“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, September 21, 2015
Southwestern Oregon Community College

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

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

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

Board of Education Meetings
Tioga 505, 1988 Newmark Ave., Coos Bay, Oregon
Monday, September 21, 2015

AGENDAS with Estimated Timelines
Action Items =

1. CALL OPEN SESSION TO ORDER 5:00 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. INTRODUCTIONS
   A. Employees, Exhibit # 5
   New to College
   • Desiree Martin, Equipment and Supplies Supervisor
   • Jeffrey Nelson, Student First Stop Representative
   • Chloe Eberlein, Student First Stop Representative
   • Tasha Livingstone, Tenure Track Forestry Instructor
   • Robin Finney, Visiting Rural Health Aide/Nursing Assistant Instructor
   • Karen Pederson, Tenure Track Medical Assistant Instructor
   • Anthony Peters, Tenure Track Fire Science Instructor
   • Edward Russell Cole, Adjunct Anthropology Instructor
   • Chelsea Clemens, Tenure Track Welding Instructor
   • Brian Crager, Athletic Trainer
   • Heather Weber, Recreation Center Technician
   • Lisa Straws, Sous Chef
   B. New to Position
   • Bryan Thurman, Tenure Track Welding Instructor
   • Cherri Dunning, CARE Connections Resource and Referral/QRIS/Provider Trainer

6. BOARD DEVELOPMENT
   A. Presentations
   1) Facilities Master Plan Update Presenter: Emerald Brunett

7. BOARD REPORTS/INFORMATION
   A. Important Dates/Items
   • 10/26/15, 5:30 p.m., Meeting, Tioga Hall 505
   • 11/4-6/15, OCCA Conference, Salishan
   • 11/07/15, 9:00 a.m., OCCA Board Chair and Vice Chair Training, Salishan
   • 11/16/15, 5:30 p.m., Meeting, Tioga Hall 505
   • 12/07/15, 5:30 p.m., Meeting, Tioga Hall 505
• 01/25/16, 5:30 p.m., Meeting, Tioga Hall 505
• 02/22/16, 5:30 p.m., Meeting, Tioga Hall 505
• 03/28/16, 5:30 p.m., Meeting, Tioga Hall 505
• 04/25/16, 5:30 p.m., Meeting, Tioga Hall 505
• 05/09/16, 5:30 p.m., Budget Committee Meeting, Tioga Hall 505
• 05/23/16, 5:30 p.m., Meeting, Tioga Hall 505
• 06/06/16, 5:30 p.m., 2nd Budget Committee Meeting, Tioga Hall 505 (if needed)
• 06/10/16, 7:00 p.m., Commencement, Prosper Hall
• 06/27/16, 5:30 p.m., Meeting, Tioga Hall 505
• 07/25/16, TBD, Meeting, Brookings
• 09/07/16 and 09/08/16 OR 09/08/16 and 09/09/16, Board Retreat, (TBD)
• 09/12/16, 5:30 p.m., Meeting, Tioga Hall 505

B. Board Operations
   1) OCCA Report
   2) 2015-16 Board Goals, Exhibit # 7 B 2

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

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

10. OLD BUSINESS

11. PUBLIC COMMENT

12. NEW BUSINESS
   A. Health & Science Donation, Exhibit # 12 A
   B. Multi-Passenger Vehicle Lease, Exhibit # 12 B

13. EX-OFFICIO WRITTEN REPORTS
   A. Foundation, Elise Hamner (no report submitted)
   B. Faculty Union, Bernadette Kapocias (no report submitted)
   C. Faculty Senate, Kyriakos Kypriotakis (no report submitted)
   D. Classified Union, Vicki Brumit (no report submitted)

14. UNIT WRITTEN REPORTS
   A. Executive Team Reports
      1) Student Services, Tim Dailey (see # 14 A 3)
      2) Administrative Services, Eric Stasak, 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
         Human Resources Hiring Matrix, Exhibit # 14 A 5
      6) Curry Campus, Janet Pretti, Exhibit # 14 A 6

15. CORRESPONDENCE/INFORMATION

16. 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.
INFORMATION ONLY: COLLEGE HIRING BIOGRAPHIES
Prepared by: Jan Baxter, Executive Director of Human Resources

