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 19, 2014

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

Board Clerk: Patty Scott  
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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 19, 2014

### AGENDAS with Estimated Timelines

<table>
<thead>
<tr>
<th>Action Items</th>
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1. **CALL SESSION TO ORDER**  
2. **RECESS INTO EXECUTIVE SESSION**  
   *Pursuant to:*  
   - ORS 192.660 (2) (d) Labor Negotiations  
   - ORS 192.660 (2) (e) Property  
   - ORS 192.660 (2) (h) Legal Rights  
   - ORS 192.660 (2) (i) Personnel  
   5:30 p.m.

3. **RECONVENE INTO OPEN SESSION** *(immediately following Executive Session)*  
   6:00 p.m.

4. **AGENDA CHANGES**

5. **INTRODUCTIONS/INTERVIEWS**
   
   A. **New Employees, Exhibit # 5 A**  
      *New to College*  
      - Sandra Bullock, Swim Coach  
      - Norman Moore, Campus Security Officer  
      *New to Position*  
      - Anna Marca, Curriculum Technician  
      - Jennifer Silva, In-District High School Relations  
   
   B. **Student Athletes of the Month**  
      - Montana Frame, Men’s Golf  
      - Alexandra McQuarrie, Women’s Golf  
   
   C. **Board Interviews**  
      1) Danny Stoddard, Exhibit # 5 C 1
      2) Kenneth Messerle, Exhibit # 5 C 2
      3) Jean Adamson, Exhibit # 5 C 3

6. **PRESENTATIONS**
   
   A. **CTE Programs Update**  
      *Presenter: Diana Schab*  
   
   B. **New Programs, Exhibit # 6 B**  
      *Presenter: Ross Tomlin*

7. **BOARD REPORTS/INFORMATION**
   
   A. **Important Dates/Items**  
      - 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  
      - 08/26-28/14, OCCA Board Training, Oregon Gardens - Silverton  
   
   B. **Board Operations**
1) 2014-15 Retreat Planning

8. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit # 8 B
      1) Statement of Revenue and Expenditures – All Funds, Exhibit # 8 B 1
      2) Statement of Revenue and Expenditures – General Fund, Exhibit # 8 B 2
      3) Enterprise Fund Categories, Exhibit # 8 B 3
      4) Enterprise Fund FY12-13 vs FY13-14, Exhibit # 8 B 4
   C. Presentation of 2014-15 College Catalog, Exhibit # 8 C

9. CONSENT AGENDA
   A. April 28, 2014 Meeting Minutes, Exhibit # 9 A
   B. FY13-14 Interfund Borrowing, Exhibit # 9 B
   C. 2014-15 Marketing Materials, Exhibit # 9 C

10. OLD BUSINESS
    A. Third Reading:
       • 10015, Community Use of College Facilities, Exhibit # 10 A
    B. Second Readings:
       • 7100, Early Retirement, Exhibit # 10 B 1
       • 7101, Retirement, Exhibit # 10 B 2
       • 7155, Tobacco Use, Exhibit # 10 B 3

11. PUBLIC COMMENT

12. NEW BUSINESS
    A. Board Vacancy, Exhibit # 12 A

13. EX-OFFICIO WRITTEN REPORTS
    A. Faculty Senate, Mike Turner, Exhibit # 13 A
    B. Faculty Union, Bernadette Kapocia, Exhibit # 13 B
    C. Classified, Vickie Brumit, Exhibit # 13 C
    D. Associated Student Government, Charles Kloss, Exhibit # 13 D

14. UNIT WRITTEN REPORTS
    A. Executive Team Reports
       1) Student Services, Tim Dailey (See # 14 A 3)
       2) Administrative Services, Linda Kridelbaugh, Exhibit # 14 A 2
       3) Instructional Services, Ross Tomlin, Exhibit # 14 A 3
       4) Integrated Technology Services, Rocky Lavoie, Exhibit # 14 A 4
       5) Human Resources, Rachelle Summerville (See # 14 A 2)
           Human Resources Hiring Matrix, Exhibit # 14 A 5
       6) Curry Campus, Janet Pretti, Exhibit # 14 A 6

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

Norman Moore, Campus Security Officer, Unarmed (Part – Time Classified)

Education:
Diplomat – Willamette High School, Eugene, Oregon

Recent Work Experience:
Manager – 2010 - 2014, Oil Can Henrys
Service Manager – 2012 – 2013, Sun West Motors
Armed Officer – 2008 – 2009, On Spot Security
Owner – 1999 – 2002, Moore Protection

Sandra Bullock, Swimming Coach (Part – Time Faculty)

Education:
Bachelor of Science in Management – United States Coast Guard Academy, New London, CT
Business Administration (MBA) in Health Care Management – Touro University International, Cypress, CA

Recent Work Experience:
Office Administrator – 2010 - 2014, K-LIGHT, Coos Bay
Assistant Swim Team Coach – 2012 – 2014, Gold Coast Swim Team, Coos Bay
Assistant Swim Coach – 2011 – 2011, South Coast Aquatic Team, North Bend
Officer/Lieutenant Commander – 1995 – 2009, United States Coast Guard, Multiple Locations

New to Position:

Anna Marca, Curriculum Technician (Full – Time Classified)

Education:
Associates of General Studies – Southwestern Oregon Community College, Coos Bay, OR

Recent Work Experience:
Student First Stop Representative – 2010 - 2014, Southwestern Oregon Community College
Child and Adult Care Food Program Monitor – 2007 -2010, Southwestern Oregon Community College
Jennifer Silva, In District High School Relations Coordinator (Full – Time MASSC)

Education:
BA Liberal Studies: Business & Communications Minors (to be completed Fall 2014) – Eastern Oregon University, La Grande, OR
Associate’s of Arts, Oregon Block Transfer Science – Oregon Institute of Technology, Klamath Falls, OR

Recent Work Experience:
Assistant to the Dean of Students and the CASE Grant – 2012 - 2014, Southwestern Oregon Community College
Marketing and Community Relations Manager -2010 – 2011, Coquille Valley Hospital
Marketing Communications Manager-Lowe’s Sales – 2007 – 2010, JELD-WEN Windows and Doors
Promotional Coordinator, Oregon Tech Foundation – 2006 – 2007, Oregon Institute of Technology
Public Information Assistant – 2005 – 2006, Oregon Institute of Technology
Office Manager, Tech Opportunities Program (TRIO Grant) – 2004 – 2005, Oregon Institute of Technology
Office Manager, Public Affairs – 1999 – 2004, Oregon Institute of Technology
Office Specialist, Career Services – 1998 – 1999, Oregon Institute of Technology
Southwestern Oregon Community College
Board of Education
Candidate Application

Name: Danny G. Stoddard  Date: 4/30/14
First Initial Last

Occupation (If Applicable): Private Investor, Previous: Non-profit Program & Case Management

Home Phone: 541-808-5132  Business Phone: 541-808-5132

E-mail Address: dangerstogmail.com  Cell Phone 541-808-5132

Home Address: 949 S. 4th Street, Coos Bay, Oregon 97420

Business Address: Post Office Box 835, Coos Bay, Oregon 97420

Number of years you have been a college district resident: 10 years

Have you served on any college/school committees/boards?

Yes  X No

If yes, which committees and/or boards?

N/A

Please list other community/business activities and/or prior governmental experience:

City Of Coos Bay Planning Commissioner, Coos County Court Appointed Special Advocate, Maslow Project of Coos County Volunteer, Coos County Animal Shelter Volunteer, United States Navy

Why do you want to serve on the SWOCC Board of Education?

I would like to serve in this position so I can be a member of the team ensuring the availability of quality higher education and workforce training within our district. Having been raised in Coos County and knowing the difference higher education has made in my life, the lives of my family members, and the clients I have worked with over the last ten years, I am passionate about everyone possible having this same opportunity.

What qualifications do you have that will help you to be a member of the Board?

Bachelor Degree in Business Administration with an emphasis on Organizational Psychology & Development, Twenty years of program and administrative management experience, thorough knowledge of the needs of our community and the barriers individuals have to seeking higher education, a comprehensive understanding of the requirements for and best practices of Community Colleges within the State of Oregon, previous school district & job corps center employee. (Continued)
Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Southwestern Oregon Community College</td>
<td>Coos Bay, Oregon</td>
<td>9/2004-12/2005</td>
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<tr>
<td>Marshfield Senior High School</td>
<td>Coos Bay, Oregon</td>
<td>9/1989-6/1993</td>
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References (Optional)

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<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>Phone #</th>
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</thead>
<tbody>
<tr>
<td>Patty Sanden</td>
<td>Maslow Project of Coos Bay</td>
<td>Program Manager</td>
<td>541-297-4448</td>
</tr>
<tr>
<td>Amanda Severson</td>
<td>Tongue Point Job Corps Center</td>
<td>Career Trans. Spc.</td>
<td>503-298-0492</td>
</tr>
<tr>
<td>Sarah Rigney</td>
<td>Coos Bay, Oregon</td>
<td>CASA Supvr.</td>
<td>541-404-7685</td>
</tr>
<tr>
<td>Jason Culver</td>
<td>Coos Bay, Oregon</td>
<td>DHS Ops Mgr</td>
<td>541-808-1421</td>
</tr>
</tbody>
</table>

Occasionally, an application form makes it difficult for an individual to adequately summarize their background. To assist the Board of Education, use the space below to summarize any additional information necessary to describe your full qualifications. Attach additional pages if necessary.

Thank you for your consideration.

Certificate of Application

I hereby certify that I have been a resident of the Southwestern Oregon Community College District for at least one year immediately preceding the appointment and that the above information is true and correct. I also authorize the Board of Education or the designee of the Board to verify any information contained in this application.

Date: 4/30/14  Signature of Applicant: [Signature]

Instructions: Return this Application to the President's Office at Southwestern Oregon Community College, 1988 Newmark, Coos Bay, OR 97420 by Monday, May 12, 2014.

Southwestern Oregon Community College - a non-discriminatory, equal opportunity college
Southwestern Oregon Community College
Board of Education
Candidate Application

Name: Kenneth C. Messerle  

First Initial Last Date

Occupation (If Applicable): Retired

Home Phone: 541-269-7406  Business Phone:

E-mail Address: ken@coastconsultingllc.com  

Cell Phone 541-297- 

8165

Home Address: 94271 Coos Sumner Ln Coos Bay, Or

Business Address: Same

Number of years you have been a college district resident: 50+

Have you served on any college/school committees/boards?

