“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, July 28, 2014

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, gender identity, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.
“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, July 28, 2014

AGENDAS with Estimated Timelines

1. CALL SESSION TO ORDER                          5:30 p.m.
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. ORGANIZATIONAL
   A. Election of Board Officers
      1) Board Chair                                   Exhibit # 5 A 3
      2) Board Vice-Chair
      3) Clerk and Deputy Clerk of the Board, Custodian of Funds and Budget Officer,
      Exhibit # 5 B
   B. 2014-15 Board Roster, Exhibit # 5 B
6. INTRODUCTIONS/INTERVIEWS
   A. Employees, Exhibit # 6 A
      New to College
      • Cally Hayden, Student First Stop Center
      • John Jenkin, Curry First Stop Center Rep
      • Jaimee Belzer, University Center Programs Academic Advisor
      New to Position
      • William Dean, Lead Custodian
      • Rebecca Otterback, Student Success Specialist
      • James Ingram, Lead Multimedia Technician
7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 08/26/14, Noon, OCCA New Board Training – Oregon Gardens – Silverton
      • 08/26-28/14, Governance Institute for Student Success, Oregon Gardens – Silverton
      • 09/05/14, 1:00 p.m., Board Retreat, Empire Hall, Lakeview E/F
      • 09/06/14, 8:30 a.m., Board Retreat, Empire Hall, Lakeview E/F
      • 09/15/14, 5:30 p.m., Board Meeting, Tioga Hall, Rm 505
   B. Board Operations
      1) 2014-15 Board Meeting Dates, Exhibit # 7 B
2) Board Representatives/Committee Appointments
   a. Representative Appointments
      1. Policy Committee Members
      2. Finance Audit Committee Members
      3. Legislative Teleforum Representative
   b. OCCA Representative and Alternate Representative
   c. President’s Evaluation Committee
C. 2013-14 Strategic Plan Update – Spring, Exhibit # 7 C

8. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit # 8 B
      Presenter: Kathy Dixon
      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

9. CONSENT AGENDA
   A. June 23, 2014 Meeting Minutes, Exhibit # 9 A
   B. 2014-15 OCCA Dues, Exhibit # 9 B
   C. Insight Computers, Exhibit # 9 C

10. OLD BUSINESS

11. PUBLIC COMMENT

12. NEW BUSINESS
   A. Stensland HVAC, Exhibit # 12 A
   B. Prosper Boiler, Exhibit # 12 B

13. EX-OFFICIO WRITTEN REPORTS

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, Jan Baxter (See # 14 A 2)
      6) Human Resources Hiring Matrix, Exhibit # 14 A 5
      7) Curry Campus, Janet Pretti, Exhibit # 14 A 6
      7) Foundation, Elise Hamner, Exhibit # 14 A 7

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, 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

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 (Linda Kridelbaugh) 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>Name</th>
<th>Position</th>
<th>Term Information</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Abel, Jr.</td>
<td>Position #1</td>
<td>Election Year: 2011 Term Ends: 06/30/15</td>
<td>Insurance Agent</td>
</tr>
<tr>
<td>Marcia Jensen</td>
<td>Position #2</td>
<td>Election Year: 2013 Term Ends: 06/30/17</td>
<td>Retired Asst. to Operations</td>
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<tr>
<td>Ken Messerle</td>
<td>Position #3</td>
<td>Appointed: 2014 Term Ends: 06/30/15</td>
<td>Retired</td>
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<tr>
<td>David Bridgham</td>
<td>Position #4</td>
<td>Election Year: 2013 Term Ends: 06/30/17</td>
<td>Retired Certified Dental Technician</td>
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<tr>
<td>Tim Bishop</td>
<td>Position #5</td>
<td>Election Year: 2013 Term Ends: 06/30/17</td>
<td>Business Owner</td>
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<tr>
<td>Susan Anderson</td>
<td>Position #6</td>
<td>Election Year: 2011 Term Ends: 06/30/15</td>
<td>Union Consultant</td>
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<tr>
<td>Judy May-Lopez</td>
<td>Position #7</td>
<td>Election Year: 2013 Term Ends: 06/30/17</td>
<td>Loyalty Coordinator</td>
</tr>
</tbody>
</table>
SOUTHWESTERN OREGON COMMUNITY COLLEGE

HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:

Cally Hayden, Student First Stop Center Representative (Full – Time Classified)

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

Recent Work Experience:
Front Desk Agent – 2011 - 2014, Bandon Dunes Golf Resort, Bandon

John Jenkin, Curry Student First Stop Center Representative (Full – Time Classified)

Education:
Bachelor of Science in Hotel and Restaurant Management– Northern Arizona University, Flagstaff, AZ

Recent Work Experience:
Area Supervisor, Wyoming Union Information Desk and Billiard Hall– 2006 - 2014, University of Wyoming, Laramie, WY
Office Associate – 2003 – 2006, University of Wyoming, Laramie, WY
Printing Equipment Operator, Sr – 1993 – 2003, Northern Arizona University, Flagstaff, AZ

Jaimee Belzer, University Center Program Academic Advisor (Full – Time MASSC)

Education:
Associate of Arts/Oregon Transfer – Southwestern Oregon Community College, Coos Bay, OR
Bachelor of Arts in English, Literature/Film Emphasis – Eastern Oregon University, La Grande, OR

Recent Work Experience:
Administrative Program Assistant – 2013 - 2014, Eastern Oregon University, La Grande, OR
New to Position:

William Dean, Lead Custodian (Full – Time Classified)

**Education:**
- High School Diploma – Thomas McKean High School, Wilmington, DE

**Recent Work Experience:**
- Custodian – 2007 - 2014, Southwestern Oregon Community College, Coos Bay, OR

Rebecca Otterbach, Student Success Specialist (Full – Time MASSC)

**Education:**
- Bachelor of Science in Multidisciplinary Studies – Eastern Oregon University, La Grande, OR

**Recent Work Experience:**
- Family Advocate – 2012 - 2014, South Coast Head Start, Coos Bay, OR
- Home Visitor/Lead Teacher – 2006 - 2013, South Coast Head Start, Coos Bay, OR

James Ingram, Lead Multimedia Technician (Full – Time Classified)

**Education:**
- Associate of Applied Science Network Design & Administration – Southwestern Oregon Community College, Coos Bay, OR
- Associate of Applied Science CIS/Software Support - Southwestern Oregon Community College, Coos Bay, OR
- Bachelor of Applied Science in Technology and Management - Oregon Institute of Technology, Klamath Falls, OR

