who is currently board chair at Southwestern Oregon Community College. She has served as a board member since 2000.

Jensen currently serves as the vice-president on the OCCA Executive Committee.

The other members of the executive board will be:
• Vice-President – Dave Jensen. He is the OCCA board representative and a board member at Klamath Community College since 2009.
• Secretary – Cam Preus. She is president of Blue Mountain Community College since 2013 and the former state commissioner of community colleges and workforce development.
• Treasurer – Debbie Derr. She has been president of Mt. Hood Community College since 2013.
• Member at Large – Ed Dodson. He has been a board member at Chemeketa Community College for 16 years and currently serves as board chair.
• Member at Large – Denise Frisbee. She has been a board member at Portland Community College since 2005 and currently serves as the board’s OCCA representative.
• Immediate Past President – Kevin Talbert. He is a board member at Rogue Community College.

Add your voice and your expertise to OCCA budget and education planning committees

For decades, the Oregon Community College Association has been serving and protecting the interests of students, colleges, administrators and the state’s independently elected, volunteer boards.

Now, we are looking for your help as we plot course for the future, as we consider association planning, training programs and budgeting.

In June, the OCCA will seek new nominees to serve on budget review and education committees. The budget panel will help shape the development of the financial plans for the association and review audits.

The education committee is responsible for helping to ensure training opportunities are relevant and valuable for members.

Those include, for example, board training sessions, new board member orientation seminars, and the association’s annual conference.
STUDENT SUCCESS

All-Oregon Academic Team event celebrates student achievement statewide

Thank you for helping celebrate Oregon’s community college students.

The 39 students on the All-Oregon Academic Team come from each of Oregon’s 17 community colleges, and were selected based on their classroom achievements and community involvement.

The students were announced at a gala luncheon on April 30 at the Salem Conference Center, attended by college board members, presidents and state higher education officials. The event also earned local media coverage.

The scholars also met privately with Gov. Kate Brown for remarks and a photo session. Legislators in the House and Senate also recognized the students during their respective floor sessions.

This marks the 22nd year that Oregon’s community colleges have selected outstanding students from each campus for their achievements. There are as many as two students from each college and campus.

Orientation for board members planned July 22 in Silverton

New and returning board members from community colleges across Oregon are invited to learn more about pertinent board issues in a one-day crash course in conjunction with OCCA meetings. Topics at the session on July 22 at the Oregon Garden Resort will include:

- Board operations such as ethics and public meeting laws
- Overviews of OCCA, HECC, and CCWD organizations
- Q&A panel made of experienced board members and presidents.
- Attendees will also receive a board member handbook.

BOARD REPORT

Board approves new policies and bylaws

For the first time in at least 15 years, the OCCA Board is reviewing and overhauling the governance documents that guide the goal-setting for the association and how it is overseen and run.

Culminating an 18-month process, the OCCA board approved at its April meeting the rewritten versions of board policies and bylaws. The updates reflect the effort by current leadership to professionalize oversight of the association.

One example: Previously, rather than deputizing the executive director to make staff-related decisions, the overarching bylaws and policies dictated minutia such as employee vacation days.

Going forward, employee-level decisions and office task management will be articulated in a separate employee handbook and operations manual, which will be submitted for approval in October.

One of the key changes in the new policies: The board will now develop an annual “value statement” that will guide the association and staff for the year.

The policies cover personnel and director responsibilities, sexual harassment policy, financial management and member dues policies, travel reimbursement, board operations and the annual awards given by the organization.
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 April 30, 2015

