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

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

Board of Education Meetings
96082 Lone Ranch Parkway, Brookings, Oregon
Monday, July 27, 2015

AGENDAS with Estimated Timelines=

1. COMMUNITY RECEPTION (Commons Area)  2:30 p.m.
2. CALL OPEN SESSION TO ORDER (Krieger Community Rm)  3:30 p.m.
3. AGENDA CHANGES
4. OATHS OF OFFICE
   A. Harry Abel, Position # 1, Exhibit # 4 A
   B. Ken Messerle, Position # 3, Exhibit # 4 B
   C. Susan Anderson, Position # 6, Exhibit # 4 C
5. ORGANIZATIONAL
   A. Election of Board Officers
      1) Board Chair
      2) Board Vice-Chair
      3) Clerk and Deputy Clerk of the Board, Custodian of Funds and Budget Officer, Exhibit # 4 C
   B. 2015-16 Board Roster, Exhibit # 5 B
   C. 2015-16 Meeting Dates, Exhibit # 5 C
6. INTRODUCTIONS
   A. Employees, Exhibit # 6
      New to College
      • Eric Stasak, VP of Administrative Services
      • Cody Yeager, Dean of Career Technical Education (CTE)
7. BOARD DEVELOPMENT
   A. Presentations
      1) Advertising/Marketing Presenters: DHX Advertising
      2) Curry Presenter: Janet Pretti
8. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 09/02/15, 10:00 am, Board Retreat, OCCI
      • 09/03/15, 8:30 am, Board Retreat, OCCI
      • 10/14-17/15, ACCT Leadership Conference, San Diego
      • 11/4-6/15, OCCA Conference, Salishan
      • 12/11/15, 6:45 a.m., Economic Outlook Forum, The Mill
   B. Board Operations
      1) OCCA Report, Exhibit # 8 B 1
9. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit # 9 B
      Presenter: Kathy Dixon
CONSENT AGENDA
A. June 22, 2015 Meeting Minutes, Exhibit #10 A
B. Children’s Trust Fund of Oregon – Pathways to Positive Parenting, Exhibit #10 B
C. Footbridge, Exhibit #10 C
D. Umpqua Bank Banking Powers, Exhibit #10 D

OLD BUSINESS
A. Board Policy Review – 2nd Readings
   - 3035, College Organization
   - 3040, Evaluation of Administrators
   - 3045, Approval of Handbooks and Directives
   - 3050, Temporary Administrative Arrangements

PUBLIC COMMENT

NEW BUSINESS

CORRESPONDENCE/INFORMATION

RECESS INTO EXECUTIVE SESSION (immediately following Open 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

ADJOURNMENT

Shaded Exhibit included in meeting materials

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

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

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

I, HARRY ABEL, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of the Office of the Board of Education to the best of my abilities.

Signed:

________________________________________

Harry Abel

State of Oregon
County of Coos

Subscribed and sworn to me on June 22, 2015.

________________________________________

D Nicholls, Notary Public, State of Oregon
Commission Expires: November 3, 2015
Southwestern Oregon Community College District
Board of Education

I, KEN MESSERLE, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of the Office of the Board of Education to the best of my abilities.

Signed:

________________________________________
Ken Messerle

State of Oregon
County of Coos

Subscribed and sworn to me on June 22, 2015.

________________________________________
D Nicholls, Notary Public, State of Oregon
Commission Expires: November 3, 2015
Southwestern Oregon Community College District
Board of Education

I, SUSAN ANDERSON, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Southwestern Oregon Community College District. During my term, I will faithfully and impartially perform the duties of the Office of the Board of Education to the best of my abilities.

Signed:

____________________________
Susan Anderson

State of Oregon
County of Coos

Subscribed and sworn to me on June 22, 2015.

D Nicholls, Notary Public, State of Oregon
Commission Expires: November 3, 2015
Southwestern Oregon Community College District
Board of Education

Prepared by: President's Office

ACTION UNDER CONSIDERATION

Appoint the College President as Clerk and the Vice President of Administrative Services as Deputy Clerk of the College District; the College President and the Vice President of Administrative Services as the Custodians of Funds for the College District; and the President of the College as the Budget Officer for the College District.

HISTORY

According to ORS 341.283, community college districts must select board officers after July 1; ORS 255.335 requires that a district board hold an organizational meeting between the May election and before August 1. During the organizational meeting, the Board of Education appoints the Clerk, Deputy Clerk, Custodians of Funds and Budget Officer of the District for the new fiscal year.

It is the policy of the Board of Education to appoint the College President as Clerk of the Board, the Vice President of Administrative Services as Deputy Clerk of the Board. The President and Vice President of Administrative Services are also appointed as Custodians of Funds in accordance with ORS 341.703. The President is appointed as the Budget Officer in accordance with ORS 294.331.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District appoints the College President (Dr. Patty Scott) as Clerk and the Vice President of Administrative Services (Eric Stasak) as Deputy Clerk of the College District; the College President and the Vice President of Administrative Services as the Custodians of Funds for the College District; and the President of the College as the Budget Officer for the College District.
<table>
<thead>
<tr>
<th>Position #</th>
<th>Name</th>
<th>Position</th>
<th>Election Year</th>
<th>Term Ends</th>
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<tr>
<td>1</td>
<td>Harry Abel, Jr.</td>
<td>Position #1</td>
<td>2015</td>
<td>06/30/19</td>
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<td>2</td>
<td>Marcia Jensen</td>
<td>Position #2</td>
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<tr>
<td>3</td>
<td>Ken Messerle</td>
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<td>06/30/19</td>
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<td>4</td>
<td>David Bridgham</td>
<td>Position #4</td>
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<td>06/30/17</td>
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<td>5</td>
<td>Tim Bishop</td>
<td>Position #5</td>
<td>2013</td>
<td>06/30/17</td>
</tr>
<tr>
<td>6</td>
<td>Susan Anderson</td>
<td>Position #6</td>
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<td>06/30/19</td>
</tr>
<tr>
<td>7</td>
<td>Judy May-Lopez</td>
<td>Position #7</td>
<td>2013</td>
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**PROPOSED**

Southwestern Oregon Community College District
Board of Education Meetings
2015-16

* retreat  ** work session  *** budget committee

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Fourth Monday</td>
<td>July 27, 2015</td>
<td>Brookings</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>First Wednesday</td>
<td>September 2, 2015*</td>
<td>Lakeview E/F</td>
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</tr>
<tr>
<td>First Thursday</td>
<td>September 3, 2015*</td>
<td>Lakeview E/F</td>
<td>8:30 a.m.</td>
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<tr>
<td>Third Monday</td>
<td>September 21, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Fourth Monday</td>
<td>October 26, 2015</td>
<td>Tioga Hall, Room 505</td>
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<td>Third Monday</td>
<td>November 16, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>First Monday</td>
<td>December 7, 2015**</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Fourth Monday</td>
<td>January 25, 2016</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Fourth Monday</td>
<td>February 22, 2016</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Fourth Monday</td>
<td>March 28, 2016</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Fourth Monday</td>
<td>April 25, 2016</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>Second Monday</td>
<td>May 9, 2016***</td>
<td>Tioga Hall, Room 505</td>
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<td>Fourth Monday</td>
<td>May 23, 2016</td>
<td>Tioga Hall, Room 505</td>
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<tr>
<td>First Monday</td>
<td>June 6, 2016****(if needed)*</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>June 27, 2016</td>
<td>Tioga Hall, Room 505</td>
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<tr>
<td>Fourth Monday</td>
<td>July 25, 2016</td>
<td>Brookings</td>
<td>TBD</td>
</tr>
</tbody>
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Additional Work Sessions may be scheduled. All dates are subject to change.
SOUTHWESTERN OREGON COMMUNITY COLLEGE
HUMAN RESOURCES DEPARTMENT

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

New to College:

Eric Stasak – Vice President of Administrative Services (Full-Time MASSC)

Education:
Bachelor’s in Mechanical Engineering – Michigan Technological University, Houghton, MI

Recent Work Experience:
Vice President Administrative Services/Chief Financial Officer, 2012 - 2015, Klamath Community College, Klamath Falls OR

Cody Yeager – Dean of CTE (Full-Time MASSC)

Education:
Master’s in German – University of Arkansas, Fayetteville, AZ
Master’s in English – Slippery Rock University, Slippery Rock, OR
Bachelor’s in German – Clarion University, Clarion, PA

Recent Work Experience:
Director of Pre-College & Transfer Programs, 2014 – 2015, Columbia Gorge Community College, The Dalles, OR
Director of Education/DRCI, 2008 – 2013, Central Oregon Community College, Bend, OR
Native American Program Coordinator, 2006 – 2008, Central Oregon Community College, Bend, OR
Coordinator of Educational Services, CTWS, 2003 - 2006, Central Oregon Community College, Bend, OR
Session Overview

The 2015 Legislative Session was the first since the recession in which legislators began to make restorations to budgets beyond their pre-recession funding levels. It will also be remembered for a session that began with one governor, but saw his resignation and replacement by Governor Kate Brown, all in the first month of session.