X Yes  No  If yes, which committees and/or boards?

Coquille School Board
Oregon State University Agriculture Research Foundation Board

Please list other community/business activities and/or prior governmental experience:

Coos County Planning Commission, Port of Bandon Commission, Security Bank Director, Umpqua Bank Director, Oregon House of Representative and Senate and Legislature Ways and Means committees including Education, Transportation, Human Services and Natural Resources.

Why do you want to serve on the SWOCC Board of Education?

I want to do what I can to assist the college to be as successful as possible to bring opportunity and a stable economy to this region.
What qualifications do you have that will help you to be a member of the Board?

I have served on several boards and commissions and understand that every member brings their life experiences to the board. It is important to understand where they are coming from and why, to be an effective participant.

(Continued)
Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
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<td>Coos Bay School District</td>
<td>Coos Bay, Oregon</td>
<td>1946-1958</td>
</tr>
<tr>
<td>Oregon State University</td>
<td>Corvallis, Oregon</td>
<td>1958-1962</td>
</tr>
<tr>
<td>Willamette University</td>
<td>Oregon Bank Directors College</td>
<td>Salem, Or</td>
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</tbody>
</table>

References (Optional)

<table>
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<tr>
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Certificate of Application

I hereby certify that I have been a resident of the Southwestern Oregon Community College District for at least one year immediately preceding the appointment and that the above information is true and correct. I also authorize the Board of Education or the designee of the Board to verify any information contained in this application.

Date: May 6, 2014
Signature of Applicant: Kenneth C Messerle

Instructions: Return this Application to the President's Office at Southwestern Oregon Community College, 1988 Newmark, Coos Bay, OR 97420 by Monday, May 12, 2014.
Southwestern Oregon Community College
Board of Education
Candidate Application

Name: Jean M. Adamson  5/12/14
First Initial Last Date

Occupation (If Applicable): Retired Statistician/Biologist

Home Phone: 541-808-0877  Business Phone: —

E-mail Address: jsadamson@gmail.com  Cell Phone: 541-294-3403

Home Address: 90156 Cape Arago Hwy, Coos Bay, 97420

Business Address: —

Number of years you have been a college district resident: 20 but see over.

Have you served on any college/school committees/boards?
   Yes  X No  If yes, which committees and/or boards?

Please list other community/business activities and/or prior governmental experience:
Linn-Benton Comm. Coll. - Manager, Institutional Research + Grants
OR Inst. Marine Biology - Post Doctoral Researcher
SOC - Instructor, Computer Science

Why do you want to serve on the SWOCC Board of Education?
Because I believe strongly in the mission of community colleges and I think my education and experience can be helpful.

What qualifications do you have that will help you to be a member of the Board?
MS Statistics; 3 years teaching high school biology/chemistry, 1 year teaching computer science at SOCC.

(Continued)
Education

Name of Institution  Location  Dates
B-S Allegheny College, Meadville, PA  1960-64
Univ. Tennessee, Knoxville  1974-79, 1980-86

References (Optional)

<table>
<thead>
<tr>
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We have owned our home in Charleston since 1994 but at times have lived in Albany and Silver Spring, MD. When I retired in 2006, I moved back here.

Certificate of Application

I hereby certify that I have been a resident of the Southwestern Oregon Community College District for at least one year immediately preceding the appointment and that the above information is true and correct. I also authorize the Board of Education or the designee of the Board to verify any information contained in this application.

Date: 5/11/14  Signature of Applicant: Jean M. Adamson

Instructions: Return this Application to the President's Office at Southwestern Oregon Community College, 1988 Newmark, Coos Bay, OR 97420 by Monday, May 12, 2014.

Southwestern Oregon Community College - a non-discriminatory, equal opportunity college
Southwestern Oregon Community College
New Programs and Certificates Summary - Offerings for 2014-15

Ross Tomlin, Vice President of Instruction and Student Services

Considerations of new programs and certificates began in November 2013 with the creation of the New Academic Programs Taskforce. This taskforce is facilitated by the VP of Instruction and Student Services and includes faculty, deans, advisors, recruiting and workforce staff. The taskforce met to review submissions for new program approval put forth by faculty members and instructional deans. Using a standardized matrix, each new program/certificate submission was scored based on alignment with College’s Mission, market demand, collaboration, resource capacity, design, alignment with workforce needs and financial impact. Once a submission was scored, the taskforce voted for the program/certificate to either:

- Move forward to Instructional Council for approval
- Denied due to low score or
- Request for additional information to make determination

Those programs/certificates approved next by Instructional Council were prepared for review and approval through Oregon CCWD. The state approval is pending and the programs/certificates are on schedule for offering in fall 2014.

Associate of Applied Science (AAS)

AAS, Accounting
Designed to prepare students for entry-level positions in a variety of accounting-related positions in private business, governmental agencies and public accounting firms. The program offers students the opportunity to gain a combination of knowledge and practical hands-on experience in accounting. This two-year program prepares students for immediate and future accounting supervisory positions. The program includes accounting and business skills as well as supporting courses designed to strengthen the students' self-assurance and leadership qualities. Students completing the AAS Accounting will be prepared to seek entry-level employment and entrepreneurial in occupations such as full-charge bookkeeper, GS8 Accountant I, data-entry clerk, financial staff accountant, cost accountant, and general office clerk.

AAS, CIS Software Development
This program represents a broad exposure to multiple disciplines across various contemporary technologies. Students will be offered opportunities to explore computing systems from small micro-systems to enterprise solutions. Courses in this degree represent meaningful tools used in industry and mastery of them brings personal value to each student. Graduates of this program are capable of entering the workplace as a junior level developer, mobile application development. Software developers are one of the most in-demand careers throughout the world. As technology grows and engrosses more of the American life, more automation and software systems are needed.

AAS, CIS Digital Design
Designed to successfully prepare students for careers in the expanding fields of digital design and media productions through an integrated curriculum exposing students to design principles and technical strategies. Upon successful completion of the AAS CIS Digital Design degree, students are prepared for a variety of entry level positions in numerous digital design fields. Students attain knowledge and learn skills to seek careers in creative and support professions within such media industries as film and video, graphic design, production, game development, animation, and web design. Some of the careers available in media include: production designer, camera operator, visual effects production, multimedia producer, duplication, production assistant, graphic artist, art assistant, web designer, and other emerging opportunities.
Associate of Science (AS) with Emphasis

AS, Forestry Emphasis
Provides students with an introduction to the technical and scientific knowledge related to the field of forestry and forest management. This set of classes satisfies the requirements for an Associate of Science degree and also meets the lower division requirements at Oregon State University (OSU) for a Bachelor of Science degree in Forestry. For Fall 2014, there should be in place a signed articulation agreement with the Forestry Department at Oregon State University that should allow students that complete this AS degree and two additional courses to enter OSU as a junior in the Forestry program. Beyond the AS degree requirements, students will need to take the Forest Biology course (FOR 240) from OSU which can be done online. In addition, students will need to take a Physics course which is not calculus based. Currently, SWOCC does not offer that course. The forestry field is projected to have many career opportunities coming up in the next decade as many forestry and natural resources professionals retire in the next few years. The AS degree with a Natural Resources Emphasis is being developed with Oregon State University in spring 2014. We should have it available for fall 2014 with a signed articulation agreement with OSU by summer 2014. Even though it is not finalized in time for this catalog, it should be in place.

Certificates

Certificate of Completion Accounting Clerk
Designed to prepare students to complete typical accounting clerk responsibilities such as journaling, posting, assisting with tax, audit and other accounting procedures, preparing reports, communicating results and general office responsibilities.

Career Pathway Certificate of Completion Entry Level Accounting Clerk
Provides the student with a basic understanding of accounting principles and procedures, computers and accounting software. Upon completion of this degree, a student will be able to successfully complete on-the-job training for business positions requiring basic accounting clerk responsibilities such as journaling, posting, assisting with taxes, audit, and other accounting procedures, preparing reports, communicating results and general office responsibilities. All courses in the program transfer to the Certificate of Completion Accounting and the AAS Accounting.

Career Pathway Certificate, Programming Technician
This one-year certificate includes the first year of the Computer Science and supporting Computer Information Technologies. This certificate is intended for students focused on becoming career ready in one year. Students completing this certification will be prepared to seek entry-level employment in occupations such as a software testing specialist, junior developer, mobile application developer, or web developer.

Career Pathways Certificate, Programming Basics
Offers the fundamental core courses in Computer Science. The core courses give the student a well-rounded basic understanding of computer application development. Students completing this certification will be prepared to seek entry-level employment in occupations such as network administration support, entry software developer, and software testing.

Career Pathways Certificate, Pipe Fitting
Prepares students for entry-level careers in pipe fitting, welding and fabrication. The program also introduces advanced techniques aligned with industry API and AWS standards.

Certificate of Completion Green Industrial Maintenance Technician
A broad-based entry-level maintenance technician program infused with sustainable topics and considerations. The primary goal of the program is to introduce students to knowledge and technical skills that will be transferable to a wide range of industries and employment opportunities. The entire certificate is offered through online courses with scheduled on-site labs. The coursework is offered by the Oregon Green Technician Consortium of community colleges and is accessible through SWOCC.
Career Pathway Certificate of Completion Industrial Maintenance Assistant
A broad-based entry-level industrial maintenance technician program. The primary goal of the program is to introduce students to knowledge and technical skills that will be transferable to a wide range of industries and employment opportunities. The entire certificate is offered through online courses with scheduled on-site labs. The coursework is offered by the Oregon Green Technician Consortium of community colleges and is accessible through SWOCC.

Database Programming Certificate
A one-year certificate that includes the first year of the Computer Science and SQL/Database core subjects. This certificate is intended for students focused on becoming career ready in one year. Students completing this certification will be prepared to seek entry-level employment in occupations involving databases, networking, data collection, data mining and software development.

Career Pathway Certificate of Completion, Programming for Digital Design Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in programming interactive and data-driven websites with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, 2D Digital Design Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in 2-Dimensional graphic design and print media with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, 3D Digital Design Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in 3-Dimensional graphic design and animation with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, Digital Image Foundations Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in digital graphics with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, Digital Interactive Foundations Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in interactive web page design with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, Time-Based Media Foundations Certificate
The certificate provides foundational knowledge and skills that can qualify students for entry level employment in digital video and animation with organizations offering on the job training or qualify students for advancement within their current employment.

