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
1988 Newmark Ave., Empire Hall, Lakeview E/F, Coos Bay, Oregon
Thursday, September 8, 2016

AGENDAS with Estimated Timelines–

1. CALL OPEN SESSION TO ORDER

2. RECESS INTO EXECUTIVE SESSION
   Pursuant to:
   ORS 192.660 (2) (d) Labor Negotiations
   ORS 192.660 (2) (e) Property
   ORS 192.660 (2) (h) Legal Rights
   ORS 192.660 (2) (i) Personnel

3. AGENDA CHANGES

4. INTRODUCTIONS
   A. Employees, Exhibit #4
      New to College
      • Michael Barretta, Custodian
      • Julie Ryan, EMT Instructor
      • Susan Stuntzner, Director of Disability Support Services and Retention Specialist
      New to Position
      • Forrest Akers, International Student Coordinator
      • Joe Belter, Director of Student Housing
      • Rachael Greenhaw, In-District High School Relations Coordinator
      • Ana Lugo-Ferrin, Bilingual Eligibility Screener & Community Outreach Specialist
      • Ryan Shreckengost, Lead Technology and Software Support Technician

5. BOARD DEVELOPMENT
   A. Presentations
      1) Community Art Project
         Presenter: James Fritz
      2) New Online Orientation and Title IX Update
         Presenter: Tim Dailey

6. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
      • 10/05-08/16, ACCT Leadership Congress, New Orleans
      • 10/24/16, 5:30 p.m., Regular Board Meeting, Coos Campus
      • 11/02-05/16, OCCA Conference, Sun River
      • 11/05/16, OCCA Board Chair and Vice Chair Training, Sun River
      • 11/21/16, 5:30 p.m., Regular Board Meeting, Coos Campus
      • 12/05/16, 5:30 p.m., Regular Board Meeting, Coos Campus
      • 01/23/17, 5:30 p.m., Regular Board Meeting, Coos Campus
      • 02/13/17, ACCT Legislative Summit, Washington DC
      • 02/27/17, 5:30 p.m., Regular Board Meeting, Coos Campus
• 03/22-23/17, OCCA Legislative Summit, Salem
• 03/27/17, 5:30 p.m., Regular Board Meeting, Coos Campus
• 04/2017, All Oregon Academic Team (Student Scholar), Salem
• 04/22-25/17, AACC Annual Convention, New Orleans
• 04/24/17, 5:30 p.m., Regular Board Meeting, Coos Campus
• 05/08/17, 5:30 p.m., Budget Meeting, Coos Campus
• 05/22/17, 5:30 p.m., Regular Board Meeting, Coos Campus
• 06/05/17, 5:30 p.m., 2nd Budget Meeting *(if needed)*, Coos Campus
• 06/26/17, 5:30 p.m., Regular Board Meeting, Coos Campus
• 07/2017, OCCA Board Training, TBA
• 07/24/17, 2:00 p.m., Regular Board Meeting, Brookings Campus

B. Board Operations
   OCCA Report

7. COLLEGE REPORTS
   A. President’s Report
   B. Financial Reports, Exhibit # 7 B
      *Presenter: Kathy Dixon*
      1) Statement of Budget, Revenues and Expenditures — General Fund, Exhibit # 7 B 1
      2) Statement of Revenues and Expenditures — All Funds, Exhibit # 7 B 2
      3) Enterprise Fund Categories, Exhibit # 7 B 3
      4) Enterprise Fund, Exhibit # 7 B 4

8. CONSENT AGENDA
   A. July 25, 2016 Meeting Minutes, Exhibit # 8 A
   B. Talent Search Grant, Exhibit # 8 B

9. OLD BUSINESS
   A. Board Policy Review – 3rd Reading
      • 5025, Insurance Programs

10. PUBLIC COMMENT

11. NEW BUSINESS
   A. New Market Tax Credits Consultant, Exhibit # 11 A

12. EX-OFFICIO WRITTEN REPORTS
   A. Foundation, Elise Hamner (no report submitted)
   B. Faculty Union, Bernadette Kapocias (no report submitted)
   C. Faculty Senate, Cheryl Davies (no report submitted)
   D. Classified Union, Vickie Brumit (no report submitted)

13. UNIT WRITTEN REPORTS
   A. Executive Team Reports
      1) Student Services, Tim Dailey *(see # 13 A 3)*
      2) Administrative Services, Eric Stasak, Exhibit # 13 A 2
      3) Instructional Services, Ross Tomlin, Exhibit # 13 A 3
      4) Integrated Technology Services, Rocky Lavoie, Exhibit # 13 A 4
      5) Human Resources, Matt Gilroy *(see # 13 A 2)*
         Human Resources Hiring Matrix, Exhibit # 13 A 5
      6) Curry Campus, Janet Pretti, *(no report submitted)*

14. CORRESPONDENCE/INFORMATION
   • Letter dated July 5, 2016 from College Swimming & Diving Coaches Association of America

15. 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.
HUMAN RESOURCES DEPARTMENT

INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES

Prepared by: Matthew Gilroy, Executive Director of Human Resources

New to College:

Michael Barretta – Custodian (Full-Time Classified)

Education:
Herbert Hoover High School, Fresno, CA

Recent Work Experience:
Custodian, 2015 – 2016, Tacoma Community College, Tacoma, WA
Janitor, 2014 – 2015, Pony Village Mall, North Bend, OR
Janitor, Bandon Dunes Golf Resort, 2010 – 2014, Bandon, OR

Julie Ryan – EMP/Paramedic Instructor (Tenure Track Faculty)

Education:
Bachelor’s in Music and Secondary Education, Linfield College, McMinnville, OR

Recent Work Experience:
Veterinary Technician, 2016, Billings, MT
Operations Supervisor/Mine Paramedic, 2006 - 2015, American Medical Response, Billings, MT
Lead Paramedic/River Rescue Specialist, American Medical Response, Portland, OR

Susan Stuntzner – Director of Disability Support Services and Retention Specialist (Full-time MASSC)

Education:
Ph.D., Rehabilitation Psychology, University of Wisconsin – Madison, Madison, WI
Master’s in Rehabilitation Counseling, Portland State University, Portland, OR
Bachelor’s in Elementary Education, Linfield College, McMinnville, OR

Recent Work Experience:
Assistant Professor, 2015 – 2016, University of Texas Rio Grande Valley, Edinburg, TX
Sr. Lecturer / Assistant Professor, 2010 – 2015, University of Idaho, Moscow, ID
Psychology Staff, 2006 – 2009, Beatrice State Development Center, Beatrice, NE
Teaching Assistant/Associate Lecturer, 2002 – 2007, Univ. of Wisconsin – Madison, Madison, WI
Rehabilitation Counsellor, 1998 – 2002, OR Vocational Rehab Div., Coos Bay/McMinnville, OR
Workforce Program Coordinator, 1995 – 1998, St. Vincent de Paul, Portland, OR

New to Position:

Forrest Akers – Coordinator of International Student Programs (Full-time MASSC)

Education:
PGDE in Secondary Education, University of Hong Kong, Hong Kong
Bachelor’s in Applied Linguistics/TESOL, Portland State University, Portland, OR
Recent Work Experience:
CTE Transition Specialist, 2015 – 2016, SWOCC, Coos Bay, OR
English Teacher, 2007 – 2013, Christian Alliance SW Chan Memorial College, Fanling, Hong Kong
English Instructor, 2005 - 2007, Thaksin University, Songkhla, Thailand
English Teacher, 2003 – 2005, Nakatonbetsu Board of Education, Hokkaido, Japan