<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, 2014)</strong></td>
<td></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>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>$ 2,171,492.06</td>
<td>$ 2,000,000</td>
<td>171,492.06</td>
<td>108.6%</td>
<td></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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></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>4,715.00</td>
<td>11,332.74</td>
<td>13,500</td>
<td>(2,167.26)</td>
<td>83.9%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>43,290.60</td>
<td>5,036,465.94</td>
<td>5,284,483</td>
<td>(248,017.06)</td>
<td>95.3%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(127,113.20)</td>
<td>5,595,703.25</td>
<td>6,275,912</td>
<td>(680,208.75)</td>
<td>89.2%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>13,098.02</td>
<td>103,740.84</td>
<td>28,000</td>
<td>75,740.84</td>
<td>370.5%</td>
</tr>
<tr>
<td>Other Income</td>
<td>45,845.69</td>
<td>386,417.40</td>
<td>512,670</td>
<td>(126,252.60)</td>
<td>75.4%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td></td>
<td>2,200,000.00</td>
<td>4,860,000</td>
<td>(2,660,000.00)</td>
<td>45.3%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td></td>
<td>50,000.00</td>
<td>669,906</td>
<td>(619,906.00)</td>
<td>7.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>(20,163.89)</td>
<td>18,137,417.33</td>
<td>23,919,356</td>
<td>(5,781,938.67)</td>
<td>75.8%</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20,308,909.39</td>
<td>25,919,356</td>
<td>(5,610,446.61)</td>
<td>78.4%</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>707,130.73</td>
<td>7,221,687.10</td>
<td>9,170,167</td>
<td>1,948,479.90</td>
<td>78.8%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>354,858.64</td>
<td>3,228,608.12</td>
<td>4,468,790</td>
<td>1,240,181.88</td>
<td>72.2%</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>260,998.26</td>
<td>2,545,179.54</td>
<td>3,534,912</td>
<td>989,732.46</td>
<td>72.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td>60,000</td>
<td>60,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></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>
<td>45.3%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>5,500.00</td>
<td>32,987.50</td>
<td>35,000</td>
<td>2,012.50</td>
<td>94.3%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td></td>
<td>750,509.91</td>
<td>1,970,487</td>
<td>1,219,977.09</td>
<td>38.1%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,328,487.63</td>
<td>15,978,972.17</td>
<td>24,099,356</td>
<td>8,120,383.83</td>
<td>66.3%</td>
</tr>
<tr>
<td><strong>Revenues over (under) expenditures</strong></td>
<td>(1,348,651.52)</td>
<td>2,158,445.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$ 4,329,937.22</td>
<td>$ 1,820,000</td>
<td>$ 1,820,000</td>
<td>$ 1,820,000</td>
<td></td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College
Comparative Statement of Revenues and Expenditures - All Funds
For the Periods Ending April 30, 2015 and 2014

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Financial Aid Fund</th>
<th>Special Projects Fund</th>
<th>Insurance Reserve Fund</th>
<th>Plant Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$4,753,757.16</td>
<td>$5,673,983.27</td>
<td>$703,086.00</td>
<td>$492,240.00</td>
<td></td>
</tr>
<tr>
<td>Federal Support</td>
<td>11,332.74</td>
<td>11,652.74</td>
<td>7,715,161.14</td>
<td>8,402,095.92</td>
<td></td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>5,036,465.94</td>
<td>4,865,041.80</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>5,595,703.25</td>
<td>5,697,014.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>103,740.8</td>
<td>38,211.40</td>
<td>31.09</td>
<td>51.36</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>50,000.00</td>
<td>32,500.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>(230,165.64)</td>
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<td>494,833.56</td>
<td>445,686.31</td>
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<td>(85,691.90)</td>
<td>(230,165.64)</td>
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<td>494,833.56</td>
<td>445,686.31</td>
<td>436,823.83</td>
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### Southwestern Oregon Community College

Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending April 30, 2015 and 2014

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<th>Trust and Agency Fund</th>
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<td>Revenues Over (Under) Expenditures:</td>
<td>(39,799.24)</td>
<td>(11,149.81)</td>
<td>(8,648.06)</td>
<td>(37,946.57)</td>
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<td>Fund Balance (End of Month)</td>
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<td>$ (11,149.81)</td>
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<td>$ 2,327,392.82</td>
<td>$ 34,848.11</td>
<td>$ 25,812.51</td>
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</table>
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
### SOUTHWESTERN OREGON COMMUNITY COLLEGE

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

*For the Periods Ending April 30, 2014 and 2015*

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<th>Bookstore FY14-15</th>
<th>Bookstore FY13-14</th>
<th>Newmark Center FY14-15</th>
<th>Newmark Center FY13-14</th>
<th>Student Housing FY14-15</th>
<th>Student Housing FY13-14</th>
<th>Dining Services FY14-15</th>
<th>Dining Services FY13-14</th>
<th>5/13/15</th>
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<tr>
<td>Tuition/Fees</td>
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<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
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<td>- $</td>
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<td>687,715.48</td>
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<td>- $</td>
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<td>(56,018.10)</td>
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## Southwestern Oregon Community College
### Comparative Statement of Revenues and Expenses - Enterprise Funds
For the Periods Ending April 30, 2014 and 2015