Career Pathway Certificate of Completion, EMS Technician I
Offers career training for entry-level personnel as an Emergency Medical Technician (EMT) with the added education of a more rich history of EMS and the safety and well-being of the EMT. Successful completion of the EMT course leads to eligibility to sit for the State and National Registry EMT certifying exam.

Career Pathway Certificate of Completion, EMS Technician II
Offers career training for entry-level personnel as an Emergency Medical Technician (EMT) plus additional training/skills employers are seeking. The EMS Technician II offers greater education in ambulance/ emergency vehicle operations as well as proper pre-hospital documentation, radio communications, and rescue operations. Successful completion of the EMT course leads to eligibility to sit for the State and National Registry EMT certifying exam.
Instructional Council Outcomes for 2013-14

• Three (3) Associate of Applied Science degrees were approved
• One (1) Associate of Science with a specific Emphasis was approved
• Sixteen (16) new Certificates were approved
• Fifty-nine (59) new courses were developed this year and approved through Instructional Council. These courses were added to supplement already existing programs as well as new programs that have been submitted to the state for approval. The classes that supplement the existing programs keep us competitive with other schools and current with technological advances.
• One hundred forty-eight (148) courses were revised. Revisions were made to the nursing and EMT courses to be in compliance with changes made on the state level overseeing the certification process. Other courses that were revised were due to routine maintenance.
• Along with the many credit-based courses that are approved at Instructional Council meetings there are also a consistent number of non-credit based courses that are presented to the council as informational items.
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 April 30, 2014

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<tr>
<th>Project/Fund</th>
<th>General Fund</th>
<th>Financial Aid Fund</th>
<th>Special Projects Fund</th>
<th>Insurance Reserve Fund</th>
<th>Plant Service Fund</th>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
<th>Totals</th>
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<td><strong>Fund Balance (July 1, 2013)</strong></td>
<td>$2,853,981.51</td>
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<td>$902,080.03</td>
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<td>$818,116.95</td>
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### Revenues:
- **State Support**
  - Total: $5,673,983.27 | $492,240.00 | $549,822.90 | $248,934.78 | $ - | $ - | $ - | $2,495,420.82 | $22,838.00 | $6,964,980.95 |
- **Federal Support**
  - Total: $11,652.74 | $8,402,095.92 | $1,476,335.38 | $ - | $ - | $74,626.44 | $ - | $196,212.94 | $4,362,092.04 | $8,388,345.13 |
- **Local Support (Taxes)**
  - Total: $4,865,041.80 | $385,657.34 | $1,579.10 | $ - | $ - | $ - | $ - | $- | $- | $5,250,699.14 |
- **Tuition & Fees (Net of Waivers)**
  - Total: $3,800,000.00 | $210,698.00 | $151,319.80 | $ - | $ - | $ - | $ - | $- | $- | $4,162,017.80 |
- **Transfers**
  - Total: $3,500,000.00 | $581,647.82 | $169,544.31 | $ - | $ - | $ - | $ - | $- | $- | $785,692.13 |

### Expenditures:
- **Personal Services**
  - Total: $6,955,819.49 | $71,582.92 | $1,553,827.34 | $ - | $ - | $ - | $ - | $110,489.07 | $1,334,723.34 | $10,026,442.16 |
- **Payroll Taxes & Benefits**
  - Total: $3,217,409.46 | $73,204.76 | $1,353,772.41 | $22,326.90 | $ - | $ - | $ - | $225,900.96 | $344,594.61 | $605,158.16 |
- **Materials & Services (Net of Waivers)**
  - Total: $2,435,263.43 | $9,263,668.00 | $1,353,772.41 | $22,326.90 | $ - | $ - | $ - | $225,900.96 | $344,594.61 | $605,158.16 |
- **Capital Outlay**
  - Total: $43,282.83 | $29,700.00 | $276,275.10 | $ - | $ - | $ - | $ - | $- | $- | $349,257.93 |
- **Debt Service:**
  - Principal: $4,700,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $274,830.28 | $ - | $4,974,830.28 |
  - Interest & Administrative Fees: $17,047.57 | $ - | $ - | $ - | $ - | $ - | $ - | $225,900.96 | $3,244,594.61 | $85,395.85 |
- **Transfers to Other Funds**
  - Total: $753,192.13 | $32,500.00 | $ - | $ - | $ - | $ - | $ - | $- | $- | $785,692.13 |

### Revenues Over (Under) Expenditures:
- **Total Revenues**
  - Total: $20,598,896.15 | $9,105,085.28 | $3,292,758.04 | $7,619.42 | $298,149.57 | $1,004,450.19 | $365,757.25 | $6,857,512.86 | $111,208.36 | $41,641,437.12 |
- **Total Expenditures**
  - Total: $18,122,014.91 | $9,335,250.92 | $3,700,004.51 | $22,326.90 | $375,141.49 | $1,015,600.00 | $403,703.82 | $5,348,236.99 | $85,395.85 | $38,407,675.39 |

### Fund Balance (End of Month):
- **Total Revenues**
  - Total: $5,330,862.75 | $230,165.64 | $494,833.56 | $436,823.83 | $44,947.08 | $11,149.81 | $37,946.57 | $2,327,392.82 | $25,812.51 | $8,381,410.53 |
Southwestern Oregon Community College  
GENERAL FUND  
Statement of Budget and Revenues and Expenditures  
For the period ending April 30, 2014  
May 13, 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</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></td>
<td>900,000.00</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>
</tbody>
</table>

**Revenues:**

<p>| | | | | | |</p>
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<tr>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>State Support</td>
<td>1,440,584.36</td>
<td>5,673,983.27</td>
<td>5,188,541</td>
<td>485,442.27</td>
<td>109.4%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>1,009.45</td>
<td>11,652.74</td>
<td>13,500</td>
<td>(1,847.26)</td>
<td>86.3%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>50,839.38</td>
<td>4,865,041.80</td>
<td>5,161,891</td>
<td>(296,849.20)</td>
<td>94.2%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>(53,327.85)</td>
<td>5,697,014.06</td>
<td>6,827,069</td>
<td>(1,130,054.94)</td>
<td>83.4%</td>
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<tr>
<td>Interest Earnings</td>
<td>5,982.58</td>
<td>70,212.95</td>
<td>28,000</td>
<td>42,212.95</td>
<td>250.8%</td>
</tr>
<tr>
<td>Other Income</td>
<td>24,501.88</td>
<td>448,491.33</td>
<td>484,670</td>
<td>(36,178.67)</td>
<td>92.5%</td>
</tr>
</tbody>
</table>

**Revenues over (under) expenditures**

<p>| | | | | | |</p>
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<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>1,469,589.80</td>
<td>20,598,896.15</td>
<td>23,289,027</td>
<td>(2,690,130.85)</td>
<td>88.4%</td>
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</tbody>
</table>

**Expenditures:**

<p>| | | | | | |</p>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>651,124.24</td>
<td>6,955,819.49</td>
<td>8,794,548</td>
<td>1,838,728.51</td>
<td>79.1%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>334,625.04</td>
<td>3,217,409.46</td>
<td>4,417,396</td>
<td>1,199,986.54</td>
<td>72.8%</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>220,845.17</td>
<td>2,435,263.43</td>
<td>3,449,624</td>
<td>1,014,360.57</td>
<td>70.6%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>43,282.83</td>
<td>57,000</td>
<td>13,717.17</td>
<td>75.9%</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>4,700,000.00</td>
<td>4,860,000</td>
<td>160,000.00</td>
<td>96.7%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>17,047.57</td>
<td>35,000</td>
<td>17,952.43</td>
<td>48.7%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>-</td>
<td>753,192.13</td>
<td>1,795,459</td>
<td>1,042,266.87</td>
<td>41.9%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,206,594.45</td>
<td>18,122,014.91</td>
<td>23,409,027</td>
<td>5,287,012.09</td>
<td>77.4%</td>
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</tbody>
</table>

**Ending Fund Balance**

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Resources Available</td>
<td>23,452,877.66</td>
<td>25,289,027</td>
<td></td>
<td></td>
<td>92.7%</td>
</tr>
</tbody>
</table>

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** – 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

### Enterprise Fund

#### Financial Summary Comparison for Period Ending April 30

<table>
<thead>
<tr>
<th></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><strong>Tuition/Fees</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>1,110,363.06</td>
<td>1,009,490.85</td>
<td>- $</td>
<td>- $</td>
<td>6,784.16</td>
<td>6,221.62</td>
<td>702,903.67</td>
<td>687,715.48</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>- $</td>
<td>- $</td>
<td>215,481.44</td>
<td>213,878.37</td>
<td>2,504,727.48</td>
<td>2,403,162.83</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>707.17</td>
<td>2,151.81</td>
<td>- $</td>
<td>- $</td>
<td>611.72</td>
<td>40.55</td>
<td>- $</td>
<td>- $</td>
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<tr>
<td><strong>Transfer from other funds</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 1,111,070.23</td>
<td>$ 1,011,642.46</td>
<td>$ 215,481.44</td>
<td>$ 213,878.37</td>
<td>$ 2,616,495.65</td>
<td>$ 2,468,018.82</td>
<td>$ 703,285.69</td>
<td>$ 687,715.48</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>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><strong>Payroll costs/Benefits</strong></td>
<td>38,335.45</td>
<td>35,213.83</td>
<td>22,762.32</td>
<td>18,388.64</td>
<td>127,953.12</td>
<td>132,602.14</td>
<td>107,542.00</td>
<td>124,231.84</td>
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<tr>
<td><strong>Materials &amp; Supplies</strong></td>
<td>32,362.25</td>
<td>37,842.12</td>
<td>1,099.58</td>
<td>- $</td>
<td>44,705.63</td>
<td>31,075.43</td>
<td>308,475.54</td>
<td>309,849.87</td>
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<tr>
<td><strong>Travel</strong></td>
<td>94.04</td>
<td>2,723.04</td>
<td>- $</td>
<td>- $</td>
<td>4,367.59</td>
<td>- $</td>
<td>2,402.96</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Purchased Services</strong></td>
<td>10,856.37</td>
<td>18,393.84</td>
<td>80,587.36</td>
<td>74,150.75</td>
<td>933,208.30</td>
<td>911,795.32</td>
<td>26,847.18</td>
<td>37,497.65</td>
</tr>
<tr>
<td><strong>Materials for Resale</strong></td>
<td>715,585.85</td>
<td>820,754.88</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Vehicle Rental &amp; Internal Services</strong></td>
<td>94.56</td>
<td>493.10</td>
<td>- $</td>
<td>- $</td>
<td>1,834.83</td>
<td>2,226.70</td>
<td>101.25</td>
<td>31.70</td>
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<tr>
<td><strong>Repairs</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Student Aid Grants</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Bad Debt Expense</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Interest Expense</strong></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>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Principal Payment</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Debt Service Admin</strong></td>
<td>- $</td>
<td>- $</td>
<td>293.00</td>
<td>660.27</td>
<td>1,463.00</td>
<td>2,090.29</td>
<td>- $</td>
<td>- $</td>
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<tr>
<td><strong>Transfers to other funds</strong></td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 862,945.91</td>
<td>$ 980,720.82</td>
<td>$ 167,244.58</td>
<td>$ 140,514.36</td>
<td>$ 1,512,398.87</td>
<td>$ 1,434,747.67</td>
<td>$ 718,975.86</td>
<td>$ 743,733.58</td>
</tr>
</tbody>
</table>