Joe Belter – Director of Student Housing (Full-Time MASSC)

   Education:
   Master’s in Educational Leadership and Policy, Portland State University, Portland, OR
   Bachelor’s in Recreation and Leisure Studies, Winona State University, Winona, MN

   Recent Work Experience:
   Assistant Director of Residence Life, 2015 – 2016, SWOCC, Coos Bay, OR
   Residence Director, 2013 – 2015, New Mexico State University, Las Cruces, NM
   University Success Graduate Intern, 2012 – 2013, Portland State University, Portland, OR

Rachel Greenhaw - In-District High School Relations Coordinator (Full-time MASSC)

   Education:
   Bachelor’s in Nutrition, Oregon State University, Corvallis, OR
   Communication Disorders and Sciences, University of Oregon, Eugene, OR

   Recent Work Experience:
   CTE Revitalization Grant Coordinator, 2016, SWOCC, Coos Bay, OR
   Speech Language Pathology Assistant, 2013 - 2015, South Coast ESD, Coos Bay, OR
   Speech Therapy Assistant, 2012 - 2013, Southwest Rehabilitation, North Bend, OR
   HR Representative, 2009 - 2011, Oregon Community Credit Union, Eugene, OR

Ana Lugo-Ferrin – Bilingual Eligibility Screener & Community Outreach Specialist (Full-time MASSC)

   Education:
   Bachelor’s in Arts/Learning Disabilities, Interamerican University, Caguas, Puerto Rico

   Recent Work Experience:
   ESL Instructor, 2008 – 2016, SWOCC, Coos Bay, OR
   Child Development Class Navigator, 2014 – 2015, SWOCC, Coos Bay, OR

Ryan Shreckengost – Lead Technology and Software Support Technician (Full-time Classified)

   Education:
   Associate’s Degree, SWOCC, Coos Bay, OR

   Recent Work Experience:
   Computer Lab Technician, 2009 – 2016, SWOCC, Coos Bay, OR
Southwestern Title IX Bill of Rights

Southwestern Oregon Community College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, or off campus.

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
   1. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
   2. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
   3. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
      1. Access to at least one level of appeal of a determination;
      2. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process;
      3. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.
Options in Brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentally or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit www.stopabusecoos.org). Or call Woman’s Safety and Resource Center 541-756-7000
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, the Dean of Students or other Southwestern employee, or a Human Resources employee;
  - Campus Security;
  - Local law enforcement; and/or state police

Southwestern Title IX Coordinator

Jeff Whitey Executive Director of Administrative Services
1988 New mark Ave
Coos Bay Or. 97420
841-888-7335
jwhitey@socc.edu
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 is an equal opportunity employer and educator.*
Southwestern Oregon Community College

GENERAL FUND

Statement of Revenues, Expenses, and Changes in Fund Balance

For the period ending August 31, 2016 PRELIMINARY

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Actual YTD</th>
<th>Adjusted Budget</th>
<th>(Over) Under Budget</th>
<th>Actual YTD % of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1, 2015)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 2,211,904</td>
<td>$ 2,200,000</td>
<td>(11,904)</td>
<td>100.5%</td>
<td></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Support</td>
<td>1,497,737</td>
<td>1,497,737</td>
<td>7,443,497</td>
<td>5,945,760</td>
<td>20.1%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>627</td>
<td>627</td>
<td>11,500</td>
<td>10,873</td>
<td>5.4%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>35,070</td>
<td>35,070</td>
<td>5,407,036</td>
<td>5,371,966</td>
<td>0.6%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>418,555</td>
<td>2,395,510</td>
<td>6,195,688</td>
<td>3,800,178</td>
<td>38.7%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>8,966</td>
<td>17,466</td>
<td>80,000</td>
<td>62,534</td>
<td>21.8%</td>
</tr>
<tr>
<td>Other Income</td>
<td>10,001</td>
<td>13,800</td>
<td>248,772</td>
<td>234,972</td>
<td>5.5%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>300,000</td>
<td>300,000</td>
<td>4,200,000</td>
<td>3,900,000</td>
<td>7.1%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>-</td>
<td>807,739</td>
<td>807,739</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,270,956</td>
<td>4,260,210</td>
<td>24,394,232</td>
<td>23,992,271</td>
<td>17.5%</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td>6,472,114</td>
<td>26,594,232</td>
<td>25,992,271</td>
<td>24.3%</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>426,318</td>
<td>1,065,324</td>
<td>9,774,896</td>
<td>8,709,572</td>
<td>10.9%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>201,434</td>
<td>592,750</td>
<td>4,966,437</td>
<td>4,373,687</td>
<td>11.9%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>221,531</td>
<td>588,263</td>
<td>3,700,199</td>
<td>3,111,936</td>
<td>15.9%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
<td>30,000</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>-</td>
<td>4,200,000</td>
<td>4,200,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>-</td>
<td>35,000</td>
<td>35,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>-</td>
<td>-</td>
<td>2,087,700</td>
<td>2,087,700</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>849,283</td>
<td>2,246,337</td>
<td>24,794,232</td>
<td>24,192,271</td>
<td>9.1%</td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td>1,421,672</td>
<td>2,013,872</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$ 4,225,776</td>
<td>$ 1,800,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Southwestern Oregon Community College
### Comparative Statement of Revenues and Expenditures - All Funds
#### For the Period Ending August 31

**Preliminary**

### General Fund Financial Aid Fund Special Projects Fund Insurance Reserve Fund

<table>
<thead>
<tr>
<th></th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</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>State Support</td>
<td>1,861,015</td>
<td>1,803,108</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Support</td>
<td>627</td>
<td>732</td>
<td>359,010</td>
<td>316,876</td>
<td>184,080</td>
<td>83,788</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>35,070</td>
<td>40,462</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>2,395,510</td>
<td>2,241,257</td>
<td>-</td>
<td>103,494</td>
<td>59,745</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>17,466</td>
<td>8,660</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>13,800</td>
<td>19,203</td>
<td>37,599</td>
<td>15,216</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>300,000</td>
<td>1,000,000</td>
<td>2,504</td>
<td>9,719</td>
<td>11,364</td>
<td>78,262</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>4,623,488</td>
<td>5,113,422</td>
<td>361,514</td>
<td>326,596</td>
<td>336,537</td>
<td>237,010</td>
<td>-</td>
<td>1,987</td>
</tr>
</tbody>
</table>

### Expenditures:

<table>
<thead>
<tr>
<th></th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>1,065,324</td>
<td>1,184,630</td>
<td>5,648</td>
<td>6,876</td>
<td>310,146</td>
<td>269,669</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>592,750</td>
<td>700,232</td>
<td>2</td>
<td>-</td>
<td>134,235</td>
<td>120,192</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>588,263</td>
<td>606,831</td>
<td>381,963</td>
<td>436,206</td>
<td>182,142</td>
<td>111,155</td>
<td>9,000</td>
<td>150</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>37,948</td>
<td>-</td>
<td>-</td>
<td>9,500</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Debt Service:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>-</td>
<td>1,375</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Transfers to Other Funds</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,246,337</td>
<td>2,531,015</td>
<td>387,614</td>
<td>443,082</td>
<td>636,023</td>
<td>501,015</td>
<td>9,000</td>
<td>150</td>
</tr>
</tbody>
</table>

### Revenues Over (Under) Expenditures:

<table>
<thead>
<tr>
<th></th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
<th>FY16-17</th>
<th>FY15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues Over (Under) Expenditures:</strong></td>
<td>2,377,150</td>
<td>2,582,407</td>
<td>(26,100)</td>
<td>(116,486)</td>
<td>(299,486)</td>
<td>(264,005)</td>
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<tr>
<td>Fund Balance (July 1)</td>
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<td>948,977</td>
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<td>Fund Balance (End of Month)</td>
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<td>5,281,777</td>
<td>(21,853)</td>
<td>(116,486)</td>
<td>649,491</td>
<td>289,863</td>
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</table>