**Recent Work Experience:**
Southwestern Oregon Community College District  
Board of Education Meetings  
2014-15

* retreat   ** work session   *** budget committee

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<td>Fourth Monday</td>
<td>July 28, 2014</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<tr>
<td>First Friday</td>
<td>September 5, 2014 *</td>
<td>Lakeview E/F</td>
<td>1:00 p.m.</td>
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<td>First Saturday</td>
<td>September 6, 2014 *</td>
<td>Lakeview E/F</td>
<td>8:30 a.m.</td>
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<td>Third Monday</td>
<td>September 15, 2014</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>October 27, 2014</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>November 24, 2014</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Second Monday</td>
<td>December 8, 2014 **</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>January 26, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>February 23, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>March 23, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>April 27, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Second Monday</td>
<td>May 11, 2015 ***</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Third Monday</td>
<td>May 18, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>First Monday</td>
<td>June 1, 2015 *** (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 22, 2015</td>
<td>Tioga Hall, Room 505</td>
<td>5:30 p.m.</td>
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<td>Fourth Monday</td>
<td>July 27, 2015</td>
<td>Brookings</td>
<td>3:30 p.m.</td>
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</table>
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.
<table>
<thead>
<tr>
<th>General Fund Balance (July 1, 2013)</th>
<th>$2,853,981.51</th>
<th>$ -</th>
<th>$902,080.03</th>
<th>$451,531.31</th>
<th>$121,939.00</th>
<th>$ -</th>
<th>$ -</th>
<th>$818,116.95</th>
<th>$ -</th>
<th>$5,147,648.80</th>
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<td><strong>Revenues:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>State Support</td>
<td>$5,673,983.27</td>
<td>$490,907.00</td>
<td>$738,116.95</td>
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<td>$248,934.76</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$7,151,942.00</td>
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<td>Federal Support</td>
<td>13,964.87</td>
<td>8,655,239.39</td>
<td>1,812,598.14</td>
<td>$ -</td>
<td>74,626.44</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>10,556,428.84</td>
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<td>Local Support (Taxes)</td>
<td>5,112,033.27</td>
<td>-</td>
<td>578,486.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>5,690,519.27</td>
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<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>5,715,760.16</td>
<td>-</td>
<td>174,533.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>6,089,293.16</td>
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<td>Interest Earnings</td>
<td>83,154.20</td>
<td>57.76</td>
<td>2,974.47</td>
<td>2,100.17</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>88,286.04</td>
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<td>Other Income</td>
<td>531,208.15</td>
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<td>582,394.02</td>
<td>6,040.32</td>
<td>49,214.79</td>
<td>948,542.61</td>
<td>252,962.29</td>
<td>4,801,481.87</td>
<td>108,958.80</td>
<td>7,280,802.85</td>
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<td>Other Grant Income and Loans</td>
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<td>204,534.00</td>
<td>231,421.60</td>
<td>-</td>
<td>444,846.44</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>4,680,802.04</td>
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<td>Transfers</td>
<td>32,500.00</td>
<td>-</td>
<td>34,639.00</td>
<td>-</td>
<td>$581,647.82</td>
<td>169,544.31</td>
<td>-</td>
<td>2,000.00</td>
<td>-</td>
<td>820,331.13</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$20,662,603.92</td>
<td>$9,350,738.15</td>
<td>$4,155,183.18</td>
<td>$8,140.49</td>
<td>$742,996.01</td>
<td>$1,604,816.87</td>
<td>$422,506.60</td>
<td>$7,313,051.58</td>
<td>$138,196.80</td>
<td>$44,698,233.60</td>
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<td><strong>Expenditures:</strong></td>
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<td>Personal Services</td>
<td>8,606,559.03</td>
<td>$83,408.29</td>
<td>$1,904,744.09</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$135,151.22</td>
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<td>$ -</td>
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<td>Payroll Taxes &amp; Benefits</td>
<td>3,793,609.86</td>
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<td>866,260.24</td>
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<td>79,277.15</td>
<td>724,140.90</td>
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<td>5,463,288.15</td>
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<td>5,463,288.15</td>
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<td>Materials &amp; Services (Net of Waivers)</td>
<td>2,854,835.42</td>
<td>9,382,865.00</td>
<td>1,617,597.83</td>
<td>23,426.81</td>
<td>175,091.23</td>
<td>270,942.95</td>
<td>3,867,499.18</td>
<td>105,690.81</td>
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<td>18,297,549.23</td>
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<td>Capital Outlay</td>
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<td>Debt Service:</td>
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<td>Principal</td>
<td>4,700,000.00</td>
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<td>1,046,122.58</td>
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<td>887,057.31</td>
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<td>Interest &amp; Administrative Fees</td>
<td>23,157.57</td>
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<td>-</td>
<td>1,336,653.35</td>
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<td>391,260.66</td>
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<td>Transfers to Other Funds</td>
<td>787,831.13</td>
<td>8,666.00</td>
<td>32,500.00</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>828,997.13</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$20,808,875.84</td>
<td>$9,474,939.29</td>
<td>$4,486,987.43</td>
<td>$23,426.81</td>
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<td>$2,382,775.93</td>
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<td>$7,508,585.40</td>
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<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>$(153,728.08 )</td>
<td>$(124,201.14)</td>
<td>$(331,804.25 )</td>
<td>$(15,286.32)</td>
<td>$(177,959.06)</td>
<td>$(62,864.72)</td>
<td>$(32,505.99)</td>
<td>$(1,477,845.25)</td>
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<tr>
<td><strong>Fund Balance (End of Month)</strong></td>
<td>$3,007,709.59</td>
<td>$(124,201.14)</td>
<td>$(570,275.78 )</td>
<td>$(34,491.28)</td>
<td>$(777,959.06)</td>
<td>$(62,864.72)</td>
<td>$(32,505.99)</td>
<td>$3,669,803.28</td>
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### Southwestern Oregon Community College
### GENERAL FUND