OCCA focused much of the organization’s energy around advocating for a significant increase to the community college support fund, with no strings attached as to how the money would be spent by colleges. This was the first session since the 2007, when the Great Recession began, in which quarterly economic forecasts were consistently optimistic. In fact, leading into the legislative session, one of the biggest concerns for budget writers was whether the state kicker law would trigger the automatic refund of over $350 million in income tax revenue. Eventually, legislators found the kicker would kick but revenue for the upcoming biennium was projected high enough to continue making budget restorations.

However, midway through the session, a ruling on the Public Employment Retirement System (PERS) deal crafted in the 2013 session, was mostly struck down by the Oregon Supreme Court. The decision upheld changes for future retirees and ended tax payments for out-of-state retirees but overturned changes to the COLA benefits of current retirees – leaving only a fraction of the savings from the 2013 law and setting up a complicated system for determining COLAs in the future. While PERS has reserves set aside to cover the costs of the court overturning the COLA changes in the upcoming biennium, costs to employers will rise in the 2017-19 biennium as unfunded actuarial liabilities increase.

With John Kitzhaber resigning as Oregon’s governor on February 12, much of his signature education policy changes were left in flux. The fate of the OEIB (Oregon Education Investment Board) changed dramatically with Kitzhaber’s departure and left a bit of a policy vacuum for issues like free community college gain momentum and others like the OEIB’s accelerated learning proposal to collapse and be largely replaced.

With large majorities in both chambers after the 2014 election, democrats also had the ability to push through legislation that had died in the Senate in previous the session. This affected legislation on a variety of issues from the environment to education. It also meant that organized labor was able to pass a few of their priority bills that had failed in previous sessions.
**Budget**

OCCA worked in coalition with the public universities in advocating for funding for both sectors with community colleges asking for $550 million and universities asking for $755 million. Advocacy efforts included a joint higher education rally, outstanding joint representation at the Ways and Means Committee road hearings, and numerous legislative visits with a coalition of students, administration and faculty.

In the end, the community college support fund was funded at $550 million dollars with a budget note asking the Office of Community Colleges and Work Force Development (CCWD) to update relevant legislative committees if an outcomes-based funding formula is adopted. No other restrictions were placed on the budget. This represents a $100 million, or 22% increase over the 2013 session appropriation.

**Governance**

With the departure of Governor Kitzhaber, much of his education agenda, especially the fate of the OEIB, were left in flux. Led by Senator Arnie Roblan, the legislature convened a workgroup of members of the legislature and stakeholders across all sectors of education. OCCA participated heavily in the workgroup which lead to the passage of SB 215. The OEIB will now become the Chief Education Office directed by the Chief Education Officer, who will be appointed by the Governor. The office will not be directed by a board as the OEIB was and will have much narrower responsibilities, including playing a coordinating role to focus on transitions between sectors and equity issues. Notably, the HECC Executive Director will no longer report to the Chief Education Officer, except for the specific issues related to “multi-agency” planning.

(P) = Passed (F) = Failed to Pass

**Budget**

**(P) Aspirations to College (HB 3063)** – The Aspirations to College bill continues a program through CCWD for a grant program that distributes moneys to community colleges to increase number of underserved, low-income and first-generation college-bound students who enroll in community college and make progress toward degree or certificate. It was funded at $3 million.

**(F) Tuition Freeze (HB 3281 INTRO)** – This bill was at the request of the Oregon Student Association placing a tuition and fee freeze on public universities and community colleges for the 2015-17 biennium. The bill was intended to make a point more than anything else and did not receive a hearing.
(P) HECC/CCWD Budget (HB 5024 A) – This is the budget bill for HECC, OSAC, universities and the Community College Support Fund. It includes $550 million for the support fund, a 22 percent increase over the previous biennium. That budget included a budget not asking HECC to update the legislature should it move to an outcomes-based funding model. Funding for the Oregon Opportunity Grant program is increased to $140.9 million total funds, a 23.7 percent increase. At this level of funding approximately 84,000 recipients are expected to receive grants averaging $1,650.

(P) Advising Support (SB 5507) – In last minute budget negotiations, OCCA was able to secure an additional $1.5 million for student advising.

Capital Construction

(P) Capital Construction Bills (HB 5005 A & HB 5006 A) – Community colleges were not included in capital construction for the 2015 session after the legislature funded the entire community college capital list in the 2013 session. With that funding, the Ways and Means Committee directed community colleges not to ask for new capital projects until the 2017 session. However, language approving land sales for two existing projects at Rogue and Tillamook Bay were included in the bill, along with an extension for Clackamas and a substitute of projects for Mt. Hood.

Collective Bargaining

(F) Expedited Bargaining Changes (HB 2544 A) – As introduced, this bill would have changed existing expedited bargaining provisions in the Public Employee Collective Bargaining Act and required mediation and arbitration to implement mid-term contract changes when disputes arose. OCCA joined other local governments in opposing this bill as it would have removed an essential tool to move forward with mid-term contract changes when warranted. The bill died in the Senate Rules Committee.

CTE/STEM

(P) CTE Funding for School Districts (HB 3072 A) – The legislature funded $35 million for career and technical education (CTE) through the Oregon Department of Education budget. This bill sets up a framework for that funding. Appropriates include $2 million for post-secondary CTE for underrepresented and women students, $5 million for stem hubs, $4.75 million for stem innovations, $8.75 million for career pathways for K-12, and $9 million for CTE revitalization grants.

(F) CTE Revitalization Grants (SB 725 INTRO) – Republican Senator Alan Olsen introduced this bill to appropriate $25 million to the HECC for CTE revitalization grants to community colleges. Democratic leadership allowed a courtesy hearing on the bill, but it was never seriously considered for passage and was outside the regular budget process.
Education Policy

(P) Non-Credit Training Certificates (HB 2410 ENB) – CCWD staff worked in the interim on this concept to allow certification of non-credit training. OCCA strongly supported the concept and worked to counter concerns raised by for-profit providers. The bill passed with near unanimous support.

(P) Transfer of Community College Credits (HB 2525) – This bill was to insure the transferability of community college courses to public universities as well as establish processes that minimize the number of courses a student transferring with the AAOT would need to complete to earn a bachelor’s degree. As enrolled, the bill now directs the Higher Education Coordinating Commission to convene a work group to develop standards related to transferability of credits for community colleges and public universities with a report due to the legislature by July 1, 2016.

(P) Community College Placement (HB 2681) – In its original form, this bill from Rep. Komp directed community colleges to use one of four national assessments for student placement in college courses. However after OCCA worked with the representative, the bill now directs the Higher Education Coordinating Commission and State Board of Education to appoint a work group to examine and recommend effective processes and strategies for placing students in courses at community colleges. This work will be closely aligned with placement work already underway via the developmental education redesign effort. A preliminary report is due to the legislature by February 1, 2016, with a final report due September 15, 2016.