**Revenues over (under) Expenditures**: $248,124.32 $ 30,921.64 $ 48,236.86 $ 73,364.01 $ 1,104,096.78 $ 1,033,271.15 $ (15,690.17) $ (56,018.10)

**Beginning Fund Balance (July 1)**: $897,236.39 $ 923,077.48 $ 1,015,890.85 $ 1,195,761.66 $ (445,112.66) $ (368,458.50) $ 153,062.61 $ 230,833.89

**Ending Fund Balance (end of month)**: $1,145,360.71 $ 953,999.12 $ 1,269,125.67 $ 1,269,125.67 $ 658,984.12 $ 664,812.65 $ 137,372.44 $ 174,815.79
### SOUTHWESTERN OREGON COMMUNITY COLLEGE

**Enterprise Fund**

**Financial Summary Comparison for Period Ending April 30**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$33,122.96</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$2,083,812.00</td>
<td>$2,350,000.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sales</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,390.52</td>
<td>24,243.18</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,600.00</td>
<td>750.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>18,272.71</td>
<td>14,437.55</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Transfer from 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 Revenues</strong></td>
<td>$33,122.96</td>
<td>$48,019.00</td>
<td>$50,643.00</td>
<td>$2,121,075.23</td>
<td>$2,389,430.73</td>
<td>$5,500.00</td>
<td>$</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$15,582.25</td>
<td>$4,259.00</td>
<td>$7,900.00</td>
<td>$641,529.63</td>
<td>$686,396.45</td>
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<td>$</td>
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<table>
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<tr>
<th>Revenues over (under) Expenditures</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
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<th>FY12-13</th>
<th>FY13-14</th>
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<td>Beginning Fund Balance (July 1)</td>
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<td>Ending Fund Balance (end of month)</td>
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</table>
April 28, 2014

ATTENDANCE

Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen (Chair) * 
Harry Abel *
Susan Anderson *
Tim Bishop *
David Bridgham *
Rick Howell * (conf ph)
Judy May-Lopez *

Staff/ExOfficios
Patty Scott (President) *
Vickie Brumit
Carolyn Byrd
Cathy Chisum
Jason Cooper
Tim Dailey
Cheryl Davies
Karen Domine
Elise Hamner
Mike Herbert
James Ingram
Bernadette Kapocias
Rod Keller
Charlie Kloss
Linda Kridelbaugh *
Rocky Lavoie *
Deb Nicholls *
Ron Olson
Janet Petti *
Diana Schab
Avena Singh
Ross Tomlin *
Joshua White
Jeff Whitey

*Also present at Executive Session

Guests
Andrea Henderson
McKenzie Devault
Jovann Pacheco
Cedric Zumwalt
2014 Women’s Wrestling Team

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 briefed on grievances and bargaining.
• (e) Property – The Board was updated on properties within the College District.
• (h) Legal Rights – The Board was apprised of a BOLI claim.
• (i) Personnel – The Board received updates on various personnel issues.

RECONVENED
Chair Jensen reconvened the open session at 6:05 p.m.

AGENDA CHANGES
No changes were made.

INTRODUCTIONS EMPLOYEES

New to the College
Elise Hamner, Executive Director of Resource Development and College Foundation was introduced to the Board.

STUDENT ATHLETES
The following student-athletes were introduced to the Board:
• Women’s Wrestling Team – 2014 National Champions
• McKenzie Devault, Track & Field (March)
PRESENTATIONS

OCCA
OCCA Executive Director Andrea Henderson briefed the Board on the changes occurring at the state level with the formation of the HECC, OEIB, and all the subcommittees that come with them. She stressed the importance for strong and vibrant local boards. All of the changes at the state level has changed the nature of OCCA’s work.

HECC put out a Strategic Plan for next year and are working on the budget, capital construction development, financial and policy issues.

In regards to financial aid, three key areas are being discussed:

- Oregon Opportunity Grant
- Pay it Forward
- First two year of community college free for recent HS graduates

Not only has the General Fund support dropped, but the priority for community colleges within the state General Fund has decreased as well.

Surrounding one-time budget monies, Henderson mentioned that the state allocated $15 million to help buy down tuition increases. The cost of this is much more expensive than originally thought, so now the state is reluctant to include this in our essential current service level. Colleges need to plan to start at $450 million rather than the $480 million. It’s not fair to students if the legislature doesn’t decide to fill the $30 million hole as it will mean steep tuition increases.

It was noted that the collective response regarding the budget from all the community colleges to HECC won a lot of kudos as it was very succinct, clean and aligned with the work of the OEIB. The response identified the following six areas:

- Developmental Education redesign
- Accelerated Learning
- CTE (certificates and 2-year technical degrees)
- Equity to serve underrepresented students
- Deferred Maintenance
- IT Infrastructure

CCWD is scheduled to move into HECC on 07/01/15. Community colleges will move under HECC, in terms of rulemaking, on 07/01/14.

FINANCIAL AID
Financial Aid Director Avena Singh briefed the Board on the status of financial aid applications. They are caught up with the current year (13-14) and starting on the new year (14-15). She reported that the Stafford Loan default rate was now at 16.7%; last year it was 21.2%. The work with SALT (a company that contacts students in default) helped to improve the rate.

BOARD REPORTS /
INFORMATION

IMPORTANT DATES
The Board reviewed upcoming events. President Scott highlighted the following events:

- May 12th Budget Meeting
- May 14th Employee Recognition Event
- June 2nd Spring Lake Walk
BOARD OPERATIONS

Board Resignation - Chair Jensen shared that Rick Howell has submitted his resignation effective May 31, 2014. The Board accepted the resignation. The position vacancy will be advertised for interview in May.

OCCA Report
Jensen briefed the Board on the OCCA Executive Committee’s work on By-Laws and other OCCA Board work/meetings.

Board Goals Update, Exhibit #7 B 2
The update was included in the meeting materials. The Board viewed the information from the College’s website.

COLLEGE REPORTS

PRESIDENT’S REPORT

- Enrollment – Spring is up 9.5% over spring ’13; FTE is up 2.4 over this time last year.
- Term-to-term retention is the highest it’s been in approximately eight years. More retention efforts are planned to impact the retention of current students to next fall.
- Budget – Documents will be disseminated soon.
- Civil Rights Matrix – All recommendations are being tracked to ensure completion/compliance.

STRATEGIC PLAN UPDATE, EXHIBIT # 8 B
The update was included in the meeting materials. The Board viewed the information from the College’s website.

FINANCIAL REPORTS, EXHIBITS # 8 C - 8 C 4
Copies of the reports were included in the meeting materials and Business Manager Ron Olson briefed the Board. Expecting a slightly better Ending Fund Balance this year.

HIRING MATRIX, EXHIBIT # 8 D
Copies of the matrix were included in the meeting materials. A revised matrix was distributed at the meeting.

CONSENT AGENDA

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

M04/14-1
Susan Anderson’s motion to approve the Consent Agenda, as amended, was seconded by Harry Abel. 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 March 24, 2014, 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 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, Exhibit # 9 B

OLD BUSINESS
None presented.

PUBLIC COMMENT
None was heard.

NEW BUSINESS
BOARD POLICY – 2nd READING, EXHIBIT # 12 A 1
Copies of the proposed policy were included in the meeting materials. Discussion occurred. The
proposed policy will return for a third reading on May 19, 2014.
• 10015, Community Use of College Facilities

BOARD POLICY – 1st READINGS, EXHIBITS # 12 B 1-3
Copies of the proposed policies were included in the meeting materials. Discussion occurred and adjustments made.
• 7155, Tobacco Use, Exhibit # 12 B 1
• 7100, Early Retirement, Exhibit # 12 B 2
• 7101, Retirement, Exhibit # 12 B 3

Second readings are scheduled to occur on May 19, 2014.

DINING SERVICES HOT LINE, EXHIBIT # 12 C
Copies of the resolution were included in the meeting materials.

M04/14-2
Susan Anderson’s motion to accept the 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 was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

PAC HEAT PUMP REPAIR, EXHIBIT # 12 D
Copies of the resolution were included in the meeting materials. Copies of the revised document were distributed at the meeting. Discussion occurred.

M04/14-3
Susan Anderson’s motion to accept the 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 was seconded by Harry Abel. Upon call for the vote, the MOTION PASSED unanimously.

BUDGET CATEGORY TRANSFER #1, EXHIBIT 12 E
Copies of the resolution were included in the meeting materials. Copies of the revised document were distributed at the meeting. Discussion occurred.

M04/14-4
Susan Anderson’s motion to approve the budget modifications, as presented, was seconded by Harry Abel. Upon call for the vote, the MOTION PASSED unanimously.

OTHER
ASG President Charlie Kloss reported on spring term activities:
• Bylaws
• Elections
• Spring Fest (May 12-16)

CORRESPONDENCE
None included.