**Statement of Budget and Revenues and Expenditures**
For the period ending June 30, 2014 "Preliminary"

July 22, 2014

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>YTD</th>
<th>Adjusted Budget</th>
<th>Variance Favorable</th>
<th>Actual YTD % of Budget</th>
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<tr>
<td><strong>Beginning Fund Balance (July 1, 2013)</strong></td>
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<tr>
<td>Designated (see Note 1)</td>
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<tr>
<td>Undesignated</td>
<td>1,953,981.51</td>
<td>2,000,000.00</td>
<td>(46,018.49)</td>
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<td>97.7%</td>
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<td><strong>Revenues:</strong></td>
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<tr>
<td>State Support</td>
<td>5,673,983.27</td>
<td>5,188,541</td>
<td>485,442.27</td>
<td>109.4%</td>
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<td>Federal Support</td>
<td>2,312.13</td>
<td>13,964.87</td>
<td>13,500</td>
<td>103.4%</td>
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<td>Local Support (Taxes)</td>
<td>199,078.91</td>
<td>5,112,033.27</td>
<td>(49,857.73)</td>
<td>99.0%</td>
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<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>21,306.85</td>
<td>5,715,760.16</td>
<td>(1,111,308.84)</td>
<td>83.7%</td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>8,190.73</td>
<td>28,000</td>
<td>55,154.20</td>
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<tr>
<td>Other Income</td>
<td>14,597.97</td>
<td>3,800,000.00</td>
<td>54,538.15</td>
<td>109.6%</td>
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<td>Loan Proceeds</td>
<td></td>
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<tr>
<td>Transfers from Other Funds</td>
<td>32,500.00</td>
<td>725,356</td>
<td>(692,856.00)</td>
<td>4.5%</td>
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</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>245,486.59</td>
<td>20,962,603.92</td>
<td>23,289,027</td>
<td>90.0%</td>
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<tr>
<td><strong>Total Resources Available</strong></td>
<td>23,816,585.43</td>
<td>25,289,027</td>
<td>(2,372,441.57)</td>
<td>94.2%</td>
<td></td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
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<tr>
<td>Personnel Services</td>
<td>877,401.38</td>
<td>8,606,559.03</td>
<td>187,988.97</td>
<td>97.9%</td>
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<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>305,584.05</td>
<td>3,793,609.86</td>
<td>623,786.14</td>
<td>85.9%</td>
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<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>168,679.38</td>
<td>2,854,435.42</td>
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<td>Capital Outlay</td>
<td>43,282.83</td>
<td>57,000</td>
<td>13,717.17</td>
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<td>Debt Service:</td>
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<td></td>
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<tr>
<td>Principal</td>
<td></td>
<td>4,700,000.00</td>
<td>160,000.00</td>
<td>96.7%</td>
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<td>Administrative Fees &amp; Interest</td>
<td>6,110.00</td>
<td>23,157.57</td>
<td>11,842.43</td>
<td>66.2%</td>
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<td>Transfer to Other Funds</td>
<td>34,639.00</td>
<td>787,831.13</td>
<td>1,007,627.87</td>
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<td><strong>Total Expenditures</strong></td>
<td>1,392,413.81</td>
<td>20,808,875.84</td>
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<tr>
<td>Revenues over (under) expenditures</td>
<td>(1,146,927.22)</td>
<td>153,728.08</td>
<td>2,600,151.16</td>
<td>59.9%</td>
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<td><strong>Ending Fund Balance</strong></td>
<td>3,007,709.59</td>
<td>1,880,000</td>
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</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 the Period Ending June 30 "Preliminary"

**7/16/14**

### Revenues:

<table>
<thead>
<tr>
<th>Service</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$1,158,283.87</td>
<td>$1,115,886.05</td>
<td>$113,749.05</td>
<td>$70,783.71</td>
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<td>Sales</td>
<td>291,677.36</td>
<td>281,014.95</td>
<td>2,504,544.47</td>
<td>2,402,158.56</td>
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<td>Miscellaneous</td>
<td>1,894.89</td>
<td>2,151.81</td>
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<tr>
<td>Transfer from other funds</td>
<td>238,576.00</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,160,178.76</td>
<td>$1,118,037.86</td>
<td>$530,253.36</td>
<td>$281,014.95</td>
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### Expenditures:

<table>
<thead>
<tr>
<th>Service</th>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>79,292.44</td>
<td>79,536.69</td>
<td>46,970.26</td>
<td>40,203.72</td>
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<tr>
<td>Payroll costs/Benefits</td>
<td>45,628.39</td>
<td>42,845.12</td>
<td>26,966.22</td>
<td>21,535.78</td>
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<tr>
<td>Materials &amp; Supplies</td>
<td>36,841.59</td>
<td>43,871.37</td>
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<td>Travel</td>
<td>24.04</td>
<td>2,723.04</td>
<td>3,367.29</td>
<td>240.00</td>
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<tr>
<td>Purchased Services</td>
<td>11,687.29</td>
<td>18,865.11</td>
<td>96,004.56</td>
<td>89,118.66</td>
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<tr>
<td>Materials for Resale</td>
<td>722,564.35</td>
<td>874,436.46</td>
<td>4,367.59</td>
<td>2,536.43</td>
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<td>Repairs</td>
<td>1,924.52</td>
<td>546.72</td>
<td>546.00</td>
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<td>Student Aid Grants</td>
<td>-</td>
<td>-</td>
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<td>128.75</td>
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<td>Bad Debt Expense</td>
<td>-</td>
<td>-</td>
<td>1,463.00</td>
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</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
<td>15,679.00</td>
<td>-</td>
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<tr>
<td>Interest Expense</td>
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<td>341,605.21</td>
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<td>Debt Service Admin</td>
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<td>2,090.29</td>
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<td>Debt Issuance Amortization</td>
<td>-</td>
<td>28,700.88</td>
<td>43,887.28</td>
<td>-</td>
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<tr>
<td>Depreciation Expense</td>
<td>-</td>
<td>96,509.00</td>
<td>283,164.00</td>
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<tr>
<td>Transfers to other funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,415.00</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$898,032.62</td>
<td>$1,062,824.51</td>
<td>$353,224.95</td>
<td>$243,322.93</td>
</tr>
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</table>

### Revenues over (under) Expenditures:

<table>
<thead>
<tr>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$262,146.14</td>
<td>$55,213.35</td>
</tr>
<tr>
<td>$5,810.45</td>
<td>-</td>
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</table>

### Beginning Fund Balance (July 1):

<table>
<thead>
<tr>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$897,236.39</td>
<td>$923,077.48</td>
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<tr>
<td>$1,015,890.85</td>
<td>$1,195,761.66</td>
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</table>

### Ending Fund Balance (end of month):

<table>
<thead>
<tr>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,159,362.53</td>
<td>$976,290.53</td>
</tr>
<tr>
<td>$1,192,919.28</td>
<td>$1,105,360.51</td>
</tr>
</tbody>
</table>

Exhibit # 8 B 4

Date July 28, 2014
## SOUTHWESTERN OREGON COMMUNITY COLLEGE

**Enterprise Fund**

Financial Summary Comparison for the Period Ending June 30 "Preliminary"