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<td>$71,166.00</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>35,642.00</td>
<td>36,184.00</td>
<td>71,166.00</td>
<td>50,643.00</td>
<td>2,157,657.44</td>
<td>2,389,430.73</td>
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<td>6,908,838.74</td>
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<tr>
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<td>12,996.58</td>
<td>11,965.00</td>
<td>7,900.00</td>
<td>613,114.30</td>
<td>686,396.45</td>
<td>-</td>
<td>-</td>
<td>1,309,965.77</td>
<td>1,334,723.34</td>
</tr>
<tr>
<td>Payroll Costs/Benefits</td>
<td>3,115.03</td>
<td>3,954.95</td>
<td>1,632.38</td>
<td>1,252.98</td>
<td>263,235.70</td>
<td>289,513.78</td>
<td>-</td>
<td>-</td>
<td>598,859.72</td>
<td>605,158.16</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>-</td>
<td>45.87</td>
<td>8,904.53</td>
<td>7,309.07</td>
<td>501,823.92</td>
<td>654,983.88</td>
<td>-</td>
<td>-</td>
<td>931,868.77</td>
<td>1,041,106.24</td>
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<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>13,058.93</td>
<td>4,915.60</td>
<td>51,553.01</td>
<td>36,096.92</td>
<td>-</td>
<td>-</td>
<td>68,845.62</td>
<td>43,735.56</td>
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<tr>
<td>Purchased Services</td>
<td>726.74</td>
<td>726.00</td>
<td>2,861.60</td>
<td>1,943.11</td>
<td>128,372.34</td>
<td>134,700.23</td>
<td>-</td>
<td>5,807.75</td>
<td>1,373,405.62</td>
<td>1,187,987.36</td>
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<td>Materials for Resale</td>
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<td>51,503.46</td>
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<td>-</td>
<td>-</td>
<td>647,277.49</td>
<td>868,021.36</td>
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<td>Vehicle Rental &amp; Internal Services</td>
<td>-</td>
<td>-</td>
<td>3,455.89</td>
<td>2,527.24</td>
<td>18,591.88</td>
<td>15,689.17</td>
<td>110.00</td>
<td>-</td>
<td>25,405.94</td>
<td>20,967.91</td>
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<tr>
<td>Repairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>30,621.60</td>
<td>18,471.18</td>
<td>-</td>
<td>-</td>
<td>36,818.24</td>
<td>19,619.18</td>
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<tr>
<td>Student Aid Grants</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>91,738.00</td>
<td>63,157.00</td>
<td>-</td>
<td>-</td>
<td>91,738.00</td>
<td>63,157.00</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Interest Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>54,977.17</td>
<td>45,176.59</td>
<td>-</td>
<td>4,763.10</td>
<td>259,599.49</td>
<td>160,412.55</td>
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<td>Debt Service Admin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>161.02</td>
<td>507.77</td>
<td>-</td>
<td>90.00</td>
<td>1,302.94</td>
<td>3,348.33</td>
</tr>
<tr>
<td>Transfers to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>18,759.42</td>
<td>17,723.40</td>
<td>41,878.33</td>
<td>25,848.00</td>
<td>1,805,692.40</td>
<td>1,991,959.45</td>
<td>10,770.85</td>
<td>12,989.71</td>
<td>5,208,905.60</td>
<td>5,348,236.99</td>
</tr>
<tr>
<td>Revenues over (under) Expenditures</td>
<td>16,882.58</td>
<td>18,460.60</td>
<td>29,287.67</td>
<td>24,795.00</td>
<td>351,965.04</td>
<td>397,417.28</td>
<td>(4,770.85)</td>
<td>(12,989.71)</td>
<td>1,699,933.14</td>
<td>1,509,275.87</td>
</tr>
<tr>
<td>Beginning Fund Balance (July 1)</td>
<td>51,292.73</td>
<td>35,573.14</td>
<td>57,457.99</td>
<td>37,427.90</td>
<td>(1,725,983.23)</td>
<td>(1,325,221.08)</td>
<td>54,996.19</td>
<td>89,122.46</td>
<td>729,319.80</td>
<td>818,116.95</td>
</tr>
<tr>
<td><strong>Ending Fund Balance (end month)</strong></td>
<td>68,175.31</td>
<td>54,033.74</td>
<td>86,745.66</td>
<td>62,222.90</td>
<td>(1,374,018.19)</td>
<td>(927,749.80)</td>
<td>50,225.34</td>
<td>76,132.75</td>
<td>2,429,252.94</td>
<td>2,327,392.82</td>
</tr>
</tbody>
</table>
### Information: College Hiring Update