(F) Establish Work Group to Identify Bachelor Degree Courses (HB 2682) – This bill was sponsored by Rep. Komp in an effort to ease the student transfer process from community college to public university. Specifically, the bill directed the Higher Education Coordinating Commission to convene a work group of public university presidents to identify core classes needed for a bachelor’s degree and articulate the criteria a community college course must have in order to be counted as one of the core classes. This bill died in committee.

(F) Parlez Vous Linux? (HB 2766 INTRO) – This bill would have allowed language-based computer coding to satisfy any world language requirements in public schools and second language requirements in community colleges and post-secondary institutions of education. It failed to move forward after an initial hearing.

(P) Open Educational Resources (HB 2871) – Establishes Open Educational Resources (OERs) Grant Program for community colleges and universities within Higher Education Coordinating Commission (HECC). The bill requires HECC to identify OERs adopted as primary instructional material for at least 15 postsecondary courses with a report due to the legislature by December 1, 2015. HECC was also directed and funded to hire a specialist to focus on this area. This bill appropriates $700,000 for grants to colleges and universities to develop OERs.
(P) Establishes Affordable Baccalaureate Degree Act (HB 2973 EN) – This bill directs universities to work toward a fixed cost baccalaureate degree that is less expensive than a traditional degree. Community colleges are to work with the universities to provide streamlined transfer and dual enrollment programs.

(F) Community College for High School Students (HB 3118 INTRO) – This bill would have allowed high school aged students who have not received high school diploma to attend community college and to use moneys that would have paid for public school to be paid for books, tuition and fees. This bill did not receive a hearing.

(P) Oregon Promise (Free Community College Tuition for Some) (SB 81 A) – SB 81 creates a program administered by the Oregon Student Access Commission (OSAC) for students who have graduated from high school with a 2.5 GPA or received their GED in the last six months. Students must file a FAFSA if eligible. The grant is a minimum of $1000 up to the average cost of community college tuition. HECC is given authority to direct the grant at graduates from specific high schools or districts and to promulgate rules to design the program to help students succeed and complete. $10 million is appropriated to fund the program in the second year of the 2015-17 biennium. OCCA worked extensively with legislative leaders to frame the resulting legislation to ensure it is workable and meets the needs of students.

(F) Accelerated Learning (SB 84 INTRO) – This bill would have established statewide standards and funding mechanisms for accelerated college credit programs for high school students. As introduced, it would have banned online college courses for high school students and given HECC authority to set faculty credentials. OCCA opposed the bill.

(F) Let’s End Poverty (SB 114 INTRO) – This bill would have directed the now defunct Oregon Education Investment Board to work with the Early Learning Council to evaluate methods for providing components of two-generation strategy to address poverty. The bill received a hearing but did not move further in the process.

(F) Fifth Year High School Programs (SB 322 INTRO) – This bill would have established funding mechanism for fifth year high school programs. However, a companion bill, SB 898, established a one year moratorium on the expansion of five year programs pending a workgroup on the topic.

(P) Oregon Promise Support Money (SB 418 A) – The bill as passed out of the Senate Education Committee would have implemented the language of SB 84 and the accelerated learning task force. OCCA worked to amended it to set aside $7 million in the Emergency Board for advising and accelerated learning for Oregon Promise students. HECC will convene a work group to make recommendations for the use of the money prior to the 2016 session.
(F) Universities Awarding Associate Degrees (SB 518 INTRO) – This bill would have directed the HECC to convene a work group of representatives from public universities and community colleges to determine whether the 40-40-20 mission would be enhanced by enabling universities to award associate degrees.

Financial Aid

(F) Prohibits Contracts with Financial Aid Management Firms (HB 2254 INTRO) – This bill would have prohibited public colleges and universities from entering into contracts with third-party financial services firms like Higher One. It also would have prohibited practices such as the PIN transaction fee charged in some Higher One contracts. This bill received a hearing but did not move any further in the process. HB 2832 eventually became the vehicle for changes in this policy area.

(P) Changes to the Oregon Opportunity Grant (HB 2407 A) – This bill gives the executive director of the Oregon Student Access Commission the ability to set maximum award amounts for the Oregon Opportunity Grant and set priorities for funding if they grant is not fully funded. Priorities would include things like low-income status and the state’s equity goals. The bill represented the work of a task force that included members of the HECC and financial aid directors from community colleges and universities. OCCA also participated in the task force.

(F) Pay it Forward (HB 2662 A) – This bill directs the HECC to set up the policies and rules necessary to implement the Pay it Forward program, by which students would attend a community college or university tuition-free but would pay the cost back later as a percentage of the salary. The program has no funding attached but directs the HECC to set up the program should funding become available. The program has no mandates regarding tuition for colleges and universities and would run through OSAC.

(P) Third Party Financial Services (Higher One) (HB 2832 B) – Often referred to as “the Higher One bill,” this legislation prohibits certain practices when public colleges or universities enter into agreements with third party financial services companies like Higher One. Practices that will be prohibited include PIN transaction fees and profit sharing. OCCA worked with universities and other advocates to amend the bill including the removal of language that would have granted students a private right of action in disputes with such companies.

(F) Third Party Financial Service Contract Negotiating (HB 3184 INTRO) – This bill would have directed the State Treasurer, in consultation with HECC, to negotiate contracts with companies like Higher One. Ultimately the Treasurer’s Office did not want this responsibility and the bill did not move through the process after an initial hearing.
(F) Oregon Opportunity Grant Funds for STEM Field (SB 529 INTRO) – This bill would have required that at least 25 percent of Oregon Opportunity Grant moneys be awarded to students committed to majoring in science, technology, engineering or mathematics fields. The bill did not receive a hearing.

(P) Financial Aid for Students Qualifying for Exemption From Nonresident Tuition (SB 932 A) – This bill, championed by the Oregon Student Association, allows students to be eligible for the Oregon Opportunity Grant if they are undocumented but qualify for in-state tuition under Oregon law.

Governance

(P) Integrates CCWD into HECC (HB 2408 EN) – Based on recommendations from the HB 4018 task force, this bill completes the integration of CCWD into HECC by moving CCWD into HECC as the Office of Community Colleges and Workforce Development. It also changes the name from Commissioner to Director.

(F) Removes Sunset on Achievement Compacts (HB 2953) – This bill was to allow the continuation of achievement compacts beyond the 2016 academic year. It also contained language clarifying that annual submission dates for compacts would be established by the Oregon Education Investment Board. With the bill’s failure, achievement compacts are repealed.

(P) Reconfigures OEIB (SB 215 A) – This bill drastically changes the Oregon Education Investment Board by eliminating the board, reconfiguring the duties of the Chief Education Office to focus on convening and facilitation, and limits the authority for rulemaking and oversight over the HECC and the Oregon Department of Education. The bill also extends the sunset for four more years with a continuation of the workgroup of education stakeholders to further recommend changes at the 2016 session. OCCA played a key role in shaping the final version of the bill.

Health Care

(P) OEBB Entity Definition Broadened to Include OCCA (SB 681 EN) – This bill revises the definition of "local government" to allow inter-government entities established under ORS 190, including OCCA, to gain access to health insurance through the Oregon Educators Benefit Board (OEBB). Allowing OCCA to access OEBB plans to cover staff provides a potentially less expensive option for health benefits. OCCA currently obtains insurance through the Small Business Insurance market.

(F) Health Insurance for Part-Time Faculty (SB 702 A) – Community colleges and universities would have been required to pay the premium costs for part-time faculty members who qualified for health insurance based on work at multiple institutions. Part-time faculty working at multiple institutions already have access to Oregon Educators Benefit Board (OEBB) plans on a self-pay basis. OCCA worked
with the OEBB and the colleges to identify the potential cost of this mandate. Due to the significant cost to universities and community colleges, the bill was referred to the Joint Committee on Ways and Means for further consideration. While the bill did not move forward, an amendment was added to SB 113 to require HECC to form a workgroup to make recommendations before the February 2016 Legislative session on how part-time hours are calculated and premiums might be subsidized in the future.