<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>
<th>FY12-13</th>
<th>FY13-14</th>
<th>FY12-13</th>
<th>FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conferences Other</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tuition/Fees</td>
<td>42,689.96</td>
<td>43,461.00</td>
<td>48,019.00</td>
<td>50,643.00</td>
<td>2,041,312.00</td>
<td>2,348,250.00</td>
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<tr>
<td>Sales</td>
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<td>24,682.35</td>
<td>37,548.18</td>
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<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,600.00</td>
<td>1,000.00</td>
<td>5,500.00</td>
<td>-</td>
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</tr>
<tr>
<td>Miscellaneous</td>
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<td>-</td>
<td>24,224.51</td>
<td>15,437.55</td>
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<tr>
<td>Total Revenues</td>
<td>42,689.96</td>
<td>43,461.00</td>
<td>48,019.00</td>
<td>50,643.00</td>
<td>2,091,818.86</td>
<td>2,402,235.73</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Personal Services</td>
<td>18,305.33</td>
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<td>7,900.00</td>
<td>779,621.68</td>
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<tr>
<td>Payroll costs/Benefits</td>
<td>4,790.30</td>
<td>4,721.22</td>
<td>789.67</td>
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<tr>
<td>Materials &amp; Supplies</td>
<td>2,103.29</td>
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<td>12,383.35</td>
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<tr>
<td>Travel</td>
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</tr>
<tr>
<td>Purchased Services</td>
<td>2,440.16</td>
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</tr>
<tr>
<td>Materials for Resale</td>
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<td>20,149.50</td>
<td>75,897.23</td>
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<tr>
<td>Vehicle Rental &amp; Internal Services</td>
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<tr>
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<td>23,185.23</td>
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<td>58,591.00</td>
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<tr>
<td>Bad Debt Expense</td>
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<tr>
<td>Repairs</td>
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<tr>
<td>Total Expenditures</td>
<td>27,639.08</td>
<td>21,727.66</td>
<td>30,735.67</td>
<td>25,914.26</td>
<td>2,535,471.66</td>
<td>2,635,478.76</td>
<td>24,653.72</td>
<td>28,033.09</td>
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<tr>
<td><strong>Revenues over (under) Expenditures</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Beginning Fund Balance (July 1)</td>
<td>18,368.66</td>
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<td>37,427.90</td>
<td>(847,553.00)</td>
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<td>89,122.46</td>
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</tr>
<tr>
<td>Ending Fund Balance (end of month)</td>
<td>33,419.54</td>
<td>57,306.48</td>
<td>37,706.36</td>
<td>62,156.64</td>
<td>(1,291,205.80)</td>
<td>(1,558,464.11)</td>
<td>88,363.93</td>
<td>61,089.37</td>
<td>-</td>
<td>-</td>
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June 23, 2014

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 (ph) *

Staff/ExOfficios
Patty Scott (President) * Rebecca Markus
Jan Baxter * Deb Nicholls *
Kathy Dixon Ron Olson
Elise Hamner Janet Pretti *
Linda Kridelbaugh * Diana Schab (Ph)
Rocky Lavoie * Ross Tomlin *

Guests
Wendy Abel-Hatzel Jane Stebbins

*Also present at Executive Session

CALL TO ORDER

Chair Marcia Jensen called the session to order at 3:30 p.m.

RECESS INTO EXECUTIVE SESSION

The Board recessed into Executive Session under ORS 192.660 (2) from 3:30 to 4:15 p.m.:
• (d) Labor Negotiations – Updates on negotiations, the recent arbitration, and grievances.
• (e) Property – Updates on properties in both Coos and Curry counties.
• (i) Personnel – Updates on personnel issues.

RECONVENE INTO OPEN SESSION

Chair Jensen reconvened the open session at 4:24 p.m.

AGENDA CHANGES

None presented.

BUDGET HEARING

PUBLIC BUDGET HEARING – ORS 294.430 (1)

Chair Howell called the Budget Hearing meeting to order at 4:24p.m. The meeting was held at the Curry Campus at 96082 Lone Ranch Parkway, Krieger Community Room, Brookings, Oregon. Due and proper meeting notice was provided.

PUBLIC COMMENT

None was heard.

ADJOURNMENT OF BUDGET HEARING

Chair Jensen adjourned the Budget Hearing meeting at 4:26 p.m.

RECONVENED

Chair Jensen reconvened the open session at 4:26 p.m.

OATH OF OFFICE

Chair Jensen administered the Oath of Office to newly appointed Board member Ken Messerle.

INTRODUCTIONS

The following employees new to the College were introduced to the Board:

• Kathy Dixon, Business Office Director
• Jan Baxter, Human Resources Director
ADOPTION OF THE 2014-15 BUDGET, Exhibits # 10 and B

MOTION PASSED

Susan Anderson’s motion to adopt the Fiscal Year 2014-2015 budget as approved by the Budget Committee, and amended by the Board, in the total amount of all budget requirements $55,249,926 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 2014-2015 upon the assessed value of all taxable property within the Southwestern Oregon Community College District was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

PRESENTATIONS

CURRY CAMPUS

Curry Campus Dean Janet Pretti conducted a presentation covering various Curry campus statistics, (i.e., FTE, college credits taken by local high school students, headcount, etc.). The 32 2013-14 Curry graduates, residing from Port Orford to Brookings, earned 46 degrees and certificates. She added that students regularly use the building’s common study/meeting areas to engage with one another and that connections are consistent with the main campus through the use of Internet Protocol systems, when staff visit, and when equipment like the mobile welding lab travels down to teach on-site. The community also uses the facilities regularly and even a local bear has made an appearance to check things out recently.

Discussion occurred on high school teachers getting master’s degrees in education, but needing additional coursework in a specific subject area which would make them eligible to teach college-level courses. Otherwise it’s suggested that they pursue their degree in the said subject area.

INSURANCE REPORT

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

BOARD REPORTS/ INFORMATION

IMPORTANT DATES

The Board reviewed numerous upcoming events.

(a short recess was taken from 5:15-5:22)

BOARD OPERATIONS

President’s Contract

Chair Jensen announced that President Scott’s evaluation had been completed and that her contract had been renewed.

Retreat Planning

Discussion occurred regarding potential dates of September 5 and/or 6 that would incorporate the September Board meeting. Scott to verify availability of facilitator. More discussion to follow.

COLLEGE REPORTS

PRESIDENT’S REPORT

• Health and Science Building – Vice President Ross Tomlin is leading the committee with campus stakeholders. The committee has met with Crow Clay (architect) to discuss wish lists and needs from the science and allied health areas. To build capacity for new programs, the building would need to be 41,000 sf ($300/sf). The College will need to raise $8 million to match the $8 million match from the State. Scott and Foundation Director Elise Hamner to work on the funding for the match money.
University Center - Starting July 1, 2014 the College will be the fiscal agent for the University Center. Funding is still in Eastern Oregon University’s (EOU) budget. The College has signed an MOU with Eastern who will get the money from the State and then send to SWOCC.

Scott announced that in addition to her OSU Open Campus responsibilities, Megan McLarrin has been named the Center’s Director (PT). Jaimee Belzer will move from being an Eastern staff member to the Center’s program coordinator and a SWOCC employee. She added that EOU cut the teacher CUESTE program. Work is underway with HECC to get increased funding for the University Center.

Graduation – Is great example of what the College does well! Scott highlighted that two recent local high school graduates received their SWOCC college degrees this year.

Board Retreat – Items that will be reported more on at the Retreat:

- Accreditation Report – Year Three
- 360 Evaluation for Exempt Personnel (pilot by the spring and will be tied to department evaluations, assessments, etc.)

FINANCIAL REPORTS, Exhibits # 13 B 1 - 4
Copies of the financial reports were included in the meeting materials. Business Manager Ron Olson briefed the Board reporting that an Ending Fund Balance of at least $2 million was expected.