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**Fund Balance (End of Month)**

- **General Fund Financial Aid Fund Special Projects Fund Insurance Reserve Fund**

**Date:** September 8, 2016

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**Exhibit # 7 B 2**
### Southwestern Oregon Community College

**Comparative Statement of Revenues and Expenditures - All Funds**

For the Period Ending August 31  

<table>
<thead>
<tr>
<th></th>
<th>Plant Fund</th>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
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<td></td>
<td>FY16-17</td>
<td>FY15-16</td>
<td>FY16-17</td>
<td>FY15-16</td>
<td>FY16-17</td>
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<tr>
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<td>Local Support (Taxes)</td>
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<td>Tuition &amp; Fees (Net of Waivers)</td>
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<td>Interest Earnings</td>
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<td>-</td>
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<td>1,323,623</td>
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<td>2,688</td>
</tr>
<tr>
<td>Total Revenues</td>
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<td>-</td>
<td>363,281</td>
<td>9,141</td>
<td>1,865,147</td>
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<td>108,754</td>
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<td>Total Expenditures</td>
<td>10,895</td>
<td>192,488</td>
<td>112,711</td>
<td>288,903</td>
<td>785,528</td>
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<td>(192,488)</td>
<td>250,570</td>
<td>(288,829)</td>
<td>(29,182)</td>
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<td>257,644</td>
<td>(283,030)</td>
<td>3,089,168</td>
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</table>

**Preliminary**
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 is an equal opportunity employer and educator.
## Southwestern Oregon Community College

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

For the Period Ending August 31  **PRELIMINARY**

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY16-17</th>
<th>Bookstore FY15-16</th>
<th>Newmark Center FY16-17</th>
<th>Newmark Center FY15-16</th>
<th>Student Housing FY16-17</th>
<th>Student Housing FY15-16</th>
<th>Dining Services FY16-17</th>
<th>Dining Services FY15-16</th>
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<td>27,111</td>
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<td>144,499</td>
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<td>30,979</td>
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<td>193,395</td>
<td>71,221</td>
<td>115,619</td>
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<td><strong>Revenues over (under) Expenditures</strong></td>
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<td>1,066,237</td>
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<td>1,174,603</td>
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<td><strong>Revenues:</strong></td>
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<td>Debt Service Admin</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<td>265,836</td>
<td>277,745</td>
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<td>1,914</td>
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<td><strong>Revenues over (under) Expenditures</strong></td>
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<td>57,954</td>
<td>55,207</td>
<td>184,612</td>
<td>127,500</td>
<td>(2,098)</td>
<td>2,086</td>
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<tr>
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<td>82,445</td>
<td>102,528</td>
<td>85,303</td>
<td>(1,868,205)</td>
<td>(1,897,597)</td>
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<td><strong>Ending Fund Balance (end of month)</strong></td>
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<td>$95,263</td>
<td>$160,124</td>
<td>$140,511</td>
<td>($1,683,593)</td>
<td>($1,770,097)</td>
<td>$58,705</td>
<td>$101,143</td>
</tr>
</tbody>
</table>
BOARD OF EDUCATION
MEETING MINUTES

July 25, 2016

ATTENDANCE
Board of Education/Staff (Quorum Present)

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

Absent: Harry Abel
Tim Bishop

Staff/ExOfficios
Patty Scott (President) *
Liz Cohen
Matt Gilroy *
Elise Hamner *
John Jenkin
Rod Keller
Rocky Lavoie *
Aleta Mankamyer
Rebecca Marcus
Deb Nicholls *
Janet Pretti
Karim Shumaker
Eric Stasak *
Ross Tomlin *
Cody Yeager

*Also present at Executive Session

CALL TO ORDER
Chair Susan Anderson called the Open Session to order at 2:04 p.m.

RECESS INTO EXECUTIVE SESSION
#1 Chair Anderson recessed the Board into Executive Session under ORS 192.660 (2) from 2:04 to 2:31 p.m.:

• (e) Property – Update on Coos County properties.

RECONVENE
The Board reconvened into Open Session at 2:32 p.m.

AGENDA CHANGES
Exhibit #11, Bond Measure was removed.

ORGANIZATIONAL
ELECTION OF BOARD OFFICERS

Board Chair
M07/16-1 David Bridgham’s motion to nominate Susan Anderson as Board Chair was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

Board Vice-Chair
M07/16-2 Marcia Jensen’s motion to nominate David Bridgham as Board Vice-Chair was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

Clerk and Deputy Clerk of the Board, Custodian of Funds and Budget Officer,
Exhibit # 3 A 3
M07/16-3 Marcia Jensen’s motion to appoint 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 was seconded by David Bridgham. Upon call for the vote, the MOTION PASSED unanimously.

**2016-17 Board Roster, Exhibit # 3 B**
Copies of the roster were included in the meeting materials.

**2016-17 Meeting Dates, Exhibit # 3 C**
Copies of the proposed meeting dates were included in the meeting materials.

*M07/16-4* Marcia Jensen’s motion to approve the 2016-17 Board Meeting Dates, as presented, was seconded by Ken Messerle. Upon call for the vote, the MOTION PASSED unanimously.

**BOARD DEVELOPMENT**

**PRESENTATION**

**Curry Campus**
Dean Janet Pretti introduced the Curry staff that were in attendance and briefed the Board on the Curry program, stressing the importance of the University Center to their students.

**BOARD REPORTS/INFORMATION**

**IMPORTANT DATES**
The Board reviewed numerous upcoming events.

**BOARD OPERATIONS**

**Committee Appointments**
Chair Anderson distributed copies of the 15-16 committee assignments and noted that further discussions would occur at the September Retreat.

**COLLEGE REPORTS**

**PRESIDENT’S REPORT**
President Scott briefed the Board on the upcoming Retreat (September 8 and 9 in Empire Hall, Lakeview E/F) which will include a joint meeting with the Foundation Board on September 8. The agenda is being developed.

**FINANCIAL REPORTS, EXHIBITS # 7 B 1 - 4**
Copies of the financial reports were included in the meeting materials and Vice President Eric Stasak briefed the Board.

**HIRING MATRIX, EXHIBIT # 7 C**
Copies of the report were included in the meeting materials. It was noted that:

- 25% of the faculty would be new in 2016-17 due to new positions and replacements for retirements/vacated positions; and
- a new mentoring program was being developed for all employees that will be tied in with Leadership SWOCC.

**SUCCESS INDICATOR**

**# 8, Employer Perceptions**
A link to the report was included in the meeting materials. Dean Cody Yeager briefed the Board on the findings and about her plans for future surveys.

**NEW DENTAL ASSISTANT PROGRAM**
Dean Yeager shared that upon inspection of the former Apple Dental building, the decision to move the program on campus into B2 was made, but that it may be located in the future in Coaledo or Sumner Hall once renovations are completed. Dental chairs are scheduled to be installed next week and the full-time faculty member (Dan Matthews) will also be housed in B2.
She reminded the Board that the program was totally funded by the C2 grant. Vice Chair David Bridgham suggested that it would be helpful if the faculty member could teach digital x-rays as they are very common in the industry.

CONSENT AGENDA

CONSENT AGENDA, EXHIBIT # 8
Copies of the item were included in the meeting materials and will be posted on the Board’s webpage.