New to College:

Desiree Martin – Equipment and Supplies Supervisor (Full–Time Classified)

Education:
High School Diploma, Marshfield High School, Coos Bay, OR

Recent Work Experience:
Laundry Production, 2013 – 2015, Raindance Laundry, Coos Bay, OR
Assistant Head Housekeeper, 2012 – 2013, Super 8 Motel, Roseburg, OR
Co-Owner/Manager, 1995 – 2006, Paradise Adult Foster Home, Coos Bay, OR

Jeffrey Nelson – Student First Stop Center Representative (Full–Time Classified)

Education:
Bachelor’s in Communication – University of Wyoming, Laramie, WY

Recent Work Experience:
Temp in Student First Stop, 2015, SWOCC, Coos Bay, OR
Human Resources Intern, 2014 – 2015, SWOCC, Coos Bay, OR
Customer Service Representative, 2014, Xerox, Coos Bay, OR
Server, 2012 – 2013, Silverado and Historic Franklin, Deadwood, SD

Chloe Eberlein – Student First Stop Center Representative (Full–Time Classified)

Education:
Bachelor’s in Animal Sciences – Oregon State University, Corvallis, OR

Recent Work Experience:
Teller, 2014 – 2015, First Community Credit Union, North Bend, OR
Teller, 2013 – 2014, Northwest Community Credit Union, North Bend, OR
Administrative Assistant, 2012 – 2013, South Coast Development Council, Coos Bay, OR

Tasha Livingstone – Tenure Track Forestry Instructor (Full–Time Faculty)

Education:
Master’s in Forestry and Communication – Oregon State University, Corvallis, OR
Bachelor’s in Forest Management – Oregon State University, Corvallis, OR

Recent Work Experience:
Graduate Teaching Assistant, 2013 – 2015, Oregon State University, Corvallis, OR
Forestry Instructor, 2014, SWOCC, Coos Bay, OR
Forestry & English Teacher, 2013, Yurihonjo City Hall, Yurihonjo, Akita Prefecture, Japan
Forestry Aid & Technician, 2009 – 2012, Bureau of Land Management, North Bend, OR
Robin Finney, Visiting Rural Health Aide/Nursing Assistant Instructor

**Education:**
- Master’s in Nursing (in progress) – University of Mary, Bismarck, SD
- Bachelor of Science Nursing – Linfield College, McMinnville, OR
- Associate’s in Nursing – SWOCC, Coos Bay, OR

**Recent Work Experience:**
- Clinical Instructor, 2012 – 2015, SWOCC, Coos Bay, OR
- Clinical Preceptor, 2009 – 2012, SWOCC, Coos Bay, OR
- Patient Care Coordinator and Home Health RN, 2007 – 2015, Bay Area Hospital Home Health Agency, Coos Bay, OR

Karen Pederson - Tenure Track Medical Assistant Instructor (Full–Time Faculty)

**Education:**
- Vocational in International Paralegal Degree – Madison College, Madison, WI
- Bachelor’s in Nursing/English Literature – Olivet Nazarene University, Bourbonnais, IL

**Recent Work Experience:**
- Office Assistant, 2015 – 2015, Christine’s Tax Service, Monroe, WI
- Paralegal, 2014-2015, Smith & Tabor, LLC, Dodgeville, WI
- Office Manager, 2013 – 2013, New Hope Evangelical Free Church, Mount Horeb, WI
- RN, house supervisor, 2010 – 2011, Bethany Good Samaritan Village, Brainerd, MN
- RN, 2011 – 2011, Center for Pain Management, Brainerd, MN
- Nursing Home Inspector, 2009 – 2010, Minnesota Department of Health, Saint Cloud, MN
- Long Term Care Risk Management Representative, 1989 – 1999, Church Mutual Insurance Company, Merrill, WI

Anthony Peters – Tenure Track Fire Science Instructor (Full–Time Faculty)

**Education:**
- Master’s in Organizational Leadership – Columbia Southern University, Orange Beach, AL
- Bachelor’s in Management with concentration in Leadership – American Military University, Charles Town, WV
- Associate’s in Instructor of Technology and Military Science – Community College of the Air Force, Montgomery, AL
- Associate’s in Fire Science – Community College of the Air Force, Montgomery, AL