HIRING MATRIX, Exhibit # 13 C
Copies of the report were included in the meeting materials.

CONSENT AGENDA, Exhibits # 14 A-E
Copies of the items were included in the meeting materials.

M06/14-2
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 19, 2014, Exhibit # 14 A.

BE IT RESOLVED that the Board of Education of Southwestern Oregon Community College District approved the payment to OETC in the amount of $44,000 for the 2014-15 annual license for Microsoft Campus Agreement covering the college-wide desktop, server, database, and operating system software, Exhibit # 14 B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the payment of $80,000 over 12 months to ORCA Communications for fiber and internet connectivity and Internet service, Exhibit # 14 C.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the 14-15 Achievement Compact, Exhibit # 14 D.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved the FY13-14 category transfer # 2, as presented, Exhibit # 14 E.
OLD BUSINESS

2014-15 INSURANCE RENEWAL, EXHIBIT # 15 A
Copies of the resolution were included in the meeting materials. Harry Abel announced a conflict of interest and that he would not be participating in the vote.

M06/14-3
David Bridgham’s motion to authorize the insurance agent of record to purchase property and casualty insurance from PACE and workers’ compensation insurance from SAIF for the 2014-2015 fiscal year was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED with six affirmative votes and one abstention from Abel.

PUBLIC COMMENT
None was heard.

NEW BUSINESS

TIOGA THIRD FLOOR REMODEL, EXHIBIT # 17 A
Copies of the resolution were included in the meeting materials.

M06/14-4
Susan Anderson’s motion to authorize the necessary expenditures to complete the Tioga Third Floor Remodel was seconded by Judy May-Lopez.

Vice President Kridelbaugh briefed the Board on the project and stated that General Fund monies were available for the project should the CASE grant funding not be realized. The facilities should be ready for touring in September or October.

Upon call for the vote, the MOTION PASSED unanimously.

CORRESPONDENCE
Copies of the correspondence from Stacy Rose were included in the meeting materials.

ADJOURNMENT
Chair Jensen adjourned the meeting at 5:45 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: President’s Office

ACTION UNDER CONSIDERATION

Approve the payment of $26,230 to the Oregon Community College Association for the 2014-2015 Membership Dues.

HISTORY/ DISCUSSION

The Oregon Community College Association (OCCA) represents the seventeen publicly chartered community colleges and their locally elected board members as well as the interests of the faculty, staff, administration and nearly 350,000 students in those colleges.

OCCA staff provides the services and information that support the Association’s mission. Staff members are knowledgeable about issues ranging from appropriations and the community college funding formula to governance and educational policy. OCCA works closely with the state’s Department of Community Colleges and Workforce Development, the Oregon Student Assistance Commission, the Oregon Legislature, the State Board of Education, and the State Board of Higher Education.

BUDGET IMPACT

Funds are available for this proposal in account # 10-3101 in the 2014-15 budget approved by the Board of Education.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the payment of $26,230 to the Oregon Community College Association for the 2014-2015 Membership Dues.
Southwestern Oregon Community College  
Board of Education  

Prepared by: Rocky Lavoie, Director of Integrated Technology Services  

ACTION UNDER CONSIDERATION  

Approve a payment in the amount of $36,000 to Insight Investment Exchange for the purchase of replacement PC’s for faculty and staff.  

HISTORY/DISCUSSION  

The productivity of faculty and staff depend on having reliable, fast computers. The ITS replacement plan for 2014 – 15 will replace 51 aging staff pc’s.  

The purpose of this resolution is to purchase equipment to provide for the technology requirements to support the students and staff.  

Core Theme: Innovation and Sustainability  
Objective: Allocate resources to support continuous improvement for a strong infrastructure of employees, technologies, facilities, and educational programs  
Annual Priority 7.2: Ensure effective college-wide operational support for staff and students  

TIMING  

Summer term is the maintenance window for performing faculty and staff computer upgrades and replacements.  

BUDGET IMPACT  

Equipment expenditures in this resolution are in the 2014–15 budget, account # 10–3117-53171.  

RECOMMENDATION  

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approves the payment in the amount of $36,000 to Insight Investment Exchange for the purchase of replacement computers.
Southwestern Oregon Community College District  
Board of Education

Prepared by: Linda Kridelbaugh, Vice President Administrative Services

**ACTION UNDER CONSIDERATION**

Approve the replacement of the HVAC in Stensland Hall serving the Bookstore area up to the amount of $35,000.

**HISTORY/ DISCUSSION**

The heat pump on Stensland serving the Bookstore has failed and is currently heating this area by the heating strip only. This project has been submitted to be the subject of an Energy Trust Technical Analysis Study. Due the energy-use reduction, it is expected that the Trust will rebate the College up to 50% of the cost of the project ($17,000). The actual cost to the College will be $17,000.

Note that due to timing issues, this resolution is seeking approval for the expected maximum amount of the expenditure. The Board will be informed of the actual cost upon completion. The College will follow the Oregon Community College procurement process and seek competitive bids.

**TIMING**

To be completed during late summer or early fall of 2014.

**BUDGET IMPACT**

The current 2014-2015 budget has capacity to pay for this improvement through the Plant Fund transfer for facilities projects.

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approve the payment up to $35,000 to replace the heat pump for Stensland Hall, Bookstore area.
Southwestern Oregon Community College District  
Board of Education

Prepared by: Linda Kridelbaugh, Vice President Administrative Services

ACTION UNDER CONSIDERATION

Approve the heat system in Prosper Hall with a boiler system and digital controls up to the amount of $103,950 plus $10,000 for unexpected costs for a total of $113,950.

HISTORY/ DISCUSSION

The heat system in Prosper Hall is original to the building. This project has been submitted to be the subject of an Energy Trust Technical Analysis Study. Due to the energy-use reduction, it is expected that the Trust will rebate the College $31,718 with the expectation of energy savings of $47,109 per year. At this rate, it will take 1.5 years to pay for the project.

Note that due to timing issues, this resolution is seeking approval for the expected maximum amount of the expenditure. The Board will be informed of the actual cost upon completion. The College will follow the Oregon Community College procurement process and seek competitive bids.

TIMING

To be completed during late summer or early fall of 2014.

BUDGET IMPACT

The current 2014-2015 budget has capacity to pay for this improvement through the Plant Fund transfer for facilities projects.

RECOMMENDATION

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approve the payment up to $113,950 to replace the heat system in Prosper Hall.
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 May and June 2014 initiated and finalized activity in Administrative Services to include:

**CORE THEME: LEARNING AND ACHIEVEMENT**

**Dining Services**
- Summer camps are going well in Dining Services.
  - Dining Services wrapped up Road Scholar by making a traditional tribal dinner with salmon, corn, and flat breads. After dinner, Road Scholar participants watched an ice carving show where students and chefs performed one hour speed carves. The students received a standing ovation from the guests.
  - The Hyejeon students have settled in as well as Upward Bound and both seem to be enjoying their time on campus.
- The new service line has arrived in Dining Services. Paint and trim are being matched; it is great to have this new equipment.