**Operations**

(P) **Protects Confidential Communications for Victims of Sexual Violence (HB 3476 EN)** – OCCA joined the Title IX Coordinators at Oregon’s public post-secondary institutions in support of this bill to establish privilege in civil, criminal, administrative and school proceedings for communications between persons seeking services related to domestic violence, sexual assault or stalking and victim services programs and advocates. The bill was signed by the Governor and become effective June 4, 2015.

(P) **Use of Preferred Name and Voluntary Identification of Students, Faculty and Staff Sexual Orientation (SB 473 B)** – OCCA worked with the bill’s proponents on an amendment to require HECC to work with community colleges to determine the best method for collecting voluntarily provided data related to sexual orientation and implementing policies permitting enrolled students to use preferred names on certain college documents. HECC must also identify barriers to carrying out these requirements including legal, cost, and data system limitations and report back to the legislature no later than May 31, 2016.

(P) **Community College Budget Information (SB 519 A)** – This bill requires CCWD to select and implement a uniform budget and accounting system to be used by community colleges and to publicly post the information on the department’s website. OCCA worked to clarify that the system already exists and is used by community colleges. Due to personnel changes at CCWD this information is no longer posted on a publicly accessible web page. This bill will require that information to be available once again.

(P) **Policies to Assist Victims of Sexual Assault on College Campuses (SB 759 EN)** – Community colleges were added to this bill, which requires Oregon public and private post-secondary institutions to adopt written protocols for victims of sexual assault to ensure that victims receive necessary services and assistance. The requirements mirror best practices that exist in federal law related to the federal SaVE Act, Clery Act, and Title IX. OCCA worked with the colleges and the bill’s proponents to ensure the requirements are consistent with current efforts and can be met without additional administrative burden. The bill was signed by the Governor and is effective January 1, 2016.
PERS

(F) PERS Police Officer Benefits for Community College Instructors Teaching in Correctional Facilities (HB 2807 INTRO) – HB 2897 would have changed the qualification of full-time faculty members employed by a community college to teach incarcerated persons within a secure perimeter of correctional institution as police officers under Public Employees Retirement System. This change would have impacted PERS retirement age and benefits for full-time faculty only. A public hearing was held by the House Business and Labor Committee and no further action was taken.

Personnel

(P) Criminal History Background Check (HB 3025 B) – As proposed this bill would have established an unlawful practice of inquiring into or considering applicant’s conviction history on application form or prior to interview or, if no interview is conducted, prior to conditional offer of employment. Due to concerns raised by employers, the bill was significantly amended to prohibit asking the question about criminal convictions on an employment application or prior to an initial interview unless federal, state or local law (including rules and regulations) provides otherwise. The bill was signed by the Governor and becomes effective on January 1, 2016.

(F) Unemployment Benefits Payable to Faculty During Summer Term (HB 3508 INTRO) – OCCA opposed this bill providing that unemployment insurance benefits would be payable during summer term to community college faculty who have received assignments for previous summer term. Oregon law and federal unemployment insurance rules prohibit the payment of benefits to faculty and staff during breaks between terms including summer term when the faculty member has reasonable assurances of continuing employment. A public hearing was held by the House Business and Labor Committee and no further action was taken on this bill.

(P) Reporting of Employee Data and Health Insurance for Part-Time Faculty (SB 113 A) – This bill requires HECC to convene work group of stakeholders to determine most appropriate method for public universities and community colleges to report employment data for employees. The categories of employee data to be reported is expanded considerably from the existing full-time and part-time faculty categories. The bill was amended to include a work group to evaluate health insurance for part-time faculty working at multiple post-secondary institutions. Reports and recommendations are due to the Legislature by the end of 2015. See also SB 702.

(P) Mandatory Sick Leave (SB 454 EN) – This bill requires all employers to implement sick leave policies for employees providing a minimum of five sick days per year. Under the bill sick leave accrues at a rate of one hour of leave per thirty hours worked. Employers with policies that meet the minimum requirements of the bill are deemed in compliance. OCCA intends to convene a work group of human
resources directors and business officers to address implementation issues and make recommendations for changes to the statute for the February 2016 session. The bill is effective January 1, 2016.

(F) Unemployment Insurance for Classified Staff During Summer Term (SB 470 A) – After concerns were raised by OCCA and school districts, SB 470 was amended to address a limited population of classified staff who are eligible for unemployment insurance. Due to concerns about conformity with federal law, the bill did not move forward. The chair of the House Business and Labor Committee, Rep. Holvey, indicated he would like to convene an informal workgroup during the interim to explore this issue and possible options further. The workgroup will include community college representatives as well as staff from the Oregon Employment Department.

Public Contracting

(F) Posting of Contracting Information on Oregon Transparency Website (HB 3321 INTRO) – This bill would have required contracting agencies to provide to Oregon Department of Administrative Services, and department to post on Oregon transparency website, certain information about public contracts. OCCA worked with other local government entities in opposing this bill. The Department of Administrative Services is already working to post some information related to community college and school district contracts on the website in the least burdensome manner possible as required by HB 3035 (2013).

(F) Local Area Study Required for Public Contracts (HB 3322 INTRO) – This bill would have required a contracting agency before conducting procurement to conduct a study concerning how the procurement would affect the local area in which work in connection with procurement would occur and to post results of study to contracting agency's website and to Oregon transparency website. OCCA joined with other local and state agencies in opposing this overly burdensome requirement. The bill died in the House Rules Committee.

(F) Public Contracting Cost Analysis (SB 414 INTRO) – This bill would have permitted an employee of a contracting agency that conducts a cost analysis or determines the feasibility of procurement, or exclusive representative of employee's bargaining unit, to seek judicial review of a cost analysis or determination, and would have expanded the requirements for conducting the cost analysis. OCCA joined with other local state and governments in opposing this bill as overly burdensome. If it had passed, it would make it nearly impossible to contract out for services. A public hearing was held in the Senate Workforce Committee and no further action was taken.
**Students**

**(P) Rules for Subsidy Programs for Employment-Related Child Care (HB 2015 A)** – This bill directs the Department of Human Services, in consultation with Early Learning Division and Office of Child Care, to adopt rules for subsidy programs for employment-related child care that, at minimum, provide for one year of eligibility regardless of change in employment, permit students enrolled in coursework and self-employed persons to receive subsidized employment-related child care, and provide for reduced copayments and incentive payments when child care provider meets specified minimum standards. Unfortunately, this program continues to have a significant waiting list for eligible families.

**(F) Directs HECC to Conduct Child Care Survey (HB 3407 INTRO)** – This bill would have directed the HECC to study child care needs at colleges and universities. It was strikingly similar to one passed in the 2015 session that created a task force to study child care needs at community colleges. The bill did not receive a hearing.

**Veterans**

**(P) Requires Universities to Establish Priority Enrollment System for Veterans (HB 2645 EN)** – This bill requires public universities to establish a priority enrollment system for qualified students who are active members of Armed Forces of the United States, who are qualified veterans or who receive veterans’ educational benefits as federally qualified dependents of active members or qualified veterans. The bill requires community colleges to allow qualified students into priority registration if the college has such a system. OCCA worked with the bill’s sponsor to draft an amendment to clarify that the requirement applies only to colleges with existing priority enrollment systems.