**Recent Work Experience:**
- Senior Editor, 2013 – 2015, Oklahoma State University – Fire Protection Publications, Stillwater, OK
- Fire Instructor, 2010 – 2013, Department of Defense Fire Academy(US Air Force), Goodfellow Air Force Base, TX

Edward Russell Cole – Adjunct Sociology/Anthropology (Full–Time Faculty)

**Education:**
- Bachelor’s in Sociology/Anthropology – Lafayette College, Easton, PA
- Doctorate in Sociology – SUNY Albany, Albany, NY

**Recent Work Experience:**
- Assistant Professor of Sociology, 2014 – 2015, Lane College, Jackson, TN
- Adjunct Instructor of Sociology, 2014 – 2014, Joliet Junior College, Joliet, IL
- Temporary Full Time Instructor of Sociology, 2012 – 2013, Wright State University, Lake Campus, Celina, OH
- Adjunct Instructor of Sociology, 2009 – 2012, College of DuPage, Glen Ellyn, IL
- Adjunct Instructor of Sociology and Cultural Anthropology, 2007 – 2009, Siena College, Albany, NY
Chelsea Clemens - Tenure Track Welding Instructor (Full –Time Faculty)

Education:
Associate’s in Welding and Fabrication – SWOCC, Coos Bay, OR

Recent Work Experience:
Apprentice Welder, 2014 – 2015, Sause Bros SOMAR, Coos Bay, OR
Welding Assistant, 2013 – 2014, SWOCC, Coos Bay, OR
Summer Help, 2012 – 2013, Georgia Pacific, Coos Bay, OR
Customer Service Representative, 2011 – 2012, The Mill Casino, North Bend, OR

Brian Crager – Athletic Trainer (Part–Time MASSC)

Education:
Master’s in Nutrition – The University at Buffalo, Buffalo, NY
Bachelor’s in Athletic Training – Southern Oregon University, Ashland, OR

Recent Work Experience:
Team Member, 2012 – 2015, Work-Fit Inc, Everett, WA
Teacher/Athletic Trainer, 2013 – 2014, Monroe Public School, Monroe, WA

Heather Weber – Recreation Center Technician (Full–Time Classified)

Education:
Associate’s of Arts/Oregon Transfer – SWOCC, Coos Bay, OR
Bachelor’s in Physical Education/Coaching – Eastern Oregon University, La Grande, OR

Recent Work Experience:
Instructional Assistant, 2013 – 2015, Sutherlin School District, Sutherlin, OR
Computer Technician, 2005 – 2009, Sutherlin & Glide School District, Sutherlin, OR

Lisa Straws – Sous Chef (Full–Time Classified)

Education:
Associate’s in Culinary Arts – SWOCC Oregon Coast Culinary Institute, Coos Bay, OR

Recent Work Experience:
Externship, 2014 – 2015, SWOCC Dining Services, Coos Bay, OR
Cashier/Stocke, 2012 – 2013, Thunderbird Trading Post, Tacoma, WA
Shift Leader, 2010 – 2012, KFC, West Seattle, WA

New to Position:

Bryan Thurman – Tenure Track Welding Instructor (Full-Time Faculty)

Education:
Associate’s in Welding & Fabrication – SWOCC, Coos Bay, OR

Recent Work Experience:
Adjunct Welding Instructor, 2012 – 2015, SWOCC, Coos Bay, OR
Cherri Dunning – CARE Connections Resource & Referral/QRIS/Provider Trainer (Full – Time Classified)

Education:
Associate’s in Childhood Education and Family Studies – SWOCC, Coos Bay, OR