ADJOURNMENT
There being no further business, Chair Jensen adjourned the meeting at 7:38 p.m.
Respectfully submitted,

Marcia Jensen, Board Chair
Patty Scott, Clerk

Deb Nicholls, Recording Secretary
SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT
Board of Education

Prepared by: Linda Kridelbaugh, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approval of the following interfund loans:

Lending Fund: Special Projects Fund
   Amount of Loan: Amount needed, not to exceed $700,000
Lending Fund: Insurance Reserve Fund
   Amount of Loan: Amount needed, not to exceed $450,000
Lending Fund: Enterprise Fund
   Amount of Loan: Amount needed, not to exceed $2,400,000
Lending Fund: Trust & Agency
   Amount of Loan: Amount needed, not to exceed $275,000

Receiving Fund: General Fund

Purpose: General operations of the College

Interest Rate: None

DISCUSSION/HISTORY

Local Budget Law allows a local government to loan money from one fund to another. Local
governments may borrow internally, provided such a loan is authorized by an official resolution or
ordinance. Operating loans must be repaid to the fund from which they were borrowed no later than
the end of the fiscal year following the year in which the loans were made. (ORS 294.468)

ORS 294.468 Loans from one fund to another:
(1) It shall be lawful to loan money from any fund to any other fund of the municipal corporation
whenever the loan is authorized by official resolution or ordinance of the governing body. The loans
shall be made in compliance with the applicable requirements and limitations of this section.

General Fund cash may be exhausted before June 30th. In that case, in order to continue operations, it
will be necessary to borrow money from other sources. Interfund borrowing is the least expensive
alternative and will minimize the need to borrow from outside sources.
OPTION/ANALYSIS

1. Approve the interfund borrowing arrangement.
2. Borrow more funds from an external source, such as Umpqua Bank.
3. Do nothing, and effectively borrow from other funds without authorization. This would violate Oregon Budget Law.

TIMING

The College may violate Oregon Budget Law unless some action is taken prior to utilizing cash from other Funds to finance General Fund Operations.

BUDGET IMPACT

Funds are available in the other Funds for these loans to the General Fund. There is no net long term impact.

RECOMMENDATION

BE IT RESOLVED that the Board of Education of the Southwestern Oregon Community College District authorizes the aforementioned interfund loan.
Southwestern Oregon Community College District
Board of Education

Prepared by: Tom Nicholls, Executive Director of Enrollment Management

ACTION UNDER CONSIDERATION

Accept a bid of $42,130.66 from Shelton Turnbull of Eugene for production of 2014-15 marketing publications.

DISCUSSION / HISTORY

Bids were solicited by the College from for production of the College’s marketing materials. These bids included all materials for general college and Oregon Coast Culinary Institute marketing.

Bids were received from two vendors Shelton Turnbull from Eugene at $42,130.66 and QSL, also from Eugene at $44,781.89

The Board is required to approve purchases in excess of $25,000. Shelton Turnbull was the low bidder for this project. This bid is $10,000.00 less than last year.

TIMING

In order to meet printing and delivery deadlines, the bid needs to be awarded so that production can begin. If acceptance of the bid is delayed, marketing materials will not arrive on campus in time for our mailing campaigns and college fairs.

BUDGET IMPACT

This project will be funded from the 2014-15 Budget scheduled for adoption in June. Adequate funds have been budgeted for this proposal in the 2014-15 College Communications budget (Acct. # 10-3105-53312) and Oregon Coast Culinary Institute budget (Acct. #57-8551-53312).

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts the bid of $42,130.66 from Shelton Turnbull of Eugene for production of the 2014-15 marketing publications.
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 hosted 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: 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>
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<th>Incentive Adjustment Rate</th>
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<tr>
<td>61</td>
<td>80%</td>
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<td>62</td>
<td>60%</td>
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<td>63</td>
<td>40%</td>
</tr>
<tr>
<td>64</td>
<td>20%</td>
</tr>
<tr>
<td>65</td>
<td>0%</td>
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</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

NOTE: Refer to APP 7100 for 1997 policy amendments due to lawsuit on sick leave buyout.

Administrative Policies and Procedures:
6.3.044
7100

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: 63.044

DATE OF ADOPTION: Date
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
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 431.840 and .845
ORS 192.710 ORS 433.835 to .990
ORS 336.222 and .227 OAR 581-021-0050 to .0075
ORS 339.240 and .250 OAR 581-021-0110
ORS 341.290(2) OAR 581-022-0413
OAR 581-053-0015
OAR 581-053-0545(4)(c)(R)-(T)
OAR 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:
Southwestern Oregon Community College  
Board of Education

Prepared by: Patty Scott, President

**ACTION UNDER CONSIDERATION**

Appoint an individual to fill Board of Education Position #3 due to Rick Howell’s resignation.

**DISCUSSION / HISTORY**

In accordance with Oregon Revised Statute, 341.335 Vacancy, the board declares the office of a board member vacant when a member of the board resigns. Rick Howell was first elected to Southwestern’s Board of Education in May ‘07, filling a position previously held by Clara Radcliffe. During Howell’s tenure on the Board, he has served as Chair, Vice-Chair, Legislative/Teleform facilitator, a member of the Board’s Policy and President’s Evaluation Committees, and on the Oregon Community College Association Board.

On April 28, 2014, members of the Board accepted Howell’s resignation (effective May 31, 2014), declared a vacancy, and directed the administration to advertise the vacancy. The candidate selected for appointment to Board Position #3 will serve until June 30, 2015. The District voters will elect to fill the position in the May 2013 Special District Election.

**OPTIONS / ANALYSIS**

1. Appoint one of the candidates interviewed and have a full Board; or  
2. Defer action until the June Board of Education meeting.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints ____________________________ for position #3 on the Southwestern Oregon Community College District Board of Education, effective June 1, 2014 through June 30, 2015.
Southwestern Oregon Community College District  
Board of Education  
Associated Student Government Report

Submitted by: Charlie Kloss, ASG President

Access

Goal 1. Ensure access to diverse learning opportunities.
- Brought new President and Vice President to OCCSA Transition Meeting to become familiar with state wide student leadership group.

Goal 2. Provide access to support services for students and the community.
- Participating in Beach Clean-up on May 17th to bring together the campus and community to keep our local beaches clean.

Learning and Achievement

Goal 3. Maintain and develop quality learning opportunities to encourage student success and achievement.
- SpringFest Week to encourage student growth through social activities on campus.

Community Engagement

Goal 9. Sustain and build strong community, business, and agency partnerships
- ASG combined Sustainability Director and Volunteer Services positions to become one new position, the Campus Services Director.

Associated Student Government Goals for 2013-2014

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

2. Make ASG more sustainable
   a. Creating a Green Team

3. Improve the Image of SWOCC to the Community
   a. Increasing volunteer service projects
   b. Creating a Green Team
The Mission of Administrative Services:
- Provide effective fiscal management through responsible financial resources stewardship, ethical leadership, and responsive college-wide support.
- Maintain and provide a safe working, learning, and living physical environment.
- Provide college-wide operational support for staff and students.
- Provide human resources functions and professional development opportunities.
- Lead entrepreneurial endeavors by developing revenue streams to support financial independence.
- Promote and strengthen learning opportunities for students and staff through physical and social activities to foster lifelong wellness.

The months of March and April 2014 initiated and finalized activity in Administrative Services to include:

**CORE THEME: LEARNING AND ACHIEVEMENT**

**Dining Services**
- Dining Services has some great prospective externs for the next term.
- Will be serving at the Boys & Girls Club annual women’s luncheon that we have hosted the past four years. Approximately 500 community supporters attend this event.

**CORE THEME: SUSTAINABILITY**

**Administrative Services**
- Attended College Council Team, Executive Team, Safety Committee, Institutional Managers, Foundation, Faculty Labor Management, Classified Labor Management, Budget Development, and Classification Committee meetings.
- Attended meeting to discuss College inventory procedures.
- Met with Mark Neely of CCWD.
- Met with Oregon Energy Trust to discuss Prosper Hall and a variety of projects.
- Attended meeting with architects regarding Health and Science building plans.
- Met with Xerox to discuss equipment in Curry County.
- Met with FM Sheetmetal to discuss Empire HVAC.
- Submitted recommendations from 14 building inspections that were conducted by Southwestern employees. Submitted work orders to address compliance/safety issues from these inspections and followed up on safety items.
- Safe Colleges training modules were completed by 68 employees resulting in a total of 167 training sessions. Training modules include Bloodborne Pathogens, Hazard Communication, Personal Protective Equipment, and Safety Data Sheets.
- Continued work on Respiratory Protection program for the College including having SAIF conduct air monitoring in the Art and Maintenance areas.
- Attended SAIF training on course and scope legal cases.
- Updated Safety and Administrative Services webpages.
- Met with ASG Sustainability Director to discuss ASG recycling on campus.
- Worked with Maintenance/CCLS on 3rd floor Tioga remodel and the CCLS move.
**Administrative Services (cont.)**

- Attended online training on wage and hour law.
- Continued work on Administrative Policies and Procedures update. The following APP’s were addressed:
  - **Admin Procedure 6.5.004a Part-Time Faculty Salary Schedule- 1st reading - Passed**
    Revised by Instruction and renumbered to APP 7077.
  - **APP 7175 Faculty Minimum Qualifications– 1st reading – Passed**
    Revised by Instruction.
  - **APP 5059 Acceptable Use of Information Technology Resources– 1st reading - Passed**
    Revised by ITS Department.
  - **Admin Procedure 6.5.016 Part-Time Faculty Tuition Waiver Credit– 1st reading - Passed**
    Revised by Human Resources and renumbered to APP 7079.
  - **Admin Procedure 6.6.001 Salary Schedule & Initial Placement for Temporary Classified Employees– 1st reading – Passed**
    Revised by Human Resources and renumbered to APP 7070
  - **Admin Procedure 6.3.044 1997 & 2002– FYI only Early Retirement Policy 6.3.044 1997 & 2002 versions are being moved into proposed BP 7100 and 6.3.044 has been renumbered/ renamed to APP 7100 Early Retirement Request Procedure.**

**Bookstore**

- Based on a survey of students and staff, the following changes have been implemented in the Bookstore:
  - Brought in healthier snacks- the number one item on the survey want list.
  - Made a Laptop available for students to look up their schedules and what books they need.
  - Reformatted signs and shelf tags to make books easier to find.
  - Removed some of the clutter to make it a more friendly environment for students to come in and have study groups at the tables.
  - Updated the Bookstore website with current merchandise to encourage more online orders. Spring term 2014 we had over 130 online orders.
  - Work on our customer service daily to make the Bookstore a fun destination for everyone that visits.
- Other ideas that have recently been implemented to build the Bookstore business include:
  - Shopping diligently for used books for students. Bookstore prices are becoming competitive with any online stores that the students visit and word is getting out around campus that students should check out the Bookstore first when purchasing textbooks.
  - Utilizing the current student email list, Facebook and our website to keep in touch with our students and let them know about changes we are making and some of the specials we have
- Upcoming specials that the Bookstore will be advertising include:
  - Sing a song or recite a poem at the register and get a free soft drink/coffee
  - Happy Hour- special on ice cream or another food item from 3 to 4 on Fridays
  - Free boxes and tape (limited supply) will be given to students moving out of housing at the end of the term.
- The Bookstore is also working with faculty to get a supply list for their classes so supplies can be “bundled” with textbooks and make it a one stop shop.