**NEW HIRES:**
The following staff members have been hired or moved since the last Board of Education meeting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Jones</td>
<td>C2 Data Analyst SP</td>
<td></td>
</tr>
<tr>
<td>Cally Hayden</td>
<td>C2 Grant Assistant SP</td>
<td></td>
</tr>
<tr>
<td>Forrest Akers</td>
<td>C2 CTE Transition Specialist SP</td>
<td></td>
</tr>
<tr>
<td>Mike Springer</td>
<td>Tenure Track Chemistry Instructor GF</td>
<td></td>
</tr>
<tr>
<td>Eric Stasak</td>
<td>Vice President of Administrative Services GF</td>
<td></td>
</tr>
</tbody>
</table>

### Information: College Recruiting Update

**OPEN POSITIONS:**
The College is currently in the recruitment, screening or interviewing process for the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of CTE</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Forestry Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Rural Health Aide/ Nursing Assistant Instructor</td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Software Development Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Medical Assistant Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Sociology/Anthropology Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track Welding Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Security (2)</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Services Coordinator and Retention Specialist</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Residence Life</td>
<td>EF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2 Career Coach</td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student First Stop Representative</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Trainer .50</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and Supplies Supervisor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Science Instructor</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NurtureCare Assistant</td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson Vue Testing Clerk</td>
<td>GF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Center Clerical</td>
<td>GF/SP</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

April 27, 2015

ATTENDANCE

Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen *
Harry Abel, Jr *
Susan Anderson *
David Bridgham *
Judy May-Lopez *

Ken Messerle *

Absent: Tim Bishop

Staff/ExOfficios
Patty Scott (President) *
Bill Becker *
Jan Baxter *
Vicki Brumit
Valerie Cowan (IPV)
Tim Dailey *
Elise Hamner
Jonna Jorgensen
Rod Keller

Rocky Lavoie *
Keith Lehman
Anne Matthews
Kelly Northcutt
Carol Richards *
Diana Schab
Nathan Thompson

*Also present at Executive Session

CALL TO ORDER

Chair Marcia Jensen called the Open Session to order at 5:00 p.m.

RECESS INTO

EXECUTIVE SESSION

Chair Jensen recessed the Board into Executive Session under ORS 192.660 (2) from 5:00 p.m. to 6:00 p.m.:

(d) Labor Negotiations – Board updated on grievances and bargaining.
(e) Property – Board updated on Coos and Curry properties
(h) Legal Rights – Board updated on pending lawsuits.
(i) Personnel – Board’s evaluation of President

RECONVENE INTO

OPEN SESSION

Chair Jensen reconvened the Open Session at 6:02 p.m.

AGENDA CHANGES

Introduction of Student Chef of the Year-Western Region Maddie Bauer was moved up on agenda.
INTRODUCTIONS

EMPLOYEES, EXHIBIT # 5 A
Copies of new employee bios were included in the meeting materials. The following employees new to the College were introduced to the Board:
- Kelly Northcutt, Multimedia Technician
- Nathan Thompson, Windows PC System Support Technician
- Valerie Cowan, Curry Student Success Specialist (via IPV)
- Steve George, Head Volleyball Coach (not in attendance)
- Jeffrey Johnson – Head Women’s Basketball Coach (not in attendance)

The following employee new to her position was introduced to the Board:
- Anne Matthews, Communications and Graphics Design Administrator

STUDENTS

Student Chef of the Year (Western Region)
Maddie Bauer was introduced to the Board.

Athletes of the Month
The following students were introduced to the Board:
- Talisha Dozier, Women’s Wrestling (March)
- Kyohei Makita, Baseball (April) (not in attendance)
- Rachel Huffman, Women’s Track & Field (April) (not in attendance)
- Brooks Ney, Men’s Track & Field (April) (not in attendance)

Winter Athletic Team Accomplishments
Members of the following teams were introduced to the Board:
- Women’s Basketball, NWAC
- Co-ed Swimming, Nationals
- Women’s Wrestling, Nationals

BOARD DEVELOPMENT

PRESENTATIONS

FINANCIAL AID
Director Avena Singh gave an update on financial aid (applications, $16M dollars dispersed to students, space changes, scholarship awarding process, default rate of 16.7 - unofficial is 19.3). A default rate greater than 40 means a colleges loses the ability to award financial aid. Therefore, it’s crucial to keep the rate low and utilizing the services of SALT has helped to lower this.