Recent Work Experience:
Nurturecare Team Leader, 2014 – 2015, SWOCC, Coos Bay, OR
Lead Teacher, 2013 – 2014, South Coast Head Start, Coos Bay, OR
Nurturecare Worker, 2013, SWOCC, Coos Bay, OR
Development, Charleston , SC
Head Start Teachers Assistant, 2009 – 2011, CDI Head Start/ Charleston County School District,
Charleston, SC
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Add a Facilities Update to the monthly Board agenda.</td>
</tr>
<tr>
<td>3.</td>
<td>So that we can respond effectively, become knowledgeable about key issues including…</td>
</tr>
<tr>
<td></td>
<td>• HECC, CCWD, Boards of Education and Higher Education, and their relationships and impact</td>
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<tr>
<td></td>
<td>• Vision for Community Enhancement Plan funding</td>
</tr>
<tr>
<td>4.</td>
<td>Review and revise board policy sections 3000 to 6000.</td>
</tr>
<tr>
<td>5.</td>
<td>Work with the Foundation Board to implement the College vision and goals.</td>
</tr>
<tr>
<td>6.</td>
<td>Support and participate in Foundation activities.</td>
</tr>
</tbody>
</table>
Southwestern Oregon Community College

Financial Statements Narrative

General Fund Statement of Budget and Revenue and Expenditures:

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

Statement of Revenue and Expenditures – All Funds:

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

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

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

Trust & Agency: Tuition & Fees – online classes with other community colleges; Other Income – primarily student club fund raising.
**Southwestern Oregon Community College**

**GENERAL FUND**

**Statement of Budget and Revenues and Expenditures**

For the period ending August 31, 2015  "Preliminary"

September 15, 2015

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>YTD</th>
<th>Adjusted Budget</th>
<th>Variance FAVORABLE (Unfavorable)</th>
<th>Actual YTD % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance (July 1, 2012)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undesignated</td>
<td></td>
<td>2,936,320.77</td>
<td>2,000,000.00</td>
<td>936,320.77</td>
<td>146.8%</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>1,456,297.49</td>
<td>1,456,297.49</td>
<td>6,985,840</td>
<td>(5,529,542.51)</td>
<td>20.8%</td>
</tr>
<tr>
<td>Federal Support</td>
<td>731.93</td>
<td>731.93</td>
<td>13,500</td>
<td>(12,768.07)</td>
<td>5.4%</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>40,462.27</td>
<td>40,462.27</td>
<td>5,375,060</td>
<td>(5,334,597.73)</td>
<td>0.8%</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>573,789.88</td>
<td>2,173,267.88</td>
<td>6,104,924</td>
<td>(3,931,656.12)</td>
<td>35.6%</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>6,788.82</td>
<td>8,471.16</td>
<td>82,500</td>
<td>(74,028.84)</td>
<td>10.3%</td>
</tr>
<tr>
<td>Other Income</td>
<td>10,859.32</td>
<td>19,498.01</td>
<td>306,272</td>
<td>(286,773.99)</td>
<td>6.4%</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>-</td>
<td>1,000,000.00</td>
<td>4,500,000</td>
<td>(3,500,000.00)</td>
<td>22.2%</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>-</td>
<td>-</td>
<td>624,175</td>
<td>(624,175.00)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,088,929.71</td>
<td>4,698,728.74</td>
<td>23,992,271</td>
<td>(19,293,542.26)</td>
<td>19.6%</td>
</tr>
<tr>
<td><strong>Total Resources Available</strong></td>
<td></td>
<td>7,635,049.51</td>
<td>25,992,271</td>
<td>(18,357,221.49)</td>
<td>29.4%</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>546,844.10</td>
<td>1,184,630.03</td>
<td>9,553,897</td>
<td>8,369,266.97</td>
<td>12.4%</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>286,440.25</td>
<td>683,374.75</td>
<td>4,444,372</td>
<td>3,760,997.25</td>
<td>15.4%</td>
</tr>
<tr>
<td>Materials &amp; Services (Net of Waivers)</td>
<td>338,984.50</td>
<td>494,397.71</td>
<td>3,510,310</td>
<td>3,015,912.29</td>
<td>14.1%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>37,946.84</td>
<td>37,946.84</td>
<td>75,400</td>
<td>37,453.16</td>
<td>50.3%</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>4,500,000</td>
<td>4,500,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Administrative Fees &amp; Interest</td>
<td>-</td>
<td>1,375.00</td>
<td>35,000</td>
<td>33,625.00</td>
<td>3.9%</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>-</td>
<td>-</td>
<td>2,073,292</td>
<td>2,073,292.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,210,215.69</td>
<td>2,401,724.33</td>
<td>24,192,271</td>
<td>21,790,546.67</td>
<td>9.9%</td>
</tr>
<tr>
<td>Revenues over (under) expenditures</td>
<td>878,714.02</td>
<td>2,297,004.41</td>
<td>24,192,271</td>
<td>21,790,546.67</td>
<td>9.9%</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td></td>
<td>5,233,325.18</td>
<td>1,800,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Southwestern Oregon Community College