**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 Classified Federation negotiations.
- Continued work on campus inventory for auditors.
- Submitted recommendations from 10 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 45 employees resulting in a total of 57 training sessions. Training modules include Van Safety, Bloodborne Pathogens, Personal Protective Equipment, and Safety Data Sheets.
- Updated Safety and Administrative Services webpages.
• Continued work on Administrative Policies and Procedures update. The following APP’s were addressed:
  
  - **APP 7074 Initial Step Placement On The Part Time Faculty Salary Schedule – 1st reading – PASSED**
    This policy was revised.
  - **Admin. Procedure 6.3.010 Bookstore Discount – 1st reading – PASSED**
    This policy is being renamed and renumbered to APP 7034 Bookstore Discount – MASSC.
  - **Admin. Procedure 9.006 Admission Criteria for Programs and Courses with Limited Enrollment – PASSED**
    This policy is being retired as it has been replaced with BP 8060 Admission Criteria for Instructional Offerings with Restricted Enrollment.
  - **Admin. Procedure 9.002 Admission Policy – 1st reading - PASSED**
    This policy is being retired as it has been replaced with BP 8015 College Admissions.
  - **Admin. Procedures 9.028A and 9.028 (Fees) to be renumbered to 8061A and 8061 respectively– Informational only**

**Bookstore**

- Buyback was held in the Bookstore June 9 - 13. Between the Bookstore and our wholesaler, Nebraska Book Company, a total of 1,112 books were purchased from students and paid out a total of $44,274.00.
- The online store continues to improve; between May 19 and July 14, ninety book orders were filled for summer with a total of $8,383.72.
- End of year inventory was performed on June 30. Below are the totals of stock on hand in the Bookstore on that date.
  - New Textbooks: $109,273.07, average margin of 0.30
  - Used Textbooks: $186,675.81, average margin of 0.34
  - General Supplies: $26,847.01, average margin of 0.67
- New textbooks and Laker gear are being ordered for returning and incoming students this fall.

**Human Resources**

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

**Student Housing/Resident Life**

- Summer maintenance projects are in full swing. Along with preventive maintenance activities, several apartments are being painted as well as the exterior railings. Three apartments are current getting new Corlon tile and carpeting installed. Other projects scheduled are resurfacing of bathroom tubs, gutter guards and roof moss treatment for the three story buildings, and a software/hardware upgrade to the electronic door access system WinPak. Annual grounds and landscaping projects are also underway.
- The Resident Director hiring process is ongoing this summer. We anticipate the position to be filled by September 1. The Resident Director position 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.
- New student housing applications for fall as of July 1 are at 173. This number is similar to the previous two years at this time (2013 = 161 and 2012 =186). Returning residents for fall term are at 72 which is up from the past two years (2013 = 67 and 2012 = 55).

**Facilities Services**

- Worked completed on 3rd Floor Tioga remodel:
  - Walls built/sheet rock hung/insulation installed
  - Electrical/data/plumbing rough inspection passed
- Delivered playground equipment to Neighborhood Facility.
- Plumbing/sheet rock/insulation completed for Neighborhood Facility.
- Moved Coos County Library Service to Coos Bay Library.
- Removed dead tree in parking lot #2.
- Repaired fire alarms in Empire Hall kitchen.
- Pressure washed awnings on Student Recreation Center.
- Washed exterior windows of Empire Hall and Student Recreation Center.
- Installed new window for Facilities office.
- Installed new heat pump for the Performing Arts Center.
- Replaced ceiling tiles in Empire Hall kitchen.
Campus Security

- Security is hoping to have at least one replacement patrol vehicle from West Linn Police Department by the end of the month which will allow us to upgrade our service fleet.
- Security is currently working on drafting a letter to Confederated Tribes of Coos County Police Department, requesting consideration in obtaining some of their surplus patrol equipment, such as portable police radios, to replace the ones we are currently using which are worn out. This will allow us to upgrade our communication abilities with local agencies at little to no cost, other than reprogram fees through Teletron.

Business Office
(Please see attached financials)

CORE THEME: COMMUNITY ENGAGEMENT

Student Housing/Resident Life

- Summer term occupancy is at 75 students. Currently Student Housing is hosting the summer Upward Bound and Hyejeon sister school programs in addition to other scheduled summer conferences. Our first Road Scholar summer program “Harvesting and Cooking Food from the Oregon Coast” concluded on Monday July 14. We introduced a blog and video as part of documenting the program and Road Scholar headquarters will feature it on their Facebook page this coming month. ACUHO interns Selene Roman and Amanda Self have done an excellent job showcasing this program and Southwestern.
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  
LA2: Students complete certificates, degrees, and transfer

- The direct articulation agreement with OSU for the AS program with Forestry emphasis has been finalized. There will be a signing ceremony on campus sometime this summer. This is the first course to course direct articulation agreement between the Forestry Department at OSU and a community college. Students graduating with our AS degree will be able to transfer to OSU in their BS Forestry program as a full junior. The new AS degree program takes effect this fall. The same direct articulation agreement with the Natural Resources Department at OSU is very close to being completed and we hope to also have the signing ceremony here on campus this summer.

- The remodeling of the third floor of Tioga has been progressing. The electricians and plumbers are close to being finished. Staff and faculty have toured the facility and are contributing their ideas on their new location. We are expected to be moved in and operational by fall term.

- SWOCC hosted a representative from American Welding Society to administer 2nd year welding certifications for summer term. The day saw a total of 20 industry (AWS) certificates earned by 12 of our second year welding students.

- SWOCC recently completed an Advanced Pipe welding pilot, providing an opportunity for five students to earn pipe welding certifications. One student earned two certifications during summer term. Pass rate was in excess of the industry average.

LA3: Students demonstrate that they have met institutional learning outcomes

- More than 40 TRIO Student Support Services (SSS) students graduated in June. SSS staff held a graduation celebration and Exit Interview luncheon on June 6.

- Ten SSS Students began an online math pilot project provided by COE, including four incoming freshmen from local pre-college TRIO projects.

- Fourteen out of 15 of the first year Ford JumpStart participants are returning for a second year and are registered for fall term. This will be the final year of the JumpStart Program as the Ford Family Foundation is discontinuing it.

- Oregon is one of nine states participating in the Multi-State Collaborative to assess student learning outcomes in written communication, quantitative literacy, and critical thinking. Southwestern is one of the three Oregon community colleges participating with Oregon universities. We have submitted our proposed sampling plan for review. Marta Wozniak, Kyriakos Kypriotakis, and Rod Keller attended a training workshop in Portland to prepare for this fall’s sampling of student work this fall.
Access

A1: Students access varied learning opportunities

- SWOCC is partnering with Coos Watershed this summer to offer a summer camp program to 10 local high school students that have an interest in forestry and natural resources. They are all taking math and writing courses as well as the F 111 (Introduction to Forestry) course. In addition, they are taking an internship course where they are getting hands on experience working on field projects on the Coos Watershed property. Hopefully, some of these students will enter the new Forestry program at SWOCC once they graduate from high school, and will have a head start on the program requirements.