OCCI
Executive Director Shawn Hanlin commented on a competition in Orlando and that they were looking at adding a third baking/pastry cohort.

Business Management
Faculty Jessica Engelke introduced members of the Jr Chamber of Commerce and shared a video and information on the group’s recent travels to Salem.

BOARD REPORTS/ INFORMATION

IMPORTANT DATES
The Board reviewed numerous upcoming events. Discussion occurred on possible Retreat dates.

BOARD OPERATIONS

Progress on Board Goals, Exhibit # 7 B 2
Copies were included in the meeting materials.
President’s Evaluation Committee Report
Committee Chair Susan Anderson reported that the Board was pleased with the President’s performance.

COLLEGE REPORTS

PRESIDENT’S REPORT
President Scott briefed the Board on:
- Community College Budget (Ways & Means document regarding taxes/economy was distributed)
- Budget Update (Waiting for revenue forecast to come out in May. Ways & Means impressed by meetings happening statewide with community colleges. Want $550 or additional funding for CTE programs.)
- Student Scholar Event with Governor in Salem
- OSBA Testimony (President Scott testifying for seismic issue)
- NonCredit Rural Certificate
- OCCA Report, Exhibit # 7 B 1 (Copies of the report were included in the meeting materials.)

FINANCIAL REPORTS, EXHIBITS # 8 B 1 - 4
Copies of the financial reports were included in the meeting materials and Vice President Bill Becker briefed the Board.

CONSENT AGENDA

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

M04/15-1
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 minutes dated March 23, 2015, Exhibit # 9 A.

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District approved 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, Exhibit # 9 B.

OLD BUSINESS

BOARD POLICY REVIEW – 1st READINGS
Copies of the policies under review were included in the meeting materials.
- 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

PUBLIC COMMENT
None was heard.

NEW BUSINESS

2015-16 CANADIAN STUDENT TUITION, EXHIBIT # 12 A
Copies of the resolution were included in the meeting materials.
Susan Anderson’s motion to approve 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 was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

FACULTY TENURE, EXHIBIT # 12 B
Copies of the resolution were included in the meeting materials.

Susan Anderson’s motion to grant tenure to Kassahun Kebede, Kyriakos Kypriotakis, Jessie Milligan, Antoine LaPlante, and Pamela Wick effective with their 2015-2016 employment contracts was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

SEISMIC UPGRADE GRANT FOR SITKUM HALL, EXHIBIT # 12 C
Copies of the resolution were included in the meeting materials.

Susan Anderson’s motion to accept 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, authorize estimated adjustments to the Plant Fund budget, 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 was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

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

Faculty Senate, Exhibit # 13 A
Faculty Union (no report submitted)
Classified, Exhibit # 13 C (It was noted that the dates should be April instead of May on the report.)
Associated Student Government, Exhibit # 13 D
Foundation, Exhibit # 13 E

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

Administrative Services, Exhibit # 14 A 2
Instructional Services, Exhibit # 14 A 3
Integrated Technology Services, Exhibit # 14 A 4
Human Resources Hiring Matrix, Exhibit # 14 A 5

CORRESPONDENCE
None was presented.

ADJOURNMENT
Chair Jensen adjourned the meeting at 7:14 p.m.
Respectfully submitted,

Marcia Jensen, Board Chair
Patty Scott, Clerk
Carol Richards, Recording Secretary

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
BP: 3010

CHIEF EXECUTIVE OFFICER

The College President is the Chief Executive Officer of the College and is the Board of Education’s official link to the operating organization. The President is accountable to the entire Board, and all Board authority delegated to the staff is delegated through the President.