**Human Resources**

- See Hiring Matrix for update on positions hired and currently in the recruitment process.

**Student Housing/Resident Life**

- Spring term occupancy is at 281 students which is down from Spring 2013 which was 322. Housing began the 2012 school year with more residents compared to fall 2013. Housing has experienced less attrition from winter term occupancy of 292 students by only 4 percent which includes six new spring residents.
- Student Housing has selected new Resident Assistants for the 2014-2015 academic year. Those selected including four alternates are enrolled in a spring term residence life course that will focus on student development and residence life theory. Two additional positions are slated to be filled that were not filled during the original selection process.
- Student Housing is in the process of filling a Resident Director (RD) position. Current Resident Director Delia Davila has accepted a graduate assistant position at University of Wisconsin White Water. She will be leaving to do her graduate work in June. The Resident Director is an integral part of our living community here at
Southwestern. These two positions are professional live-in staff who work directly with the Student Resident Assistants and residents in the community.

**Mail/Print Services**
- Handled a total of 29,027 pieces of mail and parcels.
- Sent six international documents/packages.
- Student mail consisted of 2,120 pieces. Students received 635 packages.
- Mail forwarded or returned totaled 375.
- Print Services made 113,436 copies in March and April, plus all the bindery services and lamination needed to complete each work order.
- Made 190,773 copies on satellite machines located on campus with a total of 304,209 copies made for the total campus.

**Facilities Services**
- Currently replacing filters campus-wide.
- Currently replacing diffusers campus-wide
- 3rd floor Tioga Hall Remodel Layout:
  - Removed Carpeting
  - Moved Offices
  - Brought in sheetrock
- Prosper Hall bleacher repairs.
- Asked Welding Shop to repair strike plate cover for field house door.
- Built wall in Dellwood Hall lobby.
- Repaired/replaced Eden Hall counter top and base.
- Repaired leak/faucet for the softball field.
- Built office in Prosper Hall for Swim Coach.
- Installed 42” Screens for digital signage in (6) locations campus-wide (First Stop Lobby, Recreation Center Lobby, Cafeteria, Stensland Lobby, and Lighthouse Depot in Housing).
- Trimmed trees down main walkway on campus.
- Planted grass on south side of Stensland and Recreation Center.
- Removed brush from Newmark Center in the parking lot islands.
- Moved and painted office in Dellwood Hall.
- Repaired athletic fields using field drag machine.
- Removed debris behind the Family Center to the dump.

**Campus Security**
- Met recently with the West Linn Chief of Police who has promised Southwestern at least one replacement patrol vehicle which we will obtain in the immediate future. As in the past, these fully equipped vehicles have been donated to Southwestern by the City of West Linn at no cost to the College other than what is required by re-licensing and some cosmetic alterations by a local graphic designer. This vehicle or vehicles will allow us to replace at least one of our service fleet which have become worn out with use.
- Members of security will be taking advantage of local training hosted by the Coos County Healthcare Emergency Response Team (HERT) Coalition in the coming months. This training is to train staff and obtain federal certification in Incident Command System (ICS) and National Incident Management System (NIMS) in the event of a major local incident such as a natural disaster. This increased training/certification will aid in our ability to interact with federal government agencies in coordinating such things as federal assistance for disaster relief, emergency supplies and distribution, and knowledge of procedures appropriate to obtaining this assistance.

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

**CORE THEME: COMMUNITY ENGAGEMENT**

**Administrative Services**
- Attended County Commissioner’s meeting in Coquille on April 1 regarding the community enhancement fund.
Southwestern Oregon Community College District
Board of Education
Instructional and Student Services Report

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

CORE THEMES with OBJECTIVES:

Learning and Achievement

LA1: Students demonstrate progress

Oregon Developmental Education Redesign State Taskforce
Billie Shannon, Bev Segner, and Rod Keller have participated in the statewide Developmental Educational Redesign Taskforce since November to make recommendations to the state officials concerning developmental education. They have made recommendations regarding placement, math, writing/reading, and student services.

- Shutter’s Creek enrollments are at over 30 students. One thing that has been unique this year, is that the current students Like MATH. They often request extra sessions so they can continue to work on their math assignments. Shutter’s Creek still cannot test due to a verbiage conflict with the Department of Corrections and Pearson Vue testing. This is being worked on and is making slow progress.

LA2: Students complete certificates, degrees, and transfer

Update on SWOCC’s CASE Grant Deliverables (new curriculum, etc.):

<table>
<thead>
<tr>
<th>Southwestern Oregon Performance Measures</th>
<th>Completions</th>
<th>ABS</th>
<th>Entered Employment</th>
<th>Employment Retention</th>
<th>Credits Earned</th>
<th>&lt;1 year certificate</th>
<th>&gt;1 year certificate</th>
<th>Degree</th>
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<tr>
<td>Participants = 330</td>
<td>281</td>
<td>10</td>
<td>150</td>
<td>120</td>
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</tr>
</tbody>
</table>

LA3: Students demonstrate that they have met institutional learning outcomes

Outcomes Assessment in LDC
Lower Division Collegiate (LDC) faculty have reviewed and revised nearly all course outlines specifically streamlining numerous abstract course objectives into usually five measurable, specific course outcomes.

- One of our Upward Bound Graduating Seniors is graduating high school and receiving his Associates Degree from SWOCC in June.
Access

A1: Students access varied learning opportunities

New Faces of Welding
The Welding Department hosted a “New Faces of Welding” Event on March 21 to introduce high school girls to career opportunities in welding. More than 30 young women plus school counselors participated with each completing a hands-on welding project. This event was funded through a Non-Traditional Perkins Grant.

New CTE Offerings for 2014-15
Multiple new Career Technical Education (CTE) programs have been developed and submitted to the state for approval and are to be available to students for the 2014-2015 academic year. These programs include AAS Accounting with Pathway certificates, AAS Digital design with pathway certificates, and AAS CIS Software Development with pathway certificates. Additionally, final details are being discussed on several articulated AS degrees in Forestry, Medical Science, and Emerging Media Digital Arts.

- Susan Walker, Director of Nursing, and Jerri Bennett-Stillmaker, Allied Health faculty, recently completed a self-study of the Medical Assisting AAS program and have submitted it for consideration for ABHES accreditation.

- Through the efforts of Terry Mendez and the assistance of Robbie Kirch, the EMT/Paramedic program completed their program self-study for renewal of their state accreditation. The site visit on April 4 resulted in positive comments and only minor recommendations to enhance program documentation strategies.

- Educare, the Preschool and lab school for the Childhood Education & Family Studies (CE&FS) program, renewed its NAEYC accreditation as a high quality early childhood program. SWOCC’s CE&FS program also renewed its NAEYC ECADA accreditation for both our AS and AAS degrees in CE&FS

- This is Anne Pollard’s second term teaching our Community Education Ceramics Basics class. Winter term the class reached capacity and some were added from the waitlist. Due to demand of this course another section was offered spring term.

- Shuters Creek have added new books, and developed new materials for working with the current students. We have added curriculum in several areas, esp. math and science. We are currently working on additional writing curriculum and have social studies mostly completed.

- The Southwestern Chapter of Phi Theta Kappa Honor Society held its annual formal induction ceremony and inducted twelve new members. New officers are in place and planning for next year’s activities will begin immediately.

- Talent Search and Upward Bound are partnering with the Watershed Association to provide a STEM program to improve student’s college preparedness in Math and Writing while also taking a Natural Resources class and participating in a Natural Resources Internship. The students have the potential to earn 14 credits during the 8 week summer program.

A2: Students access services that support learning

- The CTE program staff developed advisor materials and held an advisor lunch on April 24 on the Coos Campus and on May 2 at the Curry campus to brief advisors on the new and updated CTE programs. Information was provided on how to best advise students through the programs. As a result of the discussion generated, a shared online resource will be developed to provide a location to post advising issues as they arise in the CTE programs.

- Trio Student Support Services (SSS) was selected as one of 12 sites nationwide to participate in a pilot project being conducted through the Council for Opportunity in Education (COE). The project will provide
an online summer math course designed to prepare SSS participants for college-level math. The course will run concurrently with SWOCC’s summer term and will be facilitated by an online faculty member provided by the Career Education Corporation (CEC). SSS staff will serve as academic coaches for the participants. This is a personalized adaptive learning program so each student will progress at his/her own pace. There is no cost to the student or SSS to participate in this project. We are currently recruiting 15-20 participants from among our current SSS students as well as graduating seniors from Talent Search and Upward Bound.

- Upward Bound and Talent Search will be partnering with Student Support Services to engage some of their graduating seniors to receive assistance in developmental classes in Math and Writing during the summer term so that they can hopefully enter college in the fall at college level.

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

- Upward Bound will be providing a leadership class to the participants of the summer program that will include learning leadership and team building activities based on the Ford Family Leadership Principals.

Community Engagement

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

- The Southwestern Small Business Development Center (SBDC) Director attended the NASBITE International conference April 1-4. Attendance at this conference renews Certified Global Business Professional (CGBP) credential for the next year.

- The Southwestern SBDC has received OSBDCN funding to provide Capital Access Team support for small businesses in Southern Oregon. The SBDC Director attended training in Portland March 17th.

- The Oregon Small Business Development Center Network (OSBDCN) has begun preparing for statewide SBDC accreditation in 2015. Each center in the network is working on strategic planning including external and internal environmental scans. The initial strategic planning session was held April 9-11.

- CARE Connections is participating in the statewide roll out of the Quality Improvement Rating System (QRIS) in Oregon. The QRIS is a component of Oregon’s federal Race to the Top grant to increase quality for early childhood education by training and encouraging child care providers to pursue continuing professional development - including certificates and degrees.

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

- The Childhood Education Director was invited to address the Oregon Community Foundation Education Committee in April to share the work being done in our Oregon Parenting Education Collaborative (OPEC) state hub project. The project is in its 12th year as Pathways to Positive Parenting (PPP) offering parenting education throughout Coos & Curry Counties. The project presentation was well received.