M07/16-5 Marcia Jensen’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 June 27, 2016, Exhibit # 8.

OLD BUSINESS

BOARD POLICY REVIEW – 2nd READINGS
Copies of the policies under review were included in the meeting materials.
- 5055, Electronic Data Management
- 5060, Copyrights and Patents
- 5065, Veterans Benefits
- 6010, Financial Reports and Statements

M07/16-6 Marcia Jensen’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 was heard.

CORRESPONDENCE
None was presented.

RECESS INTO EXECUTIVE SESSION
Chair Anderson recessed the Board into Executive Session #2 under ORS 192.660 (2) from 3:36 to 4:15 p.m.:
- (d) Labor Negotiations – Update on grievances and faculty mediation.
- (e) Property – Update on Coos County properties.
- (h) Legal Rights – Update on pending litigation.

ADJOURNMENT
Chair Anderson adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Susan Anderson, Board Chair                     Patty Scott, Clerk

Deb Nicholls, Recording Secretary
Southwestern Oregon Community College District
Board of Education

Prepared by: Sharilyn Brown, Educational Talent Search Director

ACTION UNDER CONSIDERATION
Accept a grant in the amount of $2,695,200 from the U.S. Department of Education for Talent Search (TS) for 2017 – 2021, in accordance with Administrative Policy #6070, External Funding, Grants, and Contracts.

DISCUSSION/HISTORY
In accordance with Administrative Policy #6070, the clerk or deputy clerk of the district may file applications for grant funds from the federal, state, or private sector. Policy requires that expenditures of funds in excess of $50,000 shall be approved by the College Board.

Talent Search works with 1,123 at-risk students/families at Marshfield, Reedsport, North Bend, high schools and middle schools, as well as Powers, Myrtle Point, Coquille, Bandon, Port Orford, Gold Beach and Brookings high schools. The U.S. Department of Education defines at-risk students as low income, first-generation college students and students with disabilities. These student groups persist at lower rates than other college students.

Annually the grant amounts are $298,560 and $240,480. The grants pay the salaries of nine (9) full and part-time staff, including two-thirds of the director’s and office manager’s salaries. In addition, the grant pays the College $39,927 in indirect costs.

The goal of the grant is to prepare participants for college enrollment and completion. With persistence the grant has ambitious but attainable goals of secondary school persistence, secondary school graduation with regular school diplomas, and secondary school graduation with rigorous program of study, postsecondary education enrollment, and postsecondary degree attainment. The grant provides, tutoring, mentoring, personal/academic/career counseling, classroom presentations, cultural activities, financial aid and scholarship completion, College 101 for juniors, freshman and sophomore experience, and visits to four-year colleges. The TS high school specialists work closely with SWOCC staff to register graduating high school students for Southwestern classes. The TS project is located in Randolph Hall.

RECOMMENDATION
BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District, accepts the grant in the amount of $2,695,200 from the U.S. Department of Education for Talent Search for 2017 – 2021, in accordance with Administrative Policy #6070, External Funding, Grants, and Contracts.

Southwestern is an equal opportunity employer and educator.
INSURANCE PROGRAMS

The Board of Education selects the College’s Insurance Agent of Record through a Request for Proposal (RFP) process conducted by the Vice President of Administrative Services. All College insurance coverage shall be written by a company that is authorized for writing in Oregon and meets industry standards with an acceptable Best’s Key Rating financials.

THE FOLLOWING SHOULD BE INCORPORATED INTO AN APP:

The Vice President of Administrative Services will select a company with a financial size category adequate to ensure surplus resources to protect the College’s assets. Insurance may also be written by any fully insured, partially insured, or self-insured pool or trust that is able to demonstrate satisfactory financial stability as determined by Oregon law.

The property deductible for building and equipment insurance will be determined by the Vice President of Administrative Services to provide the best value for the College consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance including wrongful acts, will cover Board members and employees while acting in their official capacity. All eligible employees will be covered by an honesty bond and/or crime coverage with a $100,000 limit.

The College will provide liability coverage for all College-owned or leased vehicles.

The College may establish and provide the opportunity for students to purchase student accident insurance.

The College may choose to carry student accident insurance other than liability insurance.

The College will not be liable for theft and damage of personal property of students when there is no negligence on the part of the College. Additionally, the College will not be liable for theft and damage of personal property of staff.

END OF POLICY

Legal Reference(s):
ORS 30.260 - .300
ORS 278.005 - .215

Administrative Policies and Procedures:
2.018
3.020

DATE OF ADOPTION: 04/25/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW:
Prepared by: Eric Stasak, Vice President of Administrative Services

ACTION UNDER CONSIDERATION
Authorize SWOCC College Administration to –

1. Take the necessary steps to prepare for accessing investment capital for the Health and Science Technology Building and subsequent renovations of Coaledo and Sumner Halls through the New Markets Tax Credit (NMTC) program (state and federal).

2. Select a New Markets Tax Credit consultant, leading the College through this preparatory process.

DISCUSSION / HISTORY
The NMTC program is a means developed in the late 1990’s to foster private investment in diverse, community centered projects in low-income American communities, by offering a tax credit incentive to investors.¹ NMTC capital is one of several ways for the College to access funds for capital projects

For over 15 years, NMTC capital has been used to fund many projects in Oregon and across the USA. Investors place their capital in certified Community Development Entities (CDE). The CDE then choose which projects receive the capital. Investors then receive a federal and/or state tax credit on a portion of their investment.²

NMTC programs are funded by the federal government and certain states. Currently, Oregon’s funding for NMTC programs is not available, but funding may be available again, depending on the upcoming legislative session. Oregon has successfully funded many projects in the state using NMTC capital. Federal funding for NMTC programs is available.

Institutions, such as Southwestern, compete for available NMTC capital, based on qualifying characteristics of the institution’s proposed project. Qualifying project characteristics include –

1. Under-served states
2. Non-metropolitan vs. metropolitan projects
3. Areas of high rates of unemployment and poverty, combined with low-median income
4. Strong community benefit (community colleges; health care)
5. Medically under-served healthcare areas
6. Demonstrated community support for the project

¹ New Markets Tax Credit Program – Summarized from Wikipedia overview. Non-commercial and independent reviews of NMTC are not readily available.
² Enterprise Community Partners, Inc. 2016.
The College’s project rates HIGH on the qualifying project characteristic list. Therefore, SWOCC’s ability to attract NMTC funding is HIGH, but not guaranteed.\(^3\)

The funds generated from NMTC funding do not have to be paid back by the institution. The investment period is seven years, during which investors receive their tax credit incentive. In the seventh year, the underlying asset that is funded by NMTC funds is sold at a nominal amount to the institution.

A NMTC consultant will be chosen through the formal selection process established in the College’s Community College Rules of Procurement.

**TIMING**

The extended preparations and timing associated with creating the NMTC portfolio and financing plans with respect to the Oregon state matching funds timeline for the Health and Science Technology Building require SWOCC to immediately proceed with development of this capital funding possibility.

**BUDGET IMPACT**

There is no General Fund budget impact to the College. The NMTC consultant’s compensation is at an established rate, tied completely to the successful completion and access of NMTC capital. If – for various reasons - no NMTC capital is engaged, then the College is under no obligation to pay for the NMTC consultant.

Steps to successful completion of the NMTC program, require -

1. The Board of Education authorize the College to prepare for possible NMTC capital funding and select an NMTC tax consultant (this resolution).
2. The Board of Education authorize the College to proceed with NMTC capital funding (a future, possible resolution).

**RECOMMENDATION**

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District authorizes the Administration to prepare for (but not yet engage in) NMTC funding and select the NMTC consultant.