**(F) Veterans’ Hiring Preferences (SB 87 A)** – This bill would have modified current law regarding the requirement that a public employer grant preference to veterans and disabled veterans in the selection process for competitive positions. It was introduced after work was done during the interim to clarify state and federal veterans’ preferences in hiring. Unfortunately consensus could not be reached on the clarifications prior to adjournment.
Southwestern Oregon Community College

Financial Statements Narrative

General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.
**Southwestern Oregon Community College**  
**GENERAL FUND**  
**Statement of Budget and Revenues and Expenditures**  
*For the period ending June 30, 2015 "Preliminary"*

*July 23, 2015*

<table>
<thead>
<tr>
<th>Revenues:</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>Beginning Fund Balance (July 1, 2014) Undesignated</td>
<td>$ 2,171,492.06</td>
<td>$ 2,000,000</td>
<td>171,492.06</td>
<td>108.6%</td>
<td></td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>1,500,618.87</td>
<td>6,254,376</td>
<td>6,274,885</td>
<td>(20,508.97)</td>
<td>99.7%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>3,850.29</td>
<td>16,173.18</td>
<td>13,500</td>
<td>2,673.18</td>
<td>119.8%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>236,097.63</td>
<td>5,315,890</td>
<td>5,284,483</td>
<td>31,407.58</td>
<td>100.6%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>6,241.92</td>
<td>5,612,730</td>
<td>6,275,912</td>
<td>(663,181.71)</td>
<td>89.4%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>23,105.07</td>
<td>135,039.90</td>
<td>28,000</td>
<td>107,039.90</td>
<td>482.3%</td>
</tr>
<tr>
<td>Other Income</td>
<td>15,165.69</td>
<td>462,043.90</td>
<td>512,670</td>
<td>(50,626.10)</td>
<td>90.1%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>500,000.00</td>
<td>2,700,000</td>
<td>4,860,000</td>
<td>(2,160,000.00)</td>
<td>55.6%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>50,000.00</td>
<td>669,906</td>
<td>(619,906.00)</td>
<td>7.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>2,285,079.47</strong></td>
<td><strong>20,546,253.88</strong></td>
<td><strong>23,919,356</strong></td>
<td><strong>(3,373,102.12)</strong></td>
<td><strong>85.9%</strong></td>
</tr>
<tr>
<td>Total Resources Available</td>
<td><strong>22,717,745.94</strong></td>
<td><strong>25,919,356</strong></td>
<td><strong>(3,201,610.06)</strong></td>
<td><strong>87.6%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>909,659.95</td>
<td>8,926,097</td>
<td>9,170,167</td>
<td>244,069.94</td>
<td>97.3%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>338,523.94</td>
<td>3,887,205</td>
<td>4,468,790</td>
<td>581,584.11</td>
<td>87.0%</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>191,421.35</td>
<td>2,969,188</td>
<td>3,534,912</td>
<td>565,723.79</td>
<td>84.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>60,000</td>
<td>60,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>2,200,000</td>
<td>4,860,000</td>
<td>2,660,000.00</td>
<td>45.3%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>32,987.50</td>
<td>35,000</td>
<td>2,012.50</td>
<td>94.3%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>937,145.90</td>
<td>1,687,655</td>
<td>1,970,487</td>
<td>282,831.19</td>
<td>85.6%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,376,751.14</strong></td>
<td><strong>19,703,134.47</strong></td>
<td><strong>24,099,356</strong></td>
<td><strong>4,396,221.53</strong></td>
<td><strong>81.8%</strong></td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td><strong>(91,671.67)</strong></td>
<td><strong>843,119.41</strong></td>
<td><strong>3,014,611.47</strong></td>
<td><strong>$ 1,820,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds  
For the Periods Ending June 30, 2015 and 2014 "Preliminary"  

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Financial Aid Fund</th>
<th>Special Projects Fund</th>
<th>Insurance Reserve Fund</th>
<th>Plant Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$6,254,376.03</td>
<td>$5,673,983.27</td>
<td>$720,752.00</td>
<td>$490,907.00</td>
<td>$916,873.17</td>
</tr>
<tr>
<td>Federal Support</td>
<td>16,173.18</td>
<td>13,964.87</td>
<td>7,884,863.75</td>
<td>8,655,239.39</td>
<td>1,858,428.52</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>5,315,890.58</td>
<td>5,112,033.27</td>
<td>-</td>
<td>-</td>
<td>578,486.00</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>5,612,730.29</td>
<td>5,715,760.16</td>
<td>-</td>
<td>-</td>
<td>293,080.86</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>135,039.90</td>
<td>83,154.20</td>
<td>33.05</td>
<td>57.76</td>
<td>2,268.88</td>
</tr>
<tr>
<td>Other Income</td>
<td>5,315,890.58</td>
<td>5,112,033.27</td>
<td>-</td>
<td>-</td>
<td>293,080.86</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>2,700,000.00</td>
<td>3,800,000.00</td>
<td>315,849.00</td>
<td>204,534.00</td>
<td>309,416.82</td>
</tr>
<tr>
<td>Transfers</td>
<td>50,000.00</td>
<td>32,500.00</td>
<td>12,626.00</td>
<td>12,626.00</td>
<td>75,091.04</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>20,546,253.88</td>
<td>20,962,603.92</td>
<td>8,916,123.80</td>
<td>9,350,738.15</td>
<td>3,922,948.55</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>8,926,097.06</td>
<td>8,606,559.03</td>
<td>76,147.63</td>
<td>83,408.29</td>
<td>1,890,568.82</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>3,887,205.89</td>
<td>3,793,609.86</td>
<td>83.80</td>
<td>759,729.81</td>
<td>866,260.24</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>2,969,188.21</td>
<td>2,854,435.42</td>
<td>8,946,448.00</td>
<td>9,362,865.00</td>
<td>1,435,121.20</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>43,282.83</td>
<td>-</td>
<td>96,150.47</td>
<td>65,885.27</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>2,200,000.00</td>
<td>4,700,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>32,987.50</td>
<td>32,500.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>1,687,655.81</td>
<td>787,831.13</td>
<td>12,626.00</td>
<td>8,666.00</td>
<td>83,091.04</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>19,703,134.7</td>
<td>20,808,875.84</td>
<td>9,035,305.43</td>
<td>9,454,939.29</td>
<td>12,844.45</td>
</tr>
</tbody>
</table>

| Revenues Over (Under) Expenditures: | 843,119.41 | 153,728.08 | (119,181.63) | (104,201.14) | (341,712.79) | (331,804.25) | 19,454.80 | (15,286.32) | 1,507.41 | (156,430.28) |
| Fund Balance (July 1) | 2,171,492.06 | 2,853,981.51 | -          | -            | 600,931.90 | 902,080.03 | 423,663.45 | 451,531.31 | 38,211.47 | 121,939.00 |
| Fund Balance (End of Month) | 3,014,611.47 | 3,007,709.59 | (119,181.63) | (104,201.14) | 309,211.11 | 570,275.78 | 443,118.25 | 436,244.99 | 39,718.88 | (34,491.28) |
### Comparative Statement of Revenues and Expenditures - All Funds

For the Periods Ending June 30, 2015 and 2014 "Preliminary"

<table>
<thead>
<tr>
<th></th>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY14-15</td>
<td>FY13-14</td>
<td>FY14-15</td>
<td>FY13-14</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Federal Support</td>
<td>149,092.04</td>
<td>74,626.44</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>-</td>
<td>-</td>
<td>2,326,804.71</td>
<td>2,513,137.71</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>988,261.34</td>
<td>948,542.61</td>
<td>5,036,300.81</td>
<td>4,801,481.87</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,258,711.35</td>
<td>581,647.82</td>
<td>127,944.46</td>
<td>169,544.31</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
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<td>1,604,816.87</td>
<td>7,433,105.52</td>
<td>7,314,619.58</td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>-</td>
<td>-</td>
<td>134,524.08</td>
<td>135,151.22</td>
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<tr>
<td>Payroll Taxes &amp; Benefits</td>
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<td>-</td>
<td>82,694.70</td>
<td>79,277.15</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>-</td>
<td>-</td>
<td>191,939.12</td>
<td>270,942.95</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>3,604,356.57</td>
<td>3,869,726.63</td>
</tr>
<tr>
<td>Debt Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>1,023,686.53</td>
<td>1,046,122.58</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>-</td>
<td>-</td>
<td>421,235.92</td>
<td>391,260.66</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,882.03</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,396,064.73</td>
<td>2,382,775.93</td>
<td>6,315,283.89</td>
<td>6,608,076.54</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>-</td>
<td>(777,959.06)</td>
<td>(777,959.06)</td>
<td>(777,959.06)</td>
</tr>
<tr>
<td>Fund Balance (July 1)</td>
<td>5,799.58</td>
<td>-</td>
<td>729,319.80</td>
<td>818,116.95</td>
</tr>
<tr>
<td>Fund Balance (End of Month)</td>
<td>$5,799.58</td>
<td>-</td>
<td>$1,847,141.43</td>
<td>$1,524,659.99</td>
</tr>
</tbody>
</table>