- The Childhood Education Director and Parenting Education Specialist have been actively involved in the Steering and Development Committee of the SCREL South Coast Regional early Learning Hub, as well. We are key players based on our Healthy Families Oregon, PPP, CARE Connections Child Care Resource & Referral. These programs are critical to the state requirements around the development of an Early Learning Hub in our Coos/Curry/Western Douglas Region.

- The SWOCC CE&FS program has also finished another year of participation in the state project Preparing Early Childhood Professionals for Inclusion (PEPI), led by Western Oregon University. Participating
Community Colleges are: SWOCC, PCC, TVCC, and MHCC. This program focuses on development and course enhancements focused on inclusion of children with special needs into classrooms with typical peers.

- Ms. Maxwell has worked with SBDC and will be teaching a session of Ready Set, Start your Business to the inmates in mid-June. We are still aiming towards having some special gardening classes for inmates in the near future.

- Community Education trainings: Shutter Creek held there two day staff training on campus and Oregon Department of Revenue held Local Budget Law training on campus.

- SWOCC staff and students, along with their family members, participated in the 2nd Annual Bay Area Brigade, a SOLV community cleanup event, on Saturday May 3. Our team collected twelve bags of trash from the area between the Coos Bay Visitor Center and Newmark Avenue.

- National Upward bound is celebrating its 50th anniversary, while SWOCC’s Upward Bound celebrated its 10 year anniversary at SWOCC.

CE3: Our community members participate and contribute to the Foundation in support of the College

- Due to Sequestration; Upward Bound (UB) has had to do community outreach to help fund its Summer Academic Academy. UB has raised nearly $15,000 which includes a $9,950 grant from Ford Family Foundation.

Sustainability

S1: Southwestern provides responsible fiscal management

- Shutter Creek’s budget still remains very tight this year. We are hoping with the new negotiating sessions coming up to have a bit more wiggle room in our next two year budget plan.

- The 4th and last round of the Department of Labor’s TAACCCT grant is out and Southwestern is represented on a statewide planning team that will coordinate the writing of one grant for Oregon.

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

S3: Southwestern delivers viable quality instruction

SWOCC Teach Newsletter

The Office of Instruction has created a newsletter for part-time faculty to strengthen their instruction, communicate college practices, and develop relationship with part-time faculty. (See Teach Newsletter attachment)

Rubric Workshop Offered on Coos and Curry Campuses

Office of Instruction and Faculty Senate co-sponsored a rubric workshop for faculty, particularly part-time faculty, to train in developing and using rubrics to assess student assignments. The workshop was held on Saturday, May 17 at OCCI with an IPTV connection with Curry. The workshop was guided by Joy Parker at the Coos Bay campus and Marta Wozniak at Curry.

- To support professional development of part-time faculty, the VP of Instruction arranged for three faculty to attend the Sara Varnum Institute for Instructional Excellence at Chemeketa College on May 16. The conference topic was ‘Promoting Success in First Year Students.’
• Full time faculty members Anthony Collins and Jason Cooper accepted the invitation to attend the Pacific Northwest Great Teachers Seminar scheduled for this June. The annual conference is held at the Menucha Retreat and Conference Center near Portland and offers five days for faculty to exchange ideas and information with their peers.

• Twelve Southwestern staff members within Instructional and Student Services departments attended a ‘Supervision Essentials’ training offered by the Oregon Employment Council at the South Coast ESD in April. The seven hour training provided insightful information around performance management supervision, communication, and team building.
Learning Styles

One can easily find many paradigms for student learning styles in educational literature. It is, however, useful for you to understand some of the different learning styles that may appear in your classroom.

One such learning style system identifies four types of learners. They are imaginative learners, analytic learners, common sense learners, and dynamic learners.

**Imaginative learners** will expect the faculty member to produce authentic curricula, to present knowledge upon which to build, to involve them in group work, and to provide useful feedback. They care about fellow students and the instructor.

**Analytic learners** are more interested in theory and what the experts think, they need details and data, and are uncomfortable with subjectiveness. They expect the class to enhance their knowledge and place factual knowledge over creativity.

**Common sense learners** test theories and look for practical applications; they are problem solvers and are typically skill oriented. They expect to be taught skills and may not be good in teamwork situations.

**Dynamic learners** believe in self-discovery. They like change and flexibility, are risk takers, and are at ease with people. They may, however, be pushy and manipulative. They respond to dynamic instructors who are constantly trying new things.

Just as students have learning styles, teachers have teaching styles. Understanding your teaching style will allow you to accommodate all learners.

—Donald Greive

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**Professional Ethics**

**What are the professional ethical expectations for an instructor?**

- An instructor will attend all classes with adequately prepared materials and content as described in the course outline.
- An instructor will conduct a fair evaluation of students, applied equally to all.
- An instructor will avoid behavior that may be interpreted as discriminatory based on gender, age, social status, or racial background.
- An instructor won't discuss students and their problems outside the professional structure of the institution.
- An instructor will refer student personal problems to qualified staff.
- An instructor will maintain and honor office hours and appointments with students.
- An instructor will not ask students for personal information for research or personal purposes.

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**Do I Order Textbooks?**

**How Do I Order Textbooks?**

Faculty must register and order their textbook choices with our online requisition system each term. Go to the SWOCC home page. Click “Faculty & Staff” then “Textbook Requisition.” For assistance, contact bookstore manager Shauna Stephens at 541-888-7264.

**What is an “I” Grade?**

**When do I give an incomplete?**

An incomplete or an “I” grade is given for work that could not be completed during the finals week for the term because of circumstances beyond the student’s control. “I” grades require the students’ current earned letter grade to be attached to the “I” grade and the date when the incomplete contract is to expire. If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the give grade.

Incompletes must be completed by the end of the next term. Please check with First Stop for a copy of the incomplete contract. Get Dean approval for incompletes.
Avoid Cheating Situations

How can I help students to avoid cheating on their work?

Approach cheating under the assumption that you have the highest respect and regard for your students. Convey the message to them that you trust them to be honest in completing their assignments, and at the same time build in safeguards.

On the other hand, even while assuming the best of our students, we are also responsible for making certain that they do not, for instance, cut and paste from Web sites. Some strategies to avoid cheating include customizing assignments. Here are some strategies:

- Randomized tests. Use courseware that allows you to randomize the order of questions and answers, and to pull questions from a test bank so that each test is different.
- Personal input. Ask questions that require students to illustrate a concept with examples from their own experiences.
- New tests. Change tests from semester to semester.
- Group tests. Allow collaboration on an untimed tests.
- Oral tests. Give “chat tests” to question each student.

Trust students, and at the same time build in safeguards to protect students from cheating.

- Assignment in stages. For students with poor time-management skills who feel pressured to cheat because they run out of time, structure assignments in stages. It’s helpful to set due dates early.
- Recipe Assignments. Require an annotated bibliography or a particular documentation style. You can also create a “recipe” for each assignment. One paper, for example, might require a table, photograph, or illustration; a personally conducted survey or interview; and eight sources, all within the last five years, and attach the sources.
- Ungraded self-tests. Increase students’ confidence levels—and suppress the feeling that they must cheat to pass—by providing plenty of opportunities for self-testing to let them know if they have mastered the course concepts; for these use multiple-choice, true-false, or matching so students can easily grade self.
- Post-assignment discussion. Once a paper is turned in, ask students specific questions about their topics and purposes, and how they conducted their research. You can also ask students to write essays or online discussions about what they learned from completing the assignment.
- Research instruction. Make clear to students how to use information gathered online. Without such guidance, students will more likely to conduct poor research and incorporate information inaccurately.

—Evelyn Beck

Plagiarism?

What is plagiarism?

Plagiarism is submitting all or part of another’s work as one’s own in an academic exercise. It is considered plagiarism if you use even a phrase or the same sentence structure as your source, even if you document the source. To avoid plagiarism, you must use your own words and your own sentence structure, and you must credit the source for any ideas that are not your own.

—Evelyn Beck
Lesson Plans

The Three Rs of Teaching

The three Rs of good teaching are repeat, respond, and reinforce. Very simply, ask students to repeat meaningful comments, ask others to respond to the comment or concept, and reinforce the statement or add your own conclusions.

A lesson plan is made up of a number of parts:

- A list of definitions for explanation.
- The objectives and outcomes for the class period.
- The impact or purposes of the class period.
- A definite plan for instructor activities.
- The outline of student activities.
- The assignment for the next session.

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Invitation to a Rubrics Workshop

Saturday
MAY 17, 2014
10 am – 1 pm
OCCI Lobby

Pizza lunch is included!

We want to give better feedback to students, but spend less time grading. (No, we are not delusional!) Please join us as we explore the ways that rubrics could make our lives easier. It doesn’t matter whether you’ve used rubrics for years or never used them. If you are interested in the possibilities presented by rubrics, we need you.

Please bring any rubrics that you have, whether they are finished or not. If we have specific rubrics to work with, the workshop is less likely to devolve into boring generalities.