\(^3\) John Warner - SWOCC HSTB - NMTC Assessment 5/19/16
CORE THEME: LEARNING & ACHIEVEMENT

DINING SERVICES
• With the end of the OCCI school year in August, many externs and student chefs have moved on to the next step in their careers. Among them are Nathan Haritash, ACF Nationals Student Team Gold Medal winner and Dining Services Extern, who secured a great opportunity at the Polo Club in Boca Raton, Florida where he will apprentice under Master Chef Ed Lenard.

CORE THEME: SUSTAINABILITY

ADMINISTRATIVE SERVICES
• Attended Executive Team, Safety Committee, Managers, Emergency Management Team, Foundation, Classified Labor Management, Capital Funding, and Health and Science building meetings.
• Advertised Request for Proposal for New Markets Tax Credit Consultant.
• Conducted three ergonomic evaluations for employees and purchased necessary equipment to mitigate potential injuries and workers’ compensation claims.
• Began working on Southwestern’s 2015 Annual Security/Fire Safety Report (Clery). The U.S. Department of Education revised the “Clery Handbook” to comply with new Violence against Women Reauthorization Act of 2013 (VAWA) requirements. The VAWA Act amends the Clery Act by expanding the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking.
• Attended Clery webinar on new VAWA amendments.
• Completed various actions to resolve internal labor grievances and information requests.
• Met with Insurance Agent of Record Wendy Abel and Job Placement Internship/Externship Coordinator Trish Price to discuss internships and workers’ compensation coverage.
• Met with SDAO Risk Management Consultant Troy DeYoung to discuss the PACE “Toolkit” which will afford Southwestern a 5% discount for liability premiums for the 2017-2018 policy year.
• Met with US Cellular Account Representative Karen Sweet to perform cell phone plan review to ascertain potential savings for College cell phones.
• Worked with new Dental Assisting Faculty Dan Matthews on contract and insurance requirements for new Dental Assistant program.
• Reviewed three building inspections for hazards submitted by Southwestern “building monitors” that perform this quarterly duty for the Safety Committee. Safety recommendations for findings were submitted to the Facilities Department to remedy.
ADMINISTRATIVE SERVICES (CONT.)

- Safe Colleges online training courses completed by staff during June, July and August included:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Awareness</td>
<td>1</td>
</tr>
<tr>
<td>Back Injury and Lifting</td>
<td>11</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>7</td>
</tr>
<tr>
<td>Campus SaVE Act</td>
<td>131</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>1</td>
</tr>
<tr>
<td>Child Abuse Mandatory Reporting</td>
<td>115</td>
</tr>
<tr>
<td>Clery Act</td>
<td>10</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>139</td>
</tr>
<tr>
<td>Discrimination and Harassment</td>
<td>80</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>1</td>
</tr>
<tr>
<td>Eye and Face Protection</td>
<td>2</td>
</tr>
<tr>
<td>Fall Protection</td>
<td>3</td>
</tr>
<tr>
<td>Forklift Safety</td>
<td>1</td>
</tr>
<tr>
<td>Hand and Power Tool Safety</td>
<td>1</td>
</tr>
<tr>
<td>Hazard Communication</td>
<td>31</td>
</tr>
<tr>
<td>Health Emergencies – Seizures</td>
<td>44</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>6</td>
</tr>
<tr>
<td>Lead Safety Awareness</td>
<td>1</td>
</tr>
<tr>
<td>Lockout/Tagout</td>
<td>2</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Safety Data Sheets</td>
<td>10</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>140</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>14</td>
</tr>
<tr>
<td>Utility Cart Safety</td>
<td>1</td>
</tr>
<tr>
<td>Total # of Trainings Completed by Staff</td>
<td>762</td>
</tr>
</tbody>
</table>

Campus Security

- Activity for Security has been normal for this time of year, with reductions in requests for aid/assistance in Student Housing due to low occupancy. Contact with subjects camping unlawfully in the wooded areas near campus have been up, which is expected during the warmer, dryer months.

- Campus Security Officer Ryan Mill recently provided self-defense and safety awareness training for staff members at Bay Area Hospital. Ryan provides this training annually at Southwestern. This training focuses on promoting increased awareness and personal safety and has been met with enthusiastic response in the past.

- Campus Security will be providing an overview of the ALICE active shooter response at this year’s fall in-service, which will outline the training program we hope to make available at a later date. This program provides alternatives and options to the standard “Run, Hide, Fight” response. This training teaches skills and strategies that bridge the gap between the time a violent event begins and law enforcement arrives.

- Security is preparing for our annual training event in coordination with Student Housing staff. This annual training allows Security and Housing staff members to work and train together in realistic scenarios which mirror situations both are likely to encounter during the academic year, and is invaluable in allowing us to work more smoothly and efficiently together. It also allows the new members of both departments to spend some time together and get to know each other before the school year begins.
Campus Security (cont.)

- Security recently purchased four new portable radios, replacing older versions which had reached the end of their usable lifespan. These new radios are digitally compliant with the new frequencies being used by local law enforcement, fire, and medical services, and greatly enhance our ability to stay in communication with these entities.
- During the months of June, July, and August 2016, Southwestern Security provided the following services:
  - Gave 91 verbal warnings for various offences ranging from improper parking, improper or unsafe vehicle operation, to miscellaneous violations of college policy, city ordinance, and other Oregon laws.
  - Gave 52 written warnings for the same types of problems.
  - Responded to 118 requests for various forms of assistance including vehicle assistance such as jump starts, requests for entry to various locations on campus, escorts, providing directions, emergency messages, and other contacts.
  - Completed 95 other miscellaneous contacts usually involving contacts and attempted identification of subjects on campus after hours, or in areas prohibited, by persons other than students, staff, and/or faculty.

Dining Services

- Dining Services received a brand new flat top grill and fryer that will be hard wired and ready for use in the next few weeks. This new equipment will provide safer and more efficient production for Dining Services employees and customers.
- With the last summer conference completed (Road Scholar Geology), Dining Services employees are deep cleaning and reorganizing the kitchen, service area and dining room to prepare for the upcoming school year.

Student Housing/Resident Life

Student Housing room reservations for fall term are currently down about 25 applicants from this time last year toward the end of August. Reservations are reflecting similar to fall 2013 and fall 2014 reservation numbers. Reservations for second year students returning to Student Housing remains strong being up about 10 students from last fall.
- Summer cleaning, maintenance and grounds activities are wrapping up. Carpet and vinyl have been replaced in four apartments. Several apartments have been painted as well. A bid award for the deck and stair water damage replacement should be awarded by September 12th and work to be scheduled shortly thereafter.
- Summer conference activity has concluded with the final Road Scholar Geology program ending in mid-August. Early fall athletes arrived on August 1st with Volleyball and Men’s and Women’s Soccer in action. Resident Assistant staff will arrive Labor Day weekend with Cross Country and Golf scheduled to arrive September 12th.
- Student Housing has completed its search for the vacant Resident Director position. Rozina Lethe is an Oregonian from the Portland area who graduated from Western Oregon University where she studied math and biology while working in Student Affairs/Student Housing.

Mail and Print Services (MPS)

Duplication Technician Mike Cole is finding new ways to improve the services MPS offers and is continually getting new orders for items that previously were either outsourced or completed with other copy machines on campus. He has also rearranged the storage area to free up some space.