1. All authority and accountability of the staff is delegated through the President.
2. The Board will direct the President to achieve specific results through the development of a Strategic Plan and Presidential Goals.
3. As long as the President follows the Board’s policies, the President is authorized to establish procedures, make decisions, take action, and develop activities that are consistent with Board policies and directives.
4. The President shall support Board requests for communication and information, except where prohibited by rules of confidentiality.
5. Decisions of the Board are binding upon the President.
6. The President has the right to invoice for reasonable costs for information requests from individual Board members if, in the President’s judgment, an excessive amount of staff time or funds would be required to fill the request.
7. The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, or in violation of commonly accepted business ethics, professional ethics or any applicable state or federal law.
8. Dealings with students, staff, and persons from the community will be done with honesty, integrity and professional behavior and will be based on the College’s Core Values, Mission and Vision statement.

END OF POLICY

Legal Reference(s):
ORS 341.290(1)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
DUTIES OF THE PRESIDENT

General Responsibility
The President shall serve as the executive officer for the Board of Education. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies and directives adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

Responsibilities and Duties
1. The President will assist the Board by:
   a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the State Board of Education and Oregon Revised Statutes;
   b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations, rules, and procedures;
   c. Administering the planning, development and maintenance of a progressive educational program which conforms with the adopted policies of the Board;
   d. Recommending for the Board’s consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
   e. Studying the requirements of the College for new construction and recommending needs to the Board;
   f. Keeping the Board continuously informed of the progress and needs of the College.
2. The President is responsible for:
   a. Assisting the Board chair with preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
   b. Having the minutes of Board meetings transcribed;
   c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
   d. Maintaining custodial responsibility for all records, proceedings and documents of the Board;
   e. Attending all meetings of the Board and participating in all its deliberations;
   f. Developing and putting into action administrative regulations consistent with Board policy;
   g. Recommending to the Board the appointment of all professional personnel, defining the duties and assigning of work to all personnel;
   h. Hiring all other College personnel, consultants, contract workers and volunteers in accordance with College procedure, state and federal laws;
   i. Disciplining, up to and including suspension, of employees;
   j. Informing the Board in advance of the hiring, transfer or termination of exempt staff;
   k. Providing the Board a current organizational chart reflecting any proposed changes;
   l. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;
   m. Supervising the preparation and administration of the annual budget with recommendations for adoption;
   n. Developing positive community relations and partnerships;
   o. Performing other duties and responsibilities as directed by the Board.
3. The President serves as:
   a. Clerk to the Board;
   b. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary);
c. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
d. Ex-officio member or guest of College related committees, meetings, organizations or gatherings.

END OF POLICY

Legal Reference(s):
ORS 341.290(1)
OAR 589-002-0100

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 3025

PRESIDENTS’ JOB DESCRIPTION

Status
Full-time exempt (per arrangement/contract with Board of Education)

Primary Purpose
To provide effective leadership in developing, managing and evaluating the educational programs and services of the people of the Southwestern Oregon Community College District, consistent with the policies and objectives established by the Board of Education. To directly supervise the Vice President of Administrative Services, Vice President of Instructional Services, Dean of Student Services, Executive Dean of Curry Campus, Executive Director of Resource Development and the College Foundation, Executive Director of Integrated Technology Services, Director of Communications, Director of Athletics, Institutional Researcher, Recreation Center Supervisor, Executive Assistant to the President and the Board, and additional department heads or administrators as necessary or directed by the Board.

Essential Job Functions
The President shall perform the following functions in assistance to the Board:

1. Direct the overall operation and administration of the College in accordance with the purpose and objectives of the College, and in compliance with the Board of Education’s policies and procedures, the College’s administrative procedures and rules, and applicable laws and regulations.

2. Formulate and recommend to the Board of Education new or revised policies and procedures affecting the College.

3. Review the educational program of the College on a continuing basis, with input as appropriate from administrators, faculty, staff, advisory committees and members of the community, and recommend appropriate modifications and additions.

4. Participate as an active member of the Southwestern Oregon Community College Foundation.

5. In cooperation with the Board of Education and staff, enhance public relations by representing the College to the public, community organizations, other schools, business and industry and local and state government.

6. Attend all meetings of the Board of Education and participate in all deliberations of the Board, unless excused by the Board.

7. Manage College staff, directly or by delegating authority, consistent with applicable contracts, rules, laws and standards.

8. Maintain effective relationships with outside service providers, including attorneys, insurance agents and consultants.

9. Maintain the College’s finances by serving as the College budget officer and custodian of funds; prepare the annual college budget; and recommend to the Board of Education policies and procedures supporting efficient allocation and management of available resources.