- Dean of Extended Learning Karen Domine attended the National Institute on the Assessment of Adult Learning in June. The conference focused on best practices in offering prior learning assessments for adults entering or re-entering college.

A2: Students access services that support learning

- Billie Shannon, Bev Segner, and Rod Keller have represented Southwestern on the State’s Developmental Education Redesign Work Group to make recommendations for strengthening and accelerating students into gateway courses. This will help with student retention and completion. The four workgroup areas include math, reading/writing, student services, and placement. This workgroup has been meeting monthly from November 2013 to June 2014.

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

- With encouragement and support from Student Support Services (SSS) staff, three SSS students applied for and were selected to be Resident Assistants for the 2014-15 academic year, and two were elected to ASG executive positions for 2014-15, one as President and one as Vice President.

- Several SSS students visited Southern Oregon University on our final campus visit of the year.

- SSS students were awarded over $15,000 in Southwestern Foundation Scholarships for the 2014-15 academic year. An even greater number of scholarship dollars were awarded to graduating SSS students at their transfer institutions. Final numbers are not in.

- The annual program assessment survey was issued to SSS students. The results and comments were overwhelmingly positive.

- Our local chapter of Phi Theta Kappa Honor Society received five Certificates of Achievement for their accomplishments this year.

Community Engagement

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

- Southwestern will be hosting the Oregon Community College Adult Basic Skills (ABS) Directors meeting next week on campus.

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

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

Sustainability

S1: Southwestern provides responsible fiscal management
S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources

- Oregon’s Community College TAACCCT 4 grant was submitted to the Department of Labor on July 3. All 17 colleges are included in this grant and all agreed not to submit individual grants. This is the last round of the four-year cycle and although the total grant award will be smaller than CASE, the focus will be on certificate programs and the unemployed. If awarded, SWOCC will be able to maintain career coaches half time and focused on the career areas of allied health and welding. SCBEC is committed to maintaining a full time represented on campus whether the grant is funded or not. Notification of the grant awards are expected in the fall.

S3: Southwestern delivers viable quality instruction
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 26 Solid State hard drives in Tioga 403 classroom computers to increase computer speed to help run the more power intensive software programs
- Finished and tested new Tioga 4th floor computer image for Fall term
- Live Streamed Graduation Ceremony
- Designing, building, and installing interior and live streaming equipment in the SWOCC Media Production van
- PAC hosted the Synergy Dance Recital
- PAC hosted the Slow Ponies musical group for the Bay Area Music 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:
- Created and updated reports:
  - Graduate applicants
  - Housing exit interview, Survey responses, incomplete app
  - Edit reports for requisitions, CWE, missing grades
  - Office Hours Card
  - Timecard report
  - Sports report
  - ETS student data
  - Early Alert
• Modified data or programs:
• Created course authorization process to allow instructor consent later in the term
• Bookstore course enrollments
• CCFIS budget
• Imported Vendors from Datatel
• LabTrac
• NSC
• Schedule download
• Updated data for conversion issues related to majors
• Updated tuition hours, course clock hours, work experience, OTM, CIP codes, ACTI codes
• Queries for Housing, IR, Advising, Registration, HR, IT, Business office
• Attended meetings for:
  • New Website/Portal integration
  • Webinar for NSC/COD setup
  • eCatalog software evaluation meetings
  • Provided miscellaneous support to Financial Aid, Registration, Business Office, Human Resources, OOFI, Community ED, Advising, Admissions, Athletics, Facilities, Development

**Systems, Security, and Telecommunication:**
• Spam filter tightened up to catch all the spam getting through
• Firewall configuration modified for access to spam filter
• Server room fire suppression inspection completed
• Server share migration ongoing
• Preparation for cloud email migration
• Tioga third floor wiring being installed
• New patch panel for third floor remodel
• Equipment ordered for third floor remodel
• myLakerLink update installed
• Jenzabar EX upgraded to 4.6.5
• Test environment created for new Jenzabar 5.0 platform
• Newmark tenant agencies phone assistance
• Student accounts created for summer term
• Call accounting software ordered
• Continuously available cluster array up and running
• Evaluating eCommerce options
• PCI compliance updated for myLakerLink
• SI19 completed
• Wireless heat maps updated
• PRI installation planned for August

**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 (formerly 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: College Hiring Update

<table>
<thead>
<tr>
<th>NEW HIRES:</th>
<th>Faculty</th>
<th>MASSC</th>
<th>Classified</th>
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<tr>
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<td>FT</td>
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<tr>
<td>William Dean – Lead Custodian</td>
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<tr>
<td>Nikki Armstrong – Tenure Track Mathematics Instructor and Math Learning Center Coordinator</td>
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<td>Cally Hayden - Student First Stop Center Rep</td>
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<td>Rebecca Otterbach - Student Success Specialist</td>
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<td>John Jenkin - Curry First Stop Center Rep</td>
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<td>Audra Ashcraft - Educare Team Leader</td>
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<td>James Ingram - Lead Multimedia Technician</td>
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Information: College Recruiting Update

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<th>OPEN POSITIONS:</th>
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<tr>
<td>Nurturecare Team Leader</td>
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<td>Campus Security, Unarmed 10-19 hr</td>
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<td>Writing Instructor</td>
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<td>Digital Design Instructor</td>
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<td>Criminal Justice Instructor</td>
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<td>Forestry Instructor</td>
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<td>Culinary Arts Instructor</td>
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<td>Tenure Track Childhood Education/Family Studies Faculty</td>
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<td>Tenure Track Nursing Instructor</td>
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<td>Director of Facilities</td>
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<td>Admissions/Recruitment Coordinator</td>
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<td>Mail and Print Services Supervisor</td>
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<tr>
<td>Assistant to Dean of Students and Student Services</td>
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<td>NurtureCare Assistant (2)</td>
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<td>Curry Student Success Specialist</td>
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<td>Transitional Education Program Manager</td>
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<td>Assistant to Grant Administrator</td>
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<td>Multimedia Technician</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 Campus Report

Submitted by: Janet Pretti, Curry Campus Dean

CORE THEME: Learning and Achievement

LA1: Students demonstrate progress

- On May 20, four students completed their Basic Nursing Assistant training. This is the first BNA class offered in Curry County since spring term, 2013 because we did not have a qualified instructor available. The class is critical to meet the staffing needs at local facilities like Curry Good Samaritan Center whose patient capacity is tied to CNA/staff to patient ratio.
- On June 18 a completion ceremony was held for students in the Beyond BHHS 5th-year program for Brookings-Harbor High School students. The ceremony was held in the community room. Students received their high school diploma.
- One motivated student successfully completed both MTH 20 and 70 spring term. She proactively utilized 35 hours of tutoring to reinforce her learning.