MPS was able to lease a refurbished color printer that has adjustable color control and will print on larger poster size; this saves MPS from outsourcing these print jobs.
MAIL AND PRINT SERVICES (CONT.)
During the months of June, July and August, MPS and the Print Shop completed:
- 57 Print jobs
- 23 supply orders
- Processed for mailing 4,818 letters, flats, and parcels with the United States Post Office
- Shipped 5 packages with UPS
- Received 812 packages for students, staff and faculty

BOOKSTORE
- Kim Richards started full time in the Bookstore, effective August 29th. Kim has been an employee for Southwestern for over seven years. She will continue to help incorporate positive changes at the Bookstore.
- There have been many changes in the College Bookstore over the past three years.
  - First and foremost is that the textbook market has become even more challenging for College Bookstores. Not only are College bookstores competing with online used book vendors, they are now in direct competition with new book publishers. The big publishing companies such as McGraw Hill, Pearson, Cengage and even some of the smaller ones now directly market to the students. The students get free shipping and pay the same wholesale price as the Bookstore.
  - Many publishers have incorporated access codes as study guides and online homework supplements. In most cases, the access codes cannot be purchased as a standalone item; bookstores must either purchase them bundled with a new book or bundled with an e-book. Students, however, are able to purchase standalone codes. What this means to the Bookstore is that we have to purchase the books new. What it means to the student is that they can purchase a used book from an online vendor and then purchase the code directly from the publisher. Of the access codes we can purchase as standalone, such as ALEKS Codes for Math, the publisher allows two weeks of free access to the program, and when the free trial ends, they can purchase direct from McGraw Hill.
  - Another new turn of events is the return policy on used books. With used book vendors trying to keep their prices low, most if not all of the used book vendors that Southwestern purchases books from have changed their return policy in the past year or two. Some do not allow any returns at all and most others will only allow 20% of the total invoice amount to be returned. This makes it difficult to not have an overstock or a shortage of books when Bookstore rush comes around.
  - Some of this development is good for the student. Students have many options and can save a lot of money if they are inclined. This also means that campus bookstores are becoming less and less necessary for textbook purchases.
- In reviewing numbers from last year, Bookstore revenue is not as it has been in the past. Campus department charging is down $42,000 from the 2014-2015 fiscal year and Financial Aid charging is down $97,321.

HUMAN RESOURCES
Please see the Hiring Matrix for update on positions hired and currently in the recruitment process.

FACILITIES SERVICES
- Repaired dry rot in Fire Tower.
- Moved and refinished 15 offices.
- Upgraded Prosper Hall exterior lights to LEDs.
- Built office on Tioga 4th Floor.
FACILITIES SERVICES (cont.)

• Repaired fire sprinkler systems campus-wide.
• Painted new logo on 3rd floor Tioga wall.
• Painted new logo on Recreation Center.
• Pumped and high pressure cleaned sump pumps on campus.
• Facilitated Dentistry program equipment installation in B2.
• Began Eden Hall lighting upgrade.
• Purchased new FCC Radios.
• Painted Dellwood Hall exterior.
• Remodeled Stensland Hall for Student Support Services.
• Moved TRiO to Randolph Hall.
• Set up and tore down for graduation.
• Managed campus clean-up for graduation.
• Oversaw Recreation Center gym floor sand down, paint, and refinish.
• Oversaw Prosper Hall gym refinish/paint.
• Installed new irrigation and controls on campus.
• Contracted elevator smoke tests.
• Completed vehicle inspections and all recommended maintenance to all College vehicles.
• Contracted for new logos to be added to new Ford Transit vans.
• Released RFP for Title III Tioga 3rd floor HVAC.

BUSINESS OFFICE
Please see attached financials.

Southwestern is an equal opportunity employer and educator.
Board of Education
Instructional and Student Services Report

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

CORE THEME: LEARNING & ACHIEVEMENT

LA1: Students demonstrate progress

- The Human Development faculty developed HD 199 College Nuts and Bolts, a 1 credit college success course to support students who are receiving the Oregon Promise Grant monies.
- Our new cohort of Dental Assisting students are completing their background checks, immunizations, and CPR training in preparation for fall admission. We have 15 students so far, approximately one third have completed all requirements.

LA2: Students complete certificates, degrees, and transfer

- All TSAs (Technical Skills Assessments) have been completed and recorded.
- Culinary celebrated the completion of classes for Culinary and Baking students on August 11.

LA3: Students demonstrate that they have met institutional learning outcomes

- We are right on track with our course outlines and syllabi collection for fall term.
- Learning Outcomes Assessment Rubric Live Text pilot is underway.
- Program Outcomes have been collected for each CTE program. Program reviews for 2016-17 have been assigned.
- Discipline outcomes assessment report has been completed.

CORE THEME: ACCESS

A1: Students access varied learning opportunities

- Tim Dailey, along with others, coordinated a reorganization of student services by joining Education Support Programs and Services (ESPS) and the University Center. The goal is to integrate transfer advising services to colleges/universities.
- Our CS/CIS advisory committee features new members, as does the welding advisory committee. That committee now includes new industry partners from the safety arena.

A2: Students access services that support learning

- Tim Dailey attended a Title IX investigation workshop. In addition, a Student Bill of Rights has been created for Title IX and will be included in the upcoming student Handbook.
- Student handbook has been updated and is ready for print.
- Laker Welcome, Parent Orientation and Community EXPO has been organized and all parties involved look forward to the various events.
- Tim Dailey and Joe Belter created the Student Housing Assistive Animal policy.
- Progress being made to get the 2017-18 college catalog online as a full eCatalog.

A3: Students access relevant curricula that support lifelong learning and achievement
• This fall, we will pilot an Intensive Care Unit (ICU) emphasis in the nursing program with one student. This was suggested by the director of the ICU at BAH.
• A Criminal Justice student completed his cooperative work experience by shadowing public safety officers on campus.

CORE THEME: COMMUNITY ENGAGEMENT

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

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 College

• Coos County district attorney served on the Criminal Justice hiring committee this summer. The chief of staff for Bay Area Hospital served on the hiring committee for the EMT/Paramedic position.
• Through collaboration with our high school partners, we were able to write a successful Perkins proposal and have recently learned that ALL of our “wish lists” will be fulfilled this year. Our partners provided us with clearly defined needs and working with SCESD, we wrote a strong document for submission. The money will become available in October. Programs that will benefit are: welding, early childhood education, business administration, OCCI, and digital design.
• Cody Yeager, CTE Dean met with the director of lab services at North Bend Medical Center to discuss the possibility of an associate’s degree in medical technology. We will invite community members to a preliminary advisory committee meeting in September.

CORE THEME: SUSTAINABILITY

S1: Southwestern provides responsible fiscal management

• We are in the process of closing out Perkins funding from 2015-16.

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

• Our new EMT/Paramedic instructor Julie Ryan will seek the donation of an ambulance to our program, ensuring that students will have hands-on training at SWOCC, before they do ride alongs with area ambulance services.
• We have hired Allison Seeley as the simulation lab assistant to replace the person who retired in June.
• Cody Yeager attended the quarterly CTE Deans’ meeting, held in Grants Pass, Oregon. She volunteered SWOCC as host for next meeting in late fall. With the assistance of Debbie Daniels our Curriculum Technician and Anna Cole the Administrative Assistant to the VPI, we have successfully updated our ETPL.
• Tim Dailey along with others involved with the Executive Team wrote a proposal for an Encore Intel Fellow to assist the college with developing a strategic plan.
• Tim Dailey has been involved in hiring committees throughout the summer for a variety of staffing positions.
• Staff evaluations are underway and will be completed in a timely manner.
• Tim Dailey, along with others, created the 2016 Staff/Faculty in-service schedule. Inservice will be held September 19-23 and will offer a variety of topics introductions of new staff to a diversity speech.
• Posted a half-time CTE Revitalization Grant Coordinator position on the college website. This position will oversee the new Basic Allied Health Career Pathway Certificate (BAHCP) to be presented in all ten high school districts this fall.