Southwestern Oregon Community College

Date July 27, 2015

Exhibit # 9 B 2

25
Enterprise Fund Categories

Bookstore:

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

Newmark Operations:

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

Student Housing:

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

Dining Services:

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

Conferences Other:

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

Conferences Projects:

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

Oregon Coast Culinary Institute:

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

Neighborhood Facility: Purchased Services – insurance, heat, lights, water
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Comparative Statement of Revenues and Expenses - Enterprise Funds  
For the Periods Ending June 30, 2014 and 2015 "Preliminary"  

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY14-15</th>
<th>Bookstore FY13-14</th>
<th>Newmark Center FY14-15</th>
<th>Newmark Center FY13-14</th>
<th>Student Housing FY14-15</th>
<th>Student Housing FY13-14</th>
<th>Dining Services FY14-15</th>
<th>Dining Services FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sales</td>
<td>949,897.86</td>
<td>1,115,886.05</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,028,510.90</td>
<td>938,758.21</td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>-</td>
<td>341,539.80</td>
<td>281,014.95</td>
<td>2,648,972.54</td>
<td>2,402,158.56</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,816.40</td>
<td>2,151.81</td>
<td>622.22</td>
<td>-</td>
<td>344.0</td>
<td>40.55</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from other funds</td>
<td>50,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>952,714.26</td>
<td>1,118,037.86</td>
<td>392,162.02</td>
<td>281,014.95</td>
<td>2,747,872.3</td>
<td>2,480,468.83</td>
<td>1,028,510.90</td>
<td>938,758.21</td>
</tr>
</tbody>
</table>

| **Expenditures:**    |                   |                   |                        |                        |                         |                         |                         |                         |
| Personnel Services   | 75,415.26         | 79,536.69         | 40,939.60              | 40,203.72              | 161,375.7              | 154,824.05              | 159,097.38              | 147,686.44              |
| Payroll Costs/Benefits | 50,017.61        | 42,845.12         | 21,627.80              | 21,535.70              | 427,733.6              | 387,110.07              | 45,928.83               |                         |
| Materials & Supplies | 38,143.92         | 43,871.30         | -                      | -                      | -                       | -                       | -                       | -                       |
| Travel               | 300.43            | 2,207.23          | -                      | -                      | -                       | -                       | -                       | -                       |
| Purchased Services   | 12,632.99         | 18,865.11         | 79,774.53              | 89,118.66              | 1,277,522.3            | 1,190,431.22            | 46,000.30               | 45,928.83               |
| Materials for Resale | 625,576.91        | 874,436.46        | 89,118.66              | 89,118.66              | -                       | -                       | -                       | -                       |
| Vehicle Rental & Internal Services | 278.00 | 546.72 | - | - | 3,020.85 | 2,262.45 | 143.82 | 31.70 |
| Repairs              | -                 | -                 | 4,816.00               | 546.00                 | -                       | -                       | 1,973.56               | 1,169.50                |
| Student Aid Grants   | -                 | -                 | -                      | -                      | -                       | -                       | -                       | -                       |
| Bad Debt Expense     | -                 | -                 | -                      | -                      | -                       | -                       | -                       | -                       |
| Interest Expense     | -                 | -                 | 22,641.00              | 38,723.82              | 227,815.44              | 236,163.15              | -                       | -                       |
| Debt Service Admin   | -                 | -                 | -                      | -                      | 1,051.92                | 2,090.29                | -                       | -                       |
| Transfers to other funds | - | - | - | - | - | - | - | - |
| **Total Expenditures** | 802,365.12       | 1,062,824.51      | 170,132.81             | 190,788.25             | 2,091,155.3             | 1,940,876.91            | 1,005,998.72            | 914,189.09              |

| **Revenues over (under) Expenditures** | 150,349.14 | 55,213.35 | 222,029.21 | 90,226.70 | 656,716.84 | 539,591.92 | 22,512.18 | 24,569.12 |
| Beginning Fund Balance (July 1)        | 1,125,424.98 | 923,077.48 | 1,407,598.66 | 1,195,761.66 | (476,902.90) | (368,458.50) | 235,435.38 | 230,833.89 |
| Ending Fund Balance (end of month)     | $ 1,275,774.12 | $ 978,290.83 | $ 1,629,627.87 | $ 1,285,988.36 | $ 179,813.94 | $ 171,133.42 | $ 257,947.56 | $ 255,403.01 |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| **Revenues:**        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Tuition/Fees         | $42,267.00| $43,461.00| $71,166.00| $50,643.00| $2,122,500.00| $2,348,250.00| $ -     | $ -     | $2,326,804.71| $2,513,137.71|
| Sales                | -         | -         | -         | -         | 32,554.66 | 37,548.18 | -         | -         | 2,018,647.54| 2,099,678.45|
| Rent                 | -         | -         | -         | -         | 1,050.00  | 1,000.00  | 10,000.00 | -         | 3,001,562.34| 2,684,173.51|
| Miscellaneous        | -         | -         | -         | -         | 12,308.31 | 15,437.55 | -         | -         | 16,090.93  | 17,629.91  |
| Transfer from other funds | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         |
| **Total Revenues**   | $42,267.00| $43,461.00| $71,166.00| $50,643.00| $2,168,412.9 | $2,402,235.73| $20,000.00| -         | 7,433,109.52| 7,314,619.58|
| **Expenditures:**   |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Personnel Services   | 16,265.65 | 16,144.70 | 13,265.00 | 7,900.00  | 733,691.95 | 827,687.29 | -         | -         | 1,580,434.32| 1,622,948.35|
| Payroll Costs/Benefits | 3,775.85  | 4,721.22  | 1,740.12  | 1,284.20  | 311,622.4 | 351,244.05| -         | -         | 709,257.08 | 724,140.90 |
| Materials & Supplies | -         | 135.74    | 8,904.53  | 7,309.07  | 577,964.83| 762,169.17| 253.59    | -         | 1,089,755.99| 1,236,247.77|
| Travel               | -         | -         | 13,058.93 | 4,915.60  | 66,713.35 | 37,925.85 | -         | -         | 84,213.36  | 45,804.49  |
| Purchased Services   | 726.74    | 726.00    | 2,861.60  | 1,943.11  | 155,019.0 | 162,439.14| 6,519.75  | 9,280.74  | 1,581,057.38| 1,518,732.81|
| Materials for Resale | -         | -         | -         | -         | 62,949.00 | 75,897.23 | -         | -         | 688,525.91| 950,333.69  |
| Vehicle Rental & Internal Services | - | - | 3,455.89 | 2,527.24 | 23,861.78 | 20,432.56 | -         | -         | 30,760.34 | 25,800.67  |
| Repairs              | -         | -         | -         | -         | 31,406.03 | 25,672.25 | 110.00    | -         | 38,305.59 | 27,387.75  |
| Student Aid Grants   | -         | -         | -         | -         | 91,738.00 | 63,157.00 | -         | -         | 91,738.00 | 63,157.00  |
| Bad Debt Expense     | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         |
| Interest Expense     | -         | -         | -         | -         | 109,950.34| 103,963.01| 9,526.20  | 9,062.35  | 419,932.98 | 387,912.33 |
| Debt Service Admin   | -         | -         | -         | -         | 161.02    | 507.77    | 90.00     | 90.00     | 1,302.94  | 3,348.33  |
| Transfers to other funds | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         | -         |
| **Total Expenditures** | 20,768.24 | 21,727.66 | 43,286.07 | 25,879.26 | 2,165,077.86| 2,431,095.32| 16,499.54| 18,433.09| 6,315,283.89| 6,605,814.09|
| **Revenues over (under) Expenditures** | 21,498.76 | 21,733.34 | 27,879.93 | 24,763.74 | 3,335.11  | (28,859.59| 13,500.46 | (18,433.09| 1,117,821.63| 708,805.49 |
| **Beginning Fund Balance (July 1)** | 51,292.73 | 35,573.14 | 57,457.99 | 37,427.90 | (1,725,983.23)| (1,325,221.08)| 54,996.19| 89,122.46| 729,319.80 | 818,116.95 |
| **Ending Fund Balance (end of month)** | $72,791.49 | $57,306.48 | $85,337.92 | $62,191.64 | $1,722,648.12 | $1,354,080.67| $68,496.65| $70,689.37| $1,847,141.43| 1,526,922.44|
SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