LA2: Students complete certificates, degrees, and transfer

- Curry’s second AAS Medical Assistant graduated spring term.
- All five AAS Nursing students in the Curry Campus 2013-14 cohort graduated, and two additional Curry residents graduated from the Coos Campus 2013-14 cohort.
- As time has been available, Rebecca Marcus and Karim Shumaker have been reviewing advising files of stop-out students and contacting students near completion. One AAOT student was only one PE credit away from graduating with an Associate of General Studies. As she was not planning on transferring to a 4-year school, she is currently taking the PE class and will have her AGS degree at the end of summer term.

LA3: Students demonstrate that they have met institutional learning outcomes

- All five AAS Nursing students in the Curry Campus 2013-14 cohort and two additional Curry residents in the Coos Campus 2013-14 cohort have passed the NCLEX for a 100% pass rate.

CORE THEME: Access

A1: Students access varied learning opportunities

- Marta Wozniak and her students helped Coos Historical and Maritime Museum in Coos Bay make a small portion of its huge photo collection available to researchers by writing descriptions of photos which will then be entered in the museum’s database. The partnership was originally established by Joy Parker on Coos Bay campus. Curry writing students truly appreciated this service learning opportunity.
A2: Students access services that support learning

- John Jenkin has been hired as the full time Curry First Stop Representative. He trained on the Coos Campus for two weeks prior to beginning his responsibilities in Curry. While being trained in the same manner as Coos staff, he built strong networks with Coos staff and it was an opportunity to ensure that First Stop, Bookstore and testing center services are aligned and delivered similarly on both campuses.

- Each year the Curry Program reserves one of its tuition waivers to use for SENSE waivers (paying the tuition of one class to keep engaged an entering student whose FA aid has been delayed, and Completion Waivers (paying tuition for one class to encourage students to finish their degree before transferring or going into the workforce). During 2013-14, no SENSE waivers and two Completion Waivers were given. Both completion waivers recipients completed their two-year degrees. The AAOT student has since completed a successful year at OIT, and the AAS-Medical Assistant is working in her field.

- In addition, the Curry Program has four tuition waivers (1 ASG Director, 2 Student Activities Programmers, and 1 Student Ambassador), and 2 Curry students received GED tuition waivers (one 3-term and one 1-term waiver). All students completed each term with a 2.0 GPA or better.

- The Curry Tutoring program is staffed entirely by volunteers. Eight volunteers donated 349.25 tutoring hours that can be documented (volunteer tutors are not as motivated to track their hours as paid tutors). Individual tutors contributed between 7 to 83 hours of free tutoring for our students. This year twenty-five students accessed tutoring services for as little as 1.5 hours for a specific assignment to 118 hours over the course of three terms. Of the 349.25 tutoring hours, 72.25 were delivered at the Gold Beach Center (by one volunteer) and 277 hours were delivered at the Curry Campus. Karim Shumaker coordinated tutoring services at the Gold Beach Center and Marta Wozniak coordinated tutoring services at the Curry Campus.

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

**CORE THEME: Community Engagement**

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

- The Small Business Development Center offered a workshop on *Managing Your Online Hospitality Reputation* on July 22 for local businesses to learn how to engage with their customers over the internet.

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

- Watercolor artist Rick Bennett taught a 3-day workshop at the Curry Campus July 15 through 17. Bennett’s work hangs in the upper commons at the Curry Campus.

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

**CORE THEME: Sustainability**

**S1:** Southwestern provides responsible fiscal management

- Beginning July 1, the Curry budget has been divided out into state reporting categories. The previous account (10 -1601-02) will only be used for program revenues, store income and expenses will be reported under 10-1603-02, instruction expenses under 10-1701-02, community education under 10-1809-02, instructional supervision under 10-2101-02, student services under 10- 2401-02, and general college support under 10-3209-02. This will simplify state reporting in the future and make the Curry budget more transparent.
S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources

- Nick Hammon has completed the second of a three-test series for a Pest Control License.
- Marta Wozniak is currently working on the Multi-State Collaborative (MSC) to prepare for the fall launch of the pilot study our college has agreed to participate in. She has reviewed MSC literature and webinar materials. She participated in a MSC meeting in Portland.
- In May, Wozniak attended *Teaching Talks: Today’s Academics Linking Knowledge and Skills*, a 1.5 day event to engage faculty who are interested in improving the quality of student learning and promoting inter-institutional collaboration in sharing best practices.
- May 17, three Curry instructors participated in the Rubrics Workshop for part-time instructors held on the Coos Campus via IPV. Marta Wozniak acted as the local planning team host, leading local breakout discussions.

S3: Southwestern delivers viable quality instruction
Southwestern Oregon Community College District
Board of Education
SWOCC Foundation Report

Submitted by: Elise Hamner, Executive Director

Core Theme: Access

Increase and enhance activities for community attendance
The Southwestern Oregon Community College Foundation worked in collaboration with the Oregon Coast Culinary Institute to host the 2014 Southwestern Distinguished Alumnus event in June. The 23rd-annual celebration brought approximately 90 community members to campus to interact with the Foundation, alumni, college staff and OCCI students. SWOCC Music Director and Professor Mike Turner and his student jazz band provided entertainment.

Expand access to financial assistance
The Foundation awarded educational scholarships totaling $79,859 to 72 students during the months of May and June for the 2014-15 school year. Also during the past academic year, 20 students received emergency assistance scholarships totaling $4,915; and four students received $400 in GED scholarships. This represents an increase of $22,796 in assistance to an additional 26 students over the prior year. Also in June, the Foundation partnered with the Coos Watershed Association and received a $5,000 Pacific Power Foundation Grant. This grant is partially funding the Natural Resources Summer Bridge pilot project for 10 high school students involved in the Talent Search/TRIO programs at SWOCC. The project goals are to improve students core skills in math, science and writing to better prepare them for college, along with increasing their awareness of STEM fields and career opportunities.

Community Engagement
In June and July, the Foundation developed and implemented a plan for collaboration with private and private entities in the natural resources industry to solicit two years of start-up funding for a professor to develop the Associate of Science degree with forestry emphasis program. Roseburg, the forest products company, issued a challenge to the Foundation pledging $20,000 toward the $160,000 goal, if the Foundation can raise the rest. To date, fundraising commitments total $55,000.

Recent program fund contributions

- Al Peirce Co. of Coos Bay gave $10,000 to the Annual Fund.
- Freeman Marine Equipment gave $5,000 toward the Curry campus.
- The Coos County Board of Realtors Endowment received a $1,000 anonymous donation.
- A number of college employees and community members made gifts to programs, scholarships and the Annual Fund.