• Re-posted Computer Information Systems tenure track position on our website. Part-time faculty are filling in this gap for fall and our new Computer Science instructor Keshav Bidari will also carry an extra class.

• Ross Tomlin, Vice President of Instruction and Student Services attended the state Council of Instructional Administrators meeting in Bend in July and will be the Chair of the CIA group for 2016-17.

• Ross Tomlin, Vice President of Instruction and Student Services attended the ATD Summer meeting for rural schools in Oregon on Aug 17 at UCC with the President and 2 faculty members. The meeting focused on diversity and how to address it on our campuses.

• Instruction is developing a new Faculty Mentoring program for 2016-17. It will include a full day orientation session on Sept 16, assigning a faculty mentor to each new faculty, providing training for the mentors, requiring a get together of all new faculty once each term this year, assigning most of the new faculty to the Leadership SWOCC program, and more. This will be tied into a new staff mentoring program that will be run through HR. Many thanks to Maidie Rosengarden, ECE Faculty, for developing most of the materials for the program and helping to get it organized.

S3: Southwestern delivers viable quality instruction

• We have hired Gary Will as the Criminal Justice instructor beginning fall term, 2016.

• Julie Ryan has been hired as an EMT/Paramedic Instructor; she began on August 15 to satisfy the program accreditation requirements.

• Instruction still working through August to fill vacant Faculty positions. There are currently 12 new FT faculty hired to start in the fall.

• Chelsea Clemens and Bryan Thurman, our Welding instructors successfully completed training in Seattle this summer to become Certified Welding Educators.
Southwestern Oregon Community College
Board of Education
Integrated Technology Services and Research Report

Prepared by: Rocky Lavoie, Executive 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:
- Regular updates to include: Maintaining press releases, news, banner & graphics creation, link updates, URL re-routing, social networking updates, content editor support, Security patches & debugging, video uploads, directory updates, and content changes across southwestern websites.
- Joomla security update – rebuilt access control levels
- Web page creation
- Built student email landing page
- Social media engagement, posting, monitoring, and crisis management.
- Search Engine Optimization updates for International Student Program
- Google analytics: Prepared Google analytics account for DHX marketing campaign & tracking.
- Set up tracking for application for admissions, and inquiry requests.
- Integrated Google analytics into cross domain tracking into myLakerLink, Swocc Athletics, OCCI, Bookstore, Calendar (increase accuracy of measuring and reducing “bounce rates”)
- Designed new e-catalog style & Layout to include Interest areas, mobile friendliness, and better navigation (waiting for approval from course leaf)

Security fixes to public facing site:
- Anti-clickjacking X-Frame Options Header added.
- X-XSS Cross site scripting header added.
- Rebuilt & updated Robots.txt file, htaccess.txt file, and requested PHP header to be hidden.

Core Theme: Community Engagement, Learning and Achievement

Media Services and Instructional Labs:
- Live streamed OCCI End of the Year Celebration
- Videoed the Men’s soccer team and created their team BIOs for live streaming
- Videoed the Women’s soccer team and created their team BIOs for live streaming
- Videoed the Women’s volleyball team and created their team BIOs for live streaming
- Creating a video presentation for TRIO
- Finished Pacific School of Dance program DVD video
- Upgraded five classrooms with new smart projectors
- Replaced old outdated audio/video ports in the OCCI classrooms
- Ryan Shreckengost has accepted the job of Lead Technology and Software Support Technician
- Moved TRIO from Stensland Hall to Randolph Hall
- Moved University Center from Randolph Hall to Stensland Hall
- Setting up technology for the new Dental Assistant program classroom in B-2
Core Theme: Sustainability

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

Jenzabar Programming, Training and Support:
- CourseLeaf eCatalog – Met with implementation team several times to discuss project status and next
  steps, address data extraction needs. Reviewed template for design. Met with representatives from
  CourseLeaf on-site to review data and design of eCatalog.
- AMS CoursEval – Loaded files for Summer survey, maintained permissions and access
- EXi: Web based Jenzabar. Implementing “Places, Spaces, and Events” as well as EXi Advising.
- JUG: Jenzabar User Group meeting; first in 3 years. Reviewed open Service Desk requests for priority.
  Interest was expressed for training in Work-Study, Development, Advising, Scheduling, A/R billing, and a
  new employee onboarding training module. Link to Jenzabar Module learning guides was shared.
- Training: Four Jenzabar training sessions for Communications Management module.
- Admissions Application Workgroup – provided support for changes to application and processes
- Problem solved issues with: ACA file upload, subsidiaryless student stuck in billing, odbc error in R9,
  transactions missing billing periods, AR reminder letters, transcript email letters, student in old fitness trac
  section, students failed math prerequisites, bad direct deposit info, orientation holds missing GOIDs, terms on
  online payments, work study positions in fund/department, missing housing preference survey, incorrect
  PO date and encumbrances, incorrect amounts on worker’s comp report, excel files in mylakerlink,
  Jenzabar crashing on wireless computer, stuck student in mylakerlink account creation, database
  deadlocked in Jenzabar, mylakerlink in test crashing, registration deletion error
- Researched issues with students not being able to upload assignments to eLearning
- Jenzabar Updates - Prepared for upgrade to 6.3.1 by reading manuals, documenting updated
  functionality, installation of testing machines, and scheduling
- Maintained security access, implemented changes to ease maintenance, planned adoption of new
  techniques
- Provided information on system functionality, analyzing current and proposed processes, provided
  technical information to a variety of departments across campus.
- Modified data or programs for: Virtuoso collections hold, S2 payment plan description, OA advising
  requirements to AH, acti codes on sections and registrations, D4A, batch wage update, fin aid
  waivers, missing Nolij student, Course Eval upload, staff account creator, FT faculty step udef, Curry
  employee field, Datatel AR extracted, C2 employment maintenance, duplicate student, foreign keys for
  custom tables, affordable course codes, schedule download, grad stage stuffer, TSAS attributes
- Created/modified queries for:
  - Student Learning Artifact spreadsheet, payment plan mass add, employees and emails, journal entries for
    the year, ADA students for year, unlocked degrees, livetext courses, fixed assets, AR code term
    breakdown, Office 365 people
  - Created and updated reports:
    - Student schedule, AR Payment Plan Charges report, AR Credit Invoice report, positive pay report, Bad
      Degree Date or Lock report, fixed assets by asset ID, MICR line for checks, pay advice and check registers,
      admissions inquiry report, OTM report, employees with multiple primary position report, Datatel Tax
      Tables report, Drops and Audit Registrations, Registration and Sections edit report, Drops without
      Grades report, check signatures, XFUS report