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

*For the Periods Ending August 30, 2015 and 2014 "Preliminary"*

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>State Support</td>
<td>$1,456,297.49</td>
<td>$1,587,165.64</td>
<td>$6,768.21</td>
<td>$6,768.21</td>
</tr>
<tr>
<td>Federal Support</td>
<td>731.93</td>
<td>778.75</td>
<td>105,983.54</td>
<td>105,983.54</td>
</tr>
<tr>
<td>Local Support (Taxes)</td>
<td>40,462.27</td>
<td>40,816.17</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Net of Waivers)</td>
<td>2,173,267.88</td>
<td>2,103,098.14</td>
<td>158,514.06</td>
<td>158,514.06</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>8,471.16</td>
<td>21,881.83</td>
<td>107,357.26</td>
<td>107,357.26</td>
</tr>
<tr>
<td>Other Income</td>
<td>19,498.01</td>
<td>20,332.14</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Grant Income and Loans</td>
<td>1,000,000.00</td>
<td>1,500,000.00</td>
<td>1,986.71</td>
<td>1,986.71</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>4,698,728.74</td>
<td>5,274,072.67</td>
<td>236,525.42</td>
<td>236,525.42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>1,184,630.03</td>
<td>1,177,779.06</td>
<td>275,583.12</td>
<td>275,583.12</td>
</tr>
<tr>
<td>Payroll Taxes &amp; Benefits</td>
<td>683,374.75</td>
<td>609,172.71</td>
<td>107,838.37</td>
<td>107,838.37</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>494,397.71</td>
<td>617,109.81</td>
<td>70,40</td>
<td>70,40</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>37,946.84</td>
<td>-</td>
<td>1,375.00</td>
<td>1,375.00</td>
</tr>
<tr>
<td>Debt Service:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Principal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest &amp; Administrative Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>2,401,724.33</td>
<td>2,404,061.58</td>
<td>1,836.71</td>
<td>1,836.71</td>
</tr>
</tbody>
</table>

**Revenues Over (Under) Expenditures:**

- 2,297,004.41 (119,521.71) (42,863.86)
- (261,534.40) (117,126.47)
- 1,836.71

**Fund Balance (July 1):**

- $2,936,320.77
- $2,171,492.06
- 476,126.59
- 350,061.27

**Fund Balance (End of Month):**

- $5,233,325.18
- $5,041,503.15
- 533,805.43
- 423,663.45

**Fund Balance (End of Month):**

- $5,233,325.18
- $5,041,503.15
- 533,805.43
- 423,663.45
Southwestern Oregon Community College  
Comparative Statement of Revenues and Expenditures - All Funds  
For the Periods Ending August 30, 2015 and 2014 "Preliminary"  

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Plant Fund</th>
<th>Debt Service Fund</th>
<th>Internal Service Fund</th>
<th>Enterprise Fund</th>
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<th>Debt Service Fund</th>
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<th>Enterprise Fund</th>
<th>Trust and Agency Fund</th>
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<td>76,722.00</td>
<td>288,893.09</td>
<td>290,323.49</td>
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<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>(192,488.09)</td>
<td>(76,722.00)</td>
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<td>406,414.95</td>
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| Fund Balance (July 1)            | 35,630.79  | 38,211.47        | 5,799.58              | 5,799.58        | 646,235.46            | 729,319.80            |

| Fund Balance (End of Month)      | $(156,857.30) | $(38,510.53) | $(283,092.41)         | $(284,523.91)   | $(50,011.21)           | $(57,795.24)           |
|                                  | $824,896.02 | $1,334,538.58  | $7,622.17             | $1,036.24       |                      |                      |
Enterprise Fund Categories