June 22, 2015

ATTENDANCE  Board of Education/Staff (Quorum Present)

Board of Education (quorum present)
Marcia Jensen (Chair) *  David Bridgham *
Harry Abel *  Judy May-Lopez *
Susan Anderson *  Ken Messerle *
Tim Bishop *

Staff/ExOfficios
Patty Scott (President) *  Rocky Lavoie *
Jan Baxter *  Trish McMichael
Bill Becker *  Deb Nicholls *
Kyle Croy  Kelly Northcutt
Kathy Dixon  Janet Pretti *
Karen Domine  Diana Schab
Leigh Fitzhenry  Ross Tomlin *
Rod Keller

Guests
Wendy Abel-Hatzel  Jessica Lhommedieu

*Also present at Executive Session

CALL TO ORDER
Chair Marcia Jensen called the session 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 – Updates on grievances and bargaining processes.
• (e) Property – Updates on various properties in the Coos County portion of the College’s district.
• (h) Legal Rights – Updates on potential litigation.
• (i) Personnel – Updates on various personnel issues.

RECONVENE INTO
OPEN SESSION
Chair Jensen reconvened the open session at 6:05 p.m.

AGENDA CHANGES
None presented.

BUDGET HEARING
CALL TO ORDER
PUBLIC BUDGET HEARING – ORS 294.430 (1)
Chair Jensen called the Budget Hearing meeting to order at 6:05 p.m. The meeting was held at the Coos Campus at 1988 Newmark Ave., Tioga Hall Rm 505, 1988 Newmark Ave., Coos Bay, Oregon. Due and proper meeting notice was provided.

PUBLIC COMMENT
None were heard.
ADJOURNMENT OF BUDGET HEARING
Chair Jensen adjourned the Budget Hearing meeting at 6:06 p.m.

RECONVENED
Chair Jensen reconvened the open session at 6:06 p.m.

INTRODUCTIONS
EMPLOYEE, Exhibit #8
New employee Desiree Martin, Equipment and Supplies Supervisor was scheduled for introduction to the Board, but was not in attendance.

INTERN
Summer Hyejeon Intern Jessica Lhommedieu was introduced to the Board.

ADOPTION OF THE 2015-16 BUDGET
ADOPTION OF THE 2015-16 BUDGET, Exhibits #9 A and B

Susan Anderson’s motion to adopt the Fiscal Year 2015-2016 budget as approved by the Budget Committee, and amended by the Board, in the total amount of all budget requirements $55,881,971 and imposed the taxes provided for in the adopted budget at a rate of $0.7017 per $1,000 of assessed value for operations, and the taxes imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property within the Southwestern Oregon Community College District was seconded by Harry Abel. Upon call for the vote, the MOTION PASSED unanimously.

PRESENTATIONS
INSURANCE REPORT
Wendy Abel-Hatzel distributed copies of her presentation at the meeting and addressed the Board providing an overview of the College’s insurance coverage.

INSTRUCTIONAL UPDATE
Vice President Ross Tomlin addressed the Board, providing copies of the 2015-16 college catalog while other materials were included in the meeting materials. Tomlin briefed the Board on the various degrees changes.

BOARD REPORTS/INFORMATION
IMPORTANT DATES
The Board reviewed numerous upcoming events.

BOARD OPERATIONS
OCCA Report
Copies of the report were included in the meeting materials.

Retreat Planning
Chair Jensen and President Patty Scott reminded the Board that the Retreat was scheduled for September 2 and 3, which will include a joint meeting with the Foundation Board to discuss the Health and Science building.

Board Evaluations
Chair Jensen informed the Board that the annual evaluations would be disseminated to the Board soon for further discussion in July.

COLLEGE REPORTS
PRESIDENT’S REPORT
President Scott briefed the Board on:
• Graduation – The ceremony is once again outgrowing the gym. Alternative locations are being discussed.
• Legislative Session – The community college budget ask of $550 million is going to Ways and Means tomorrow.
• Free CC Tuition (Oregon Promise) – Only $10 million is allocated for this initiative and distribution of the funds will be very restrictive.
• VP of Administrative Service - Bill Becker was acknowledged for his interim service.
• **Dean of CTE** - Diana Schab retiring as of September 30.
• **Annual Reports** – Copies were distributed. The reports are posted electronically on the Board’s webpage.

**FINANCIAL REPORTS, Exhibits # 12 B 1 - 4**
Copies of the financial reports were included in the meeting materials. Business Manager Kathy Dixon briefed the Board.

**SUCCESS INDICATORS**

**# 8, Employer Perceptions, Exhibit # 12 C 1**
Copies of the report were included in the meeting materials and Dean Schab briefed the Board stating that the indicator was achieved with a 4.67 average overall rating.

**# 14, Structured Work Experience, Exhibit # 12 C 2**
Copies of the report were included in the meeting materials and Trish McMichael briefed the Board noting that the 2013-14 academic was difficult and that the numbers were lower overall.

**CONSENT AGENDA**

**CONSENT AGENDA, Exhibits # 13 A-I**
Copies of the items were included in the meeting materials.

**M06/15-2**

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

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the meeting minutes dated May 18, 2015, Exhibit # 13 A.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of $70,797.96 over 12 months to ORCA Communications for fiber and internet connectivity and Internet service, Exhibit # 13 B.

BE IT RESOLVED that the Board of Education of Southwestern Oregon Community College District approved the payment of $34,529.89 to OETC for the 2015-16 annual license for Microsoft Campus Agreement covering the college-wide desktop, server, database, and operating system software, Exhibit # 13 C.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the FY14-15 budget category transfer, as presented, Exhibit # 13 D.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District authorized the insurance agent of record to purchase property and casualty insurance from PACE and workers’ compensation insurance from SAIF for the 2015-2016 fiscal year, Exhibit # 13 E.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepted a bid of $30,596.14 from Shelton Turnbull of Eugene for production of 2015-16 marketing publications, Exhibit # 13 F.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of $15,785 to OETC for the 2015-16 annual license for Adobe Campus Agreement covering the Acrobat Pro and Adobe Enterprise software suite, Exhibit # 13 G.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of $35,144 to Insight Investment Exchange for the purchase of replacement computers for faculty and staff, Exhibit # 13 H.
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of $34,477.88 to the Oregon Community College Association for 2015-16 dues, Exhibit # 13 I.

OLD BUSINESS

BOARD POLICY REVIEW – 1ST READINGS
The Board reviewed and adjustments were made to the following policies. Second readings will be scheduled in July.

- 3035, College Organization
- 3040, Evaluation of Administrators
- 3045, Approval of Handbooks and Directives
- 3050, Temporary Administrative Arrangements

BOARD POLICY REVIEW – 2ND READINGS
The Board reviewed the following policies.

- 2061, Individual Board Member's Requests for Information
- 3010, Chief Executive Officer
- 3020, Duties of the President
- 3025, President's Job Description
- 3030, Evaluation of the President

M06/15-3
Susan Anderson’s motion to approve the policies, as presented, was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT
None were heard.

NEW BUSINESS
None was presented.