If you have questions, please contact any of us:

 Rod Keller  Jessie Milligan  Diana Schab
 Kyriakos Kyriakou  Anny Mueller  Ross Tomlin
 Karen Matson  Joy Parker  Marta Wozniak

If you’re planning to come, please confirm with Anna Chavez, achavez@socc.edu

Curry Campus
IPV hosted by Marta Wozniak

SOUTHWESTERN
Oregon Community College

1988 Newmark Ave.
Coos Bay, OR 97420
www.socc.edu

SWOCC Teach Issue SP  May 2014
Southwestern Oregon Community College
Board of Education
Integrated Technology Services and Research Report

Prepared by: Rocky Lavoie, Director of Integrated Technology Services

Integrated Technology Services Mission

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

Core Theme: Access

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

Web Systems:
- Continued development on new SWOCC website
- Set up meetings with various groups on campus to discuss plans for the new website
- Regular updates that include: Maintaining press releases, news, banner & graphics creation, social networking updates, content editor support, video uploads, directory updates and content changes across southwestern websites

Core Theme: Community Engagement, Learning and Achievement

Media Services and Instructional Labs:
- Installed new Hawks testing software in the Math Learning Center, Tioga-408, Brookings testing area, and Gold Beach campus. This software creates a secured lockdown browser for testing purposes.
- Live Streamed Women’s softball games
- Live Streamed Men’s baseball games for the first time here at SWOCC thanks to the new network upgrade
- Installed media streaming equipment into a SWOCC van donated from the college’s car pool so we are now able to pull up to an event, run lines to the cameras and stream live. This cuts down considerably on event setup and teardown time.
- PAC hosted the Middle school Choir Festival
- PAC hosted the Music Departments End of Term Concerts
- PAC hosted the Master Gardener Seminar
- PAC hosted the Texaco Country Showdown
- PAC hosted the North Bend High School Dance Show
- PAC hosted the Celtic Festival
Core Theme: Sustainability

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

**Jenzabar Programming, Training and Support:**
- Provided support and end user training for OOFI/Registration/Transcript/Advising/Admissions staff to prepare for many changes in the setup for the 2014 academic year including preparing Advising trees for 2014, building 2014 trees for new programs, modifying existing prerequisite rules, creating new prerequisite rules, updating prerequisites on courses to use new rules, updating test scores needed to meet prerequisites, updated student transcripts to reflect new course codes for Math 60/65 and CIS 90, updated advising trees for new course codes. Met with staff to map admissions programs for 2014 to the college majors available.
- Created and updated reports:
  - 811 Collections / 711 Collections
  - Term Aid and Housing
  - Payment Plan Register, Overdue Payment Plans
  - Enrollment
  - Budget reports, adjusted budget recommended difference report
  - Sports status report
  - Enrollment verification update
  - Recruiting report
  - Housing application status report, housing residence life academic AR report, student housing application tracking, Room assign data report
  - Graduate applicants
- Modified data or programs:
  - OCCURS
  - Added fields/ programs to track PT Faculty discount credits
  - Institutions – cleanup CEEBS/FICE - ongoing
  - Admissions
  - NSC
  - Athletic data
  - Lab hours
  - Bookstore charges
  - Program to automatically setup default payment plans
  - GL budget data
  - Rave extract update
  - Registrations – updated data out of sync between courses and students
  - Old ACTI codes updated on registrations to new coding system
  - Graduation flags – updated for consistency
  - Housing apps
- Attended meetings for:
  - Met regularly with housing to work through new online Application and Survey process
  - First Stop processes to troubleshoot and brainstorm creative resolutions to existing or anticipated issues
  - Discussing the move to SQL server 2012. Required for Jenzabar Version 5.0
  - Instructional Council to stay ahead of upcoming changes
  - New Website/Portal integration
- Worked on SSRS roll out of reports. Standardizing folder structure, shared datasets and developed security model to control access
- Provided miscellaneous support to Financial Aid, Registration, Business Office, Human Resources, OOFI, Community ED, Advising, Admissions, Athletics
**Systems, Security, and Telecommunication:**

- Prime network management upgrade
- Firewall upgraded
- Server room UPS inspection completed
- Server and pc upgrades for Heartbleed vulnerability
- New phone for swimming coach
- Tioga third floor planning
- Fire Science connected to college network on new fiber link
- Bandwidth upgrade for Gold Beach to 80/20M
- myLakerLink patch installed to fix online payments
- Replaced host server motherboard
- Installed additional network in B2 for networking class
- Newmark tenant agencies phone assistance
- Planning for new SQL server
- Replaced failed disk in SAN
- Planning for new continuously available cluster array.
- Migrating existing virtual servers to enable cluster maintenance
- Trial network and server auditing software
- PCI compliance updated for Foundation eCommerce
- Strategic Plan being updated in TracDat
- Additional wireless access points deployed
- PRI failed for Newmark tenants – aging cable patched by Frontier
- Evaluating other providers for PRI service

**Glossary:**

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

Information: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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<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>
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<tr>
<td>Norman Moore - Campus Security Officer, Unarmed 10-19 hr</td>
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<td>Anna Marca - Curriculum Technician</td>
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<td>Jennifer Silva - In District High School Relations Coordinator</td>
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<td>Brady Esch - Campus Security Officer, Unarmed FT</td>
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<tr>
<td>Joseph Wilson - Campus Security Officer, Unarmed 20-31</td>
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<td>Sandra Bullock - Part Time Swimming Coach</td>
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</table>

KEY: GF=General Fund  *SP=Special Projects  *EF=Enterprise Fund
*Contingent on funding

Information: College Recruiting Update

<table>
<thead>
<tr>
<th>OPEN POSITIONS:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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<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>
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<td>Lead Custodian</td>
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<td>Tenure Track Childhood Education/Family Studies Faculty</td>
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<tr>
<td>Tenure Track Nursing Instructor</td>
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<tr>
<td>Mathematics Instructor and Math Learning Center Coordinator</td>
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<tr>
<td>Student First Stop Center Representative</td>
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<td>Nurturecare Team Leader</td>
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<td>Resident Hall Director</td>
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<td>Grant Accounting Clerk</td>
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<tr>
<td>Curry First Stop Center Representative</td>
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<tr>
<td>Human Resources Director</td>
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<td>Campus Security, Unarmed 10-19 hr</td>
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<tr>
<td>Writing Instructor</td>
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<td>Digital Media Instructor</td>
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<tr>
<td>Criminal Justice Instructor</td>
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<td>Forestry Instructor</td>
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<tr>
<td>Culinary Arts Instructor</td>
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KEY: GF=General Fund  *SP=Special Projects  *EF=Enterprise Fund
*Contingent on funding
Southwestern Oregon Community College District
Board of Education
Curry Program Report

Submitted by: Janet Pretti, Dean of Curry Campus

Core Themes and Objectives

Learning and Achievement

LA1: Students demonstrate progress
LA2: Students complete certificates, degrees, and transfer
LA3: Students demonstrate that they have met institutional learning outcomes

Access

A1: Students access varied learning opportunities

- April 11- ASG hosted a forum on the Curry County Charter Governance ballot measure. It is a hotly debated issue, with strong feelings on both sides of the issue, but the event was civil and informative.
- May 1 – Rebecca Marcus, Curry Academic Advisor and Student Services Coordinator, Kathrine Lundquist, Curry Student Ambassador, the University Center and GEAR UP shared a booth at the 1st Annual Career Fair for the Brookings Harbor School District. The fair was for all district students, K – 12.
- May 13 – Gerry Livingston, Education Talent Search, hosted eleven GBHS freshman at the Curry Campus. Kathrine Lundquist the gave a tour and presentation on college life and Gerry served them lunch and coached them on business lunch etiquette, and how to get the most out of a college visit. None of the students had previously been on the Curry Campus.

A2: Students access services that support learning

- April 28 – Rebecca Marcus and Kathrine Lundquist staffed a SWOCC information table at the OUS Tour Event at Brookings-Harbor High School.
- April 29 – Jenny Silva, SWOCC’s new High School Recruiter, joined Rebecca Marcus and Kathrine Lundquist splacement testing BHHS senior at the Curry Campus.
- May 10 – Jenny Silva returned to work with Rebecca Marcus to advise and register SWOCC bound BHHS seniors for fall term. Several will be taking
advantage of the ½ price summer developmental math classes to get a jump start on college. They met with Gold Beach High School staff the following day.

- May 14 – Janine Edwards, Student Activity Coordinator, is organizing a Curry version of Reg-i-Mania with pizza and lots of encouragement to register now for summer and fall terms.

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

- The Curry Program has been without an instructor for BNA since summer term 2013. Lisa Edwards is instructing the class spring term and will offer a class summer term as well.

Community Engagement

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

- April 13 – Department of Human Services held staff training at the Curry Campus on Professionalism in the Workplace.
- SBDC sponsored classes and workshops:
  - April 1 – June 3 - The SBDC business planning workshop on writing business plans -What is your plan? Is being video conferenced to the Curry Campus. Two businesses are participating.
  - April 24 – July 7 – Quickbooks, is being held on site with seven students.
  - May 21 – 2014 Notary Seminar
- Pain Care Specialists of Medford, rented the Krieger Community Room for an event for area doctors introducing a new visiting specialist and their services.

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

- A late start community education Ballroom Dancing filled to capacity and a second five week session has been planned.
- April 12, 19 & 26 - Ham Radio Operator, fifteen attended.
- May 9, 10 and 11 – Boater Safety, sponsored by the Coast Guard Auxiliary, eight attended. The Auxiliary wanted to move the class from the military facility to a public setting hoping to increase attendance. A series of classes are scheduled after summer including a hands-on GPS class.
- May 14 – Curry HERT (Health Emergency Response Team) meeting
- May 20 - The Oregon Department of Fish and Wildlife will be hosting a meeting to update the community on recreational salmon fishing regulations and gather feedback.
- May 27 –American Red Cross training.
CE3: Our community members participate and contribute to the Foundation in support of the College

- May 14 – Elise Hamner visited the Curry Campus for the first time, to meet with new foundation member Becky Connery, Curry scholarship donors and become familiar with the Curry Campus.

Sustainability

S1: Southwestern provides responsible fiscal management

- The Net Metering contract with Coos-Curry Electric for the solar panels has been completed. During the inspection Coos-Curry informed us we saved over $2700 in the first two years. We also had a higher % of total usage than did Coos-Curry had on their solar panels. We had a 92% rate and Coos-Curry had an 82% rate of possible total output of watts from the solar panels.

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

- Our collaboration with Curry Community Health and Cal-Ore Life Flight to house emergency medical/shelter supplies on the Curry Campus, as first discussed in the 11/13 Board Report, is progressing. The college-purchased Seatrain is in place. Curry Community Health received their grant and the initial $6500 purchase of supplies is now on site. Local CERT volunteers will be installing shelving units for better organization as more supplies are accumulated.
- Nick Hammon attended the April Ham Operator class and has passed the ham radio license test for Citizen Emergency Response Team. A donated ham radio station equipment has been installed on site.
- Nick Hammon has completed the first of a three-test series for a Pest Control License.

S3: Southwestern delivers viable quality instruction

- May 15 - Debra Buck from the Oregon State Board of Nursing was on the Curry Campus and at Curry Good Samaritan, our clinical partner, observing the Curry BNA class and class records. It was her first visit to the Curry Campus Allied Health Training lab. Having observed the less than optimum learning environment of our previous classroom at Good Samaritan (a converted patient room) on previous visits, she marveled at transformative effect was having on our program and our students. The visit was part of a college-wide OSBN survey of SWOCC’s BNA/CNA2 programs resulting in approval for two years, the maximum amount of time the board allos for those two programs.