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

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

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

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

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

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

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

**Neighborhood Facility:** **Purchased Services** – insurance, heat, lights, water
**SOUTHWESTERN OREGON COMMUNITY COLLEGE**

Comparative Statement of Revenues and Expenses - Enterprise Funds

For the Periods Ending August 31, 2014 and 2015 "Preliminary"

<table>
<thead>
<tr>
<th></th>
<th>Bookstore FY15-16</th>
<th>Newmark Center FY15-16</th>
<th>Student Housing FY15-16</th>
<th>Dining Services FY15-16</th>
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<td>56,751.46</td>
<td>27,110.80</td>
<td>22,378.86</td>
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| Expenditures:          |                  |                        |                        |                        |
| Personnel Services     | 12,682.48        | 12,608.67              | 6,398.71               | 76,410.79              |
| Payroll Costs/Benefits | 7,599.16         | 6,984.89               | 4,434.75               | 23,009.81              |
| Materials & Supplies   | 3,257.28         | 3,656.84               | 2,072.53               | 28,738.27              |
| Travel                 | 96.00            | 300.43                 | 63.98                 | 395.49                 |
| Purchased Services     | 6,201.03         | 11,381.20              | 98,023.95             | 4,129.99               |
| Materials for Resale   | 106,341.69       | 88,325.80              | 61,614.72             | 4,885.83               |
| Vehicle Rental & Internal Services | - | - | - | - |
| Repairs                | -                | -                      | -                      | -                      |
| Student Aid Grants     | -                | -                      | -                      | -                      |
| Bad Debt Expense       | -                | -                      | -                      | -                      |
| Interest Expense       | -                | -                      | -                      | -                      |
| Debt Service Admin     | -                | -                      | -                      | -                      |
| Transfers to other funds | -           | -                      | -                      | -                      |
| Total Expenditures     | 136,177.64       | 123,257.89             | 63,985.71             | 28,738.27              |

| Revenues over (under) Expenditures | (88,662.52) | (66,506.43) | (3,868.57) | (4,526.14) | 123,287.18 | 620,764.11 | (49,742.20) | (76,974.55) |

| Beginning Fund Balance (July 1) | 1,271,771.02 | 1,125,424.98 | 1,168,759.76 | 1,407,598.66 | (361,557.48) | (476,902.90) | 256,743.96 | 235,435.38 |

| Ending Fund Balance (end of month) | $1,183,108.50 | $1,058,918.55 | $1,164,891.19 | $1,403,072.52 | (238,903.30) | $143,861.21 | $207,601.76 | $158,460.83 |

Date: September 21, 2015

Exhibit # 8 B 4
## SOUTHWESTERN OREGON COMMUNITY COLLEGE
### Comparative Statement of Revenues and Expenses - Enterprise Funds
For the Periods Ending August 31, 2014 and 2015 "Preliminary"

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<td><strong>Beginning Fund Balance (July 1)</strong></td>
<td>82,445.48</td>
<td>51,292.73</td>
<td>85,303.47</td>
<td>(1,916,127.40)</td>
<td>57,457.99</td>
<td>(1,725,983.23)</td>
<td>58,896.65</td>
<td>54,996.19</td>
<td>464,235.46</td>
<td>729,319.80</td>
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<tr>
<td><strong>Ending Fund Balance (end of month)</strong></td>
<td>$95,263.07</td>
<td>$58,628.10</td>
<td>$140,510.87</td>
<td>$(1,788,591.72)</td>
<td>$102,328.51</td>
<td>$(1,643,476.59)</td>
<td>$60,982.65</td>
<td>52,745.45</td>
<td>824,896.02</td>
<td>1,334,538.58</td>
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SOUTHWESTERN OREGON COMMUNITY COLLEGE
BOARD OF EDUCATION
MEETING MINUTES

July 27, 2015

ATTENDANCE

Board of Education/Staff (Quorum Present)

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

Staff/ExOfficios
Patty Scott (President) * Anne Matthews
Jan Baxter * Deb Nicholls *
Stacy Bergstedt Tom Nicholls
Meredith Bulinski Janet Pretti *
Kathy Dixon Karim Shumaker
Karen Domine Eric Stasak *
Elise Hamner Ross Tomlin *
Rod Keller Cody Yeager
Rocky Lavoie *
Aleta Mankamyer

*Also present at Executive Session

Students/Guests
DHX Advertising

CALL TO ORDER
Chair Marcia Jensen called the Open Session to order at 3:32 p.m.