EX-OFFICIO

WRITTEN REPORTS
Foundation, Exhibit # 17 A
Copies of the report were included in the meeting materials.

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

Administrative Services, Exhibit # 18 A 2
Instructional Services, Exhibit # 18 A 3
Integrated Technology Services, Exhibit # 18 A 4
Human Resources Hiring Matrix, Exhibit # 18 A 5
Curry Campus, Exhibit # 18 A 6

CORRESPONDENCE
None was presented.

ADJOURNMENT
Chair Jensen adjourned the meeting at 7:40 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: Laurie Potts

ACTION UNDER CONSIDERATION
Accept a grant in the amount of $25,000 from the Children’s Trust Fund of Oregon for Pathways to Positive Parenting.

HISTORY/DISCUSSION
This grant has been an ongoing funding source for parenting education in Curry County. This renewal is for the 2015 – 2017 biennium at $12,500 per each year.

TIMING
Please approve for 2015 – 2017 fiscal years.

BUDGET IMPACT
Funds are available for this proposal in account 25-6157, as part of the 2015/16 budget approved by the Board of Education.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of $25,000 from the Children’s Trust Fund of Oregon for Pathways to Positive Parenting.
Southwestern Oregon Community College District
Board of Education

Prepared by: Patty Scott, President

ACTION UNDER CONSIDERATION

Approve a resolution supporting: (a) the continuing relationship between the College and the Parks Commission of Coos Bay and (b) the effort of the Parks Commission to secure grant funding to replace the decaying footbridge on the northwest corner of the College’s property.

DISCUSSION/HISTORY

The foot bridge has been in place for many years, with unknown origination. It is on a footpath that is used primarily by the public while walking on trails in the wooded area of the campus. The total replacement cost for the foot bridge is projected to be $35,000 plus an installation cost of approximately $20,000. The College has joined with the Parks Commission of Coos Bay to secure funding to repair or replace the Bridge. At present, the Parks Commission is pursuing grant funding that would provide the funds needed to replace the bridge. If grant funding is secured, Southwestern Oregon Community College’s fiscal participation is projected to be approximately $88,000 including cash, labor and in-kind contributions. The current timeline includes securing the grant funding so that the footbridge could be replaced in the summer or fall of 2016.

The College has never provided funding or staffing to upgrade or maintain recreational property or facilities. Inadequate funding to meet the needs of the College’s primary goals of instruction, instructional support and student services has meant that providing funding for issues such as recreational and leisure use of College property has had no fiscal priority. If the grant is secured, the College will need to budget its contribution to the project in FY 16-17.

BUDGET IMPACT

If the resolution is not approved, the fiscal impact to the College would be the cost of the bridge replacement in addition to the staff time required to remove the existing structure and accommodate installation of the bridge.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District, exercising discretionary immunity, approves the continued cooperation of the College with the Parks Commission of Coos Bay and supports the Parks Commission’s efforts to secure a grant to repair and/or replace the footbridge as soon as the grant funds are available.
Southwestern Oregon Community College District
Board of Education

Prepared by: Eric Stasak, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approve amendment to the College’s Fiscal Office Authorizations with Umpqua Bank to reflect Southwestern staff role changes.

DISCUSSION / HISTORY

Southwestern has utilized the services of Umpqua Bank, formerly Security Bank, since the early 1990’s. Over time, personnel changes occur, which necessitates the update of this banking powers resolution.

OPTIONS / ANALYSIS

1. Approve the amendment to the Umpqua Bank banking powers as recommended by administration.

2. Reject the amendment to the Umpqua Bank banking powers.

TIMING

Under Board of Education Policy, the President and Vice President of Administrative Services are designated as Custodians of College Funds. Also under Board policy, the President is solely authorized to borrow monies for the College. Only the President and Vice President of Administrative Services are authorized to sign checks expending college funds. Other routine banking duties, such as transferring monies between accounts, can be more efficiently done by other college personnel. Umpqua Bank, and prudent fiscal operations, require that the Board of Education recognize banking powers of college employees via a resolution.

RECOMMENDATIONS

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District authorizes the following employees in the College’s banking arrangements with Umpqua Bank. These changes apply to the following accounts:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Checking</td>
<td>#55408017</td>
</tr>
<tr>
<td>Echecking</td>
<td>#971871207</td>
</tr>
<tr>
<td>Payroll Checking</td>
<td>#55400955</td>
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<tr>
<td>One Card Checking</td>
<td>#973431919</td>
</tr>
<tr>
<td>Brookings Outreach Checking</td>
<td>#55407654</td>
</tr>
<tr>
<td>Outreach Savings</td>
<td>#55027502</td>
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</tbody>
</table>
Authorized Agents:

A. Patty Scott, President

B. Eric Stasak, Vice President of Administrative Services

C. Kathy Dixon, Business Office Director

D. Leigh FitzHenry, Accounting Technician

E. Frances Karroll, BO/FA Accounting Technician

F. Cheri Rescorla, Accounts Payable

G. Cathy Chisum, Accounts Receivable Technician

H. Jacquelyn Hansford, Accounts Receivable Technician

Powers Granted:

A. Exercise all of the powers listed in this resolution.

A, B, C. Open any deposit or share account(s) in the name of the college.

A, B. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Umpqua Bank.

A. Borrow money on behalf of the college, sign, execute, and deliver promissory notes or other evidences of indebtedness.

A. Endorse, assign, transfer mortgage, or pledge bill receivable, warehouse receipts, bills of lading, stocks, bonds, real estate, or other property now owned or acquired by the college as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated, or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.

A, B, C, D. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in Umpqua Bank.

A, B, C, D, E. Transfer funds between college accounts, or to/from any college account and the Local Government Investment Pool.

A, B, C, D, E. Authorize wire transfers to outside entities.

A, B, C, D, E, F. Request a stop payment to any outstanding check issued from any college account.

A, B, C, D, E, F, G, H. Inquire about various circumstances of any college account, including but not limited to: Account balance and check status.

BUDGET IMPACT

There is no net budget impact upon the college, as this is merely a banking authority change of personnel.
BP: 3035

COLLEGE ORGANIZATION

The Board of Education expects the President to establish a clear understanding of working relationships in the College with all personnel. Established lines of authority on the organizational chart represent direction of authority and responsibility.

Subject to Board review, the President may reorganize lines of authority and revise the organizational chart. The Board expects the President to keep the administrative structure current with the needs for supervision and accountability within the College.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator will refer such matters to the next higher administrative authority, when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority should not restrict the cooperative working relationship or communication of all staff members in developing the best possible programs and services. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and the operation of the College.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)
OAR 589-008-0100(1)(k)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 07/23/12
DATE OF LAST REVIEW:
EVALUATION OF ADMINISTRATORS

Each administrator will be evaluated annually by his/her immediate supervisor. The administrator’s objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation.

The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program, and to improve the management of the College. The administrative evaluation system will also include provisions for initiating dismissal or demotion procedures if the need for such procedures is indicated.

END OF POLICY

Legal Reference(s):
ORS 196.660(2)(i), (8)
ORS 341.290
OAR 589-008-0100(1)(b)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 3045

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, and administrative policies and procedures, College rules and procedures may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks. The contents of all handbooks conform to Board policies, directives and regulations.

It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

The President will use his/her judgment as to whether specific handbooks need Board approval; however, all handbooks published will be reviewed by the Board.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
BP: 3050

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the absence of less than 30 consecutive working days by the President, the President shall designate the person(s) who has(are) administrative responsibility. In order to protect the Board of Education from the sudden loss of presidential services, the Vice President of Administrative Services and Vice President of Instructional and Student Services will be familiar with board and presidential issues, policies and processes.

In the event that the President will be absent from the campus for periods in excess of 30 consecutive working days, the Board will appoint an Acting President.

In the event the President is disabled or otherwise, in the Board’s opinion, unavailable to serve, the Board will assign the President’s duties as appropriate.

END OF POLICY

Legal Reference(s):
ORS 341.290(2)

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