10. Perform additional responsibilities and duties as assigned by the Board.
Minimum Credentials
Earned doctorate from an accredited institution preferred.

Required Knowledge, Skills and Abilities
The President shall possess the following knowledge, skills and abilities:

1. A thorough understanding of and strong commitment to the comprehensive community college concept, including the needs of non-traditional students and community service programs along with professional-technical education and lower division transfer students.

2. An ability to interpret, communicate and integrate the needs of the College and community at local, state and federal levels.


4. Evidence of administrative experience and skills in college finance, budget preparation, personnel management, labor relations and collective bargaining, program evaluation and institutional planning.

5. Experience in assuming community college leadership and in developing and maintaining a positive community support.

6. A strong commitment to academic freedom and collegiality.

7. College teaching experience.

8. A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.

9. Ability to consistently operate within the framework of collegiality and teamwork, and experience applying generally accepted methods for problem solving in the workplace.

10. Excellent communication and public presentation skills.

Physical and Ergonomic Requirements
Primarily indoor office working environment, requiring ability to travel and perform the essential functions of the position, with or without a reasonable accommodation.

END OF POLICY

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

BP 3025 - 2
BP: 3030

ANNUAL PERFORMANCE APPRAISAL OF THE PRESIDENT

The Board of Education shall conduct an annual performance appraisal of the President. The President’s annual performance appraisal shall be governed by this policy and any specific conditions set forth in the President’s individual employment contract.

The President’s contract shall be reviewed annually, no later than February.

The criteria used by the Board to evaluate the performance of the President shall be the duties specified in the President’s job description, duties of the President (policy 3020), and any annual performance goals agreed to by the Board and President for the year that is the subject of the appraisal period.

The process used for the appraisal shall be a process that is jointly developed and agreed to by the Board and President, but shall include:

1. An opportunity for each board member to provide the chair with individual appraisal feedback;
2. A summary of board appraisal feedback provided by the chair to the President; and
3. An opportunity for the President to provide the Board with a self-appraisal of his/her performance.

END OF POLICY

Legal Reference(s):
ORS 192.660(2)(i), (8)
ORS 341.290(1)

Board Policies:
3020

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 09/24/12
DATE OF LAST REVIEW:
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)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 2060

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

Legal Reference(s):
ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 174.100
ORS 192.630
ORS 244.010 - 244.130
ORS 339.351
ORS 341.283

Board Policies:
2020
7165
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
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)
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:
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:
BP: 2072

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)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
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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
Board of Education

Prepared by: Rocky Lavoie, Director of Integrated Technology Services

ACTION UNDER CONSIDERATION

Approve a payment in the amount of $57,727.80 for the purchase of four replacement host servers from Dell in the amount of $28,863.90, for the purchase of two replacement servers to be delivered by June 30th, 2015 for fiscal year 2014-2015 and two identical replacement servers in the amount of $28,863.90 to be delivered after July 1st 2015.

HISTORY/DISCUSSION

The productivity of students, faculty and staff depend on having fast reliable access to data and services. The ITS replacement plan for 2014–17 will replace four virtualization host servers.

Servers being replaced do not have the capacity and throughput to meet campus demands. This equipment will provide for the technology requirements needed to support the internal and external customers accessing our resources. Purchasing APP 6036 requirements have been met and three vendor quotes have been received for the replacement servers.

Core Theme: Innovation and Sustainability

Objective: Allocate resources to support continuous improvement for a strong infrastructure of employees, technologies, facilities, and educational programs

SI 19: Success Indicator 19 – Infrastructure Equipment and Software Maintenance
Strategic Objective – S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources
Projects -2.3: Purchase and implement new or enhance hardware/software
2.14: Funding obtained and technology purchased to meet the needs of the college community

TIMING

Summer term is the maintenance window for preforming major server upgrades and replacements. It is important that these four host servers have identical hardware and firmware configurations.

BUDGET IMPACT

Equipment expenditures in this resolution are in the 2014–15 and 2015-16 budgets, account #10–3117-57020.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves payment in the amount of $57,727.80 for the purchase of four replacement host servers from Dell in the amount of $28,863.90, for the purchase of two replacement servers to be delivered by June 30th, 2015 for fiscal year 2014-2015 and two identical replacement servers in the amount of $28,863.90 to be delivered after July 1st 2015.