AGENDA CHANGES
Committee Appointments was added to 8 B 2.

OATHS OF OFFICE
Harry Abel (Position # 1), Ken Messerle (Position # 3), and Susan Anderson (Position # 6) were sworn into four-year terms of office (July 1, 2015-June 30, 2019) by Chair Jensen.

ORGANIZATIONAL ELECTION OF BOARD OFFICERS

Board Chair
M07/15-1
Ken Messerle’s motion to nominate Susan Anderson Board Chair was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

Board Vice-Chair
M07/15-2
Ken Messerle’s motion to nominate David Bridgham Board Vice-Chair was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.
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 Judy May-Lopez. Upon call for the vote, the **MOTION PASSED** unanimously.

**2015-16 Board Roster, Exhibit # 5 B**
Copies of the roster were included in the meeting materials.

**2015-16 Meeting Dates, Exhibit # 5 C**
Copies of the proposed meeting dates were included in the meeting materials.

Marcia Jensen’s motion to **approve the 2015-16 Board Meeting Dates, as presented,** was seconded by Ken Messerle. Upon call for the vote, the **MOTION PASSED** unanimously.

**INTRODUCTIONS EMPLOYEES, EXHIBIT # 5 A**
Copies of employee bios were included in the meeting materials. Executive Director Jan Baxter introduced the following employees new to the College to the Board:
- Eric Stasak, VP of Administrative Services
- Cody Yeager, Dean of CTE

**BOARD DEVELOPMENT PRESENTATIONS**

**Advertising/Marketing**
Executive Director Tom Nicholls briefed the Board on the marketing strategies the College was pursuing. A committee consisting of Anne Matthews, Elise Hamner, Janet Pretti and Nicholls developed an RFP for marketing services. Four responses were received and DHX Advertising in Portland was selected. Danyel O’Neil, Tim Cobb and Michael Bossen of DHX Advertising were introduced and proceeded with a marketing presentation. As a result of their preliminary work, DHX made several recommendations:
- Use Southwestern in print materials – not SWOCC
- Update the lighthouse
- Develop a tag line that is inspirational
- Stop using school colors in print materials (color schemes need to have energy)

Over the next year or so they want to:
- Elevate SWOCC’s perceived value as an academic institution
- Focus on the promise of independence
- Position Southwestern against other community colleges – not four-year schools

**Curry**
Dean Janet Pretti briefed the Board on the Curry program reporting on the decline in the College Now program and offered various FTE statistics.

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

OCCA Report, Exhibit # 8 B 1
Copies of the report were included in the meeting materials. Discussion occurred on the Free Community College bill(SB 81). It was noted that there was only $10 million allocated for the entire state. The importance of educating the public and students on the initiative is essential as it’s expected that students will be drawn to community colleges in hopes of “free” tuition only to find out they don’t qualify.

Committee Appointments
Chair Anderson suggested Board Members contact her or Executive Assistant Deb Nicholls with their preferred Committees. Further discussion at September Retreat.

COLLEGE REPORTS

PRESIDENT’S REPORT
President Scott briefed the Board on:
- Board Retreat – September 2 and 3 at OCCI
- Oregon Coastal Caucus - August 26 and 27 at Spirit Mountain Casino

FINANCIAL REPORTS, EXHIBITS # 9 B 1 - 4
Copies of the financial reports were included in the meeting materials and Business Manager Kathy Dixon briefed the Board noting that the $500,000 the Line of Credit payment was not reflected in the reports and that the Ending Fund Balance (EFB) would change as several internal transfers still needed to take place.

President Scott added that enrollments were looking good and shared that the EFB was projected to come in slightly over $2 million.

CONSENT

AGENDA

CONSENT AGENDA, EXHIBIT # 10 A-D
Copies of the item were included in the meeting materials.