Systems, Security, and Telecommunication:
- Deactivated accounts of separating employees
- Cleaned up unneeded roles and accounts in Active Directory Jenzabar groups
- Began re-designing context-based permissions into EX driven permissions for easier management and
  preparation for automated user provisioning and auditing
- Began process of identifying risks to institutional data and data systems
- Began scanning of public-facing web servers. Researched findings and reported to web administrator.
  Began testing impact of fixes
- Filed Self-Assessment Questionnaire for yearly compliance updates
• Working on addressing gaps in compliance by suggesting adoption of policies and procedures regarding collection of card data
• Repair Server room UPS – replaced bad control board
• Began outlining needs and gathering resources to provide security awareness training for the campus.
• Installed EX software upgrade 6.3.1 installed in test
• Installed additional wireless access points in student housing
• Installed Izenda software upgrade 6.3.1 installed in test
• Installed EXi software upgrade 6.3.1 installed in test
• Installed PowerFAIds upgrade 21.4
• Installed PowerFAIds web upgrade 21.4
• Adds, moves and changes for Newmark and campus phones
• Student housing siren ready for installation
• Moved Trio to Randolph
• Moved University Center to Stensland
• Lots of interdepartmental training
• Regular Systems Maintenance – OS updates, security definition updates, data backups, failed parts replacement
• Configuring high availability network load balancers
• Installed new version of Symantec Endpoint Protection server software
• Created new Active Directory Federation Services and Proxy farm - four servers
• Created new mail transport rules to allow specific vendor systems messages to bypass the student email spam filters.
• Preparing for integration/synchronization of on premises identity management with cloud identity management systems to enable Office 365, staff and student email, local computer logins, to use the same logins
• Upgraded bandwidth to one gigabit for both students and staff
• Updated the IPS “Intrusion Prevention System” signatures to the latest versions
• Updated the signatures on the Traffic shaper to detect the latest P2P file sharing
• Updated the Wireless Controller to the latest version of OS.
• Upgraded the licensing in the wireless controller to support addition AP’s
• Installed additional AP’s in 5 of the 2 story buildings in housing.
• Replaced the wireless at the BDC location to support wireless AC.
• Replaced hubs in housing to support the 1 Gig connections for the wireless AP’s.
• Installed additional switch in Randolph to support an additional 48 devices.
• Updated Cisco Prime to the latest version.
• Updated the network access controller “SafeConnect” to the latest version.
• Replaced hard drive in the Network Access Control System.
• Created backups of all the switches and controllers for disaster recovery.

Glossary:
802.11ac – Gigabit wireless standard
Authorize.Net – Credit Card payment processor
C# - Programming language
CASE - Credential, Acceleration, and Support for Employment grant
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 pinpoint calling location
eCommerce – online payment
eLearning – Jenzabar Learning Management Software (formally e-Racer)
ESPS – Educational Support Programs and Services Department
EDI – Electronic Data Interchange software used for electronic transcripts
EX – Jenzabar software version the college purchased
FitnessTrac – Recreation Center entrance software that will eventually work with CardSmith
Flash – Cross-platform video and graphic player; Apple products to not support Flash
HelpBox – ITS online job request system
ICL – Instructional Computing Labs
InfoMaker – Jenzabar report writing software aka Sybase
IPEDS – Integrated Postsecondary Education Data System (Federal reporting system)
IPV – Internet Protocol Video
Jenzabar – Academic Enterprise Resource Planning System and Student Information System from Jenzabar, Inc.
JICS – Jenzabar Internet Campus Solution (myLakerLink portals)
Joomla – open source webpage content management software for new webpage
LabTrac – Lab software that works with the Laker1Card for lab entry
Libki – Library public patron login to use college computers
Linux – Operating system used on some servers
myLakerLink – Jenzabar portals (JICS)
myLakerLink Go – Jenzabar mobile
NBS – Nebraska Bookstore System
NENA – National Emergency Number Association
NeoGov – Web-based online HR recruitment system
NWCCU – Northwest Commission on Colleges and Universities
OCCURS – Oregon Community College Uniform Reporting System
OHN – Oregon Health Network
PCI – Payment Card Industry Compliance
PCounter – Lab printer software to work with the Laker1Card, printer server, and printers
Perceptive – Document Imaging System from Perceptive Corporation (formally Nolij)
PHP – scripting language used in webpage creation
POE – Power over Ethernet (inline power)
portlet – single portion of a portal that performs separate function (find course, for example)
PowerFAids – Jenzabar Financial Aid software
PRI – Primary Rate Interface – 23 voice circuits and 1 control circuit
QAS – Address checking and standardization software integrated with Jenzabar
QOS – Quality of Service
QR code – Quick Response code
Ram – Random Access memory
RAVE – Rave Alert, emergency notification system
SAN – Storage Area Network is very large disk storage area for backup and storage
SAQ – Self Assessment Questionnaire
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
SSD – Solid State Disk
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
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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</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
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<tr>
<td>Shannon Oien - Grant Accounting Technician 20-31</td>
<td>FT</td>
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<td>SP</td>
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<tr>
<td>Krystal Spradley - Student First Stop Center Representative</td>
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<tr>
<td>Michael Barretta - Custodian</td>
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<tr>
<td>Julie Ryan - Tenure Track EMT/Paramedic Instructor</td>
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<td>Susan Stuntner - Director of Disability Support Services and Retention Specialist</td>
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<td>Forrest Akers - Coordinator of International Student Programs</td>
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<tr>
<td>Scott Battleson - Curry Facilities Maintenance</td>
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<tr>
<td>Allison Seeley - Simulation Equipment/ Lab Assistant</td>
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<td>Rachael Greenhaw - In-District High School Relations Coordinator</td>
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<td>Rozina Lethe - Resident Hall Director</td>
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<td>Gary Will - Tenure Track Criminal Justice Instructor</td>
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<td>Ryan Shreckengost - Lead Technology and Software Support Technician</td>
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<td>Halpin Hackett - Tenure Track Mathematics Instructor</td>
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### Information: College Recruiting Update

<table>
<thead>
<tr>
<th>CURRENT OPENINGS:</th>
<th>Faculty</th>
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<tr>
<td>Information Resources and Instructional Librarian, Tenure Track</td>
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<tr>
<td>Tenure Track Nursing Educator</td>
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<tr>
<td>Tenure Track Curry Nursing Educator</td>
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<tr>
<td>Visiting Nursing Assistant Level 1&amp;2 Training Program/Rural Health Aid</td>
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<td>Assistant to Dean of Students and Student Services</td>
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<tr>
<td>Dishwasher/Dining Services Representative 10 - 19</td>
<td>FT</td>
<td>PT</td>
<td>EF</td>
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<tr>
<td>Motor Pool Technician</td>
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<td>EF</td>
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<tr>
<td>Title III Grant Assistant</td>
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<tr>
<td>Executive Chef of Dining Services</td>
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<td>EF</td>
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<td>Custodian</td>
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<td>TRiO Student Support Services Project Assistant</td>
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<tr>
<td>Position</td>
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<tr>
<td>Facilities Services – Transportation &amp; Events Coordinator</td>
<td>GF</td>
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<td>Mail and Print Services/Bookstore Clerk</td>
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<td>Completion Specialist</td>
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<tr>
<td>CTE Transition Specialist</td>
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KEY: GF=General Fund *SP=Special Projects *EF=Enterprise Fund
*Contingent on funding

*Southwestern is an equal opportunity employer and educator.*
July 5, 2016

Dr. Patty Scott, President
Southwestern Oregon Community College
1988 Newmark Ave
Coos Bay, Oregon 97420

Dear Dr. Scott,

I wanted to take a moment to highlight the academic success of your swimming and diving teams. Each year, we recognize swimmers and divers who have achieved excellence in both the pool AND the classroom.

Based on their grade point average and athletic performance on the national level, we have selected the following Southwestern Oregon students to our Scholar All-America team.

Thomas Crawford
Michael Fields
Walter Keeney
Caleb Kylo
Danniel Recinos

Wyatt Engler
Marilyn Johnson
Reilly Kompaniet
Nicole Quirino
Carson Rose

I want to thank-you, Dr. Scott. Your support and the efforts of Coach Bullock are helping Southwestern Oregon produce some of our best teams, students, and leaders.

Sincerely,

Susan Teeter

Susan Teeter, President
Head Women’s Coach, Princeton University