M07/15-5
Marcia Jensen’s motion to approve the Consent Agenda, as presented, was seconded by David Bridgham. 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 22, 2015, Exhibit # 10 A.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District accepts a grant in the amount of $25,000 from the Children’s Trust Fund of Oregon for Pathways to Positive Parenting, Exhibit # 10 B.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District, exercising discretionary immunity, approved the continued cooperation of the College with the Parks Commission of Coos Bay and supports the Parks Commission’s efforts to secure a grant to repair and/or replace the footbridge as soon as the grant funds are available, Exhibit # 10 C.

BE IT RESOLVED, that the Board of Education of Southwestern Oregon Community College District approved an amendment to the College’s Fiscal Office Authorizations with Umpqua Bank to reflect Southwestern staff role changes, as presented, Exhibit # 10 D.

OLD BUSINESS

BOARD POLICY REVIEW – 2nd READINGS
Copies of the policies under review were included in the meeting materials. Discussion occurred and modifications were made.
- 3035, College Organization
- 3040, Evaluation of Administrators
- 3045, Approval of Handbooks and Directives
- 3050, Temporary Administrative Arrangements
Marcia Jensen’s motion to approve policies 3035, 3040 and 3045, as amended, and table 3050 was seconded by Judy May-Lopez. Upon call for the vote, the MOTION PASSED unanimously.

PUBLIC COMMENT
None was heard.

NEW BUSINESS
None was presented.

CORRESPONDENCE
None was presented.

RECESS INTO EXECUTIVE SESSION
Chair Anderson recessed the Board into Executive Session under ORS 192.660 (2) from 5:35 to 5:50 p.m.:
  • (d) Labor Negotiations – Update on negotiations and grievance.
  • (e) Property – Update on properties in Coos and Curry counties.
  • (h) Legal Rights – Update on lawsuit.

ADJOURNMENT
Chair Anderson adjourned the meeting at 5:50 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: Eric Stasak, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approve a donation from the College to the Southwestern Oregon Community College Foundation for the proposed Health and Science Technology building in the amount of $65,000.

DISCUSSION / HISTORY

Since the late 1990’s, the College has recognized the need to the College and the community for a dedicated health and sciences facility. Following a hiatus on capital project funding due to the Great Recession, the State of Oregon offered Oregon community colleges an opportunity in 2012/2013 to solicit for match state funding for capital projects. The College proceeded and successfully fulfilled all requirements for soliciting for matching state funding for the Health and Science Technology building.

In July 2013, the College received legislative approval for match funding of $8 million from the State of Oregon for our proposed Health and Science Technology building which was the maximum match funding amount authorized by the Oregon Legislature for a single community college.

In order to qualify for the $8 million in state matching funds, the College must raise $8 million on its own.

TIMING

Based on the July 2013 legislation supporting the State of Oregon matching funds commitment of $8 million (above), the College must raise the $8 million in matching funds and complete the design and construction of the Health and Science Technology Building by June 2019. The $65,000 donation from the College is needed now to demonstrate our College’s commitment to this project and begin the work to raise $8 million in matching funds.

BUDGET IMPACT

The $65,000 proposed donation from the College would be funded from the indirect fees received from grants issued to the College, based on our federally approved indirect rate of up to 30% on grants. This donation would not be funded by any tuition or fees paid by students, by state funding, or by property tax revenues.

RECOMMENDATION

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District hereby directs the College to pursue the funding and work towards realization of the Health and Science Technology building and authorizes the immediate transfer of $65,000 to the Southwestern Oregon Community College Foundation for this purpose.
Southwestern Oregon Community College District
Board of Education

Prepared by: Eric Stasak, Vice President of Administrative Services

ACTION UNDER CONSIDERATION

Approve the College to lease two 15-passenger vehicles to improve the safety and transport capacity of the current College vehicle pool (fleet), at an annual cost totaling approximately $20,000 over a four-year period. The four year total cost of these two leases combined is approximately $80,000 (current actual estimate, subject to change = $79,686).

DISCUSSION / HISTORY

In order for Southwestern Oregon Community College to offer our students a wide range of excellent academic and extra-curricular programs and adequately meet staff usage, the College manages and maintains a motor pool (fleet) of vehicles to meet our College’s logistic needs.

The current motor pool is comprised of several aged vehicles whose operational service life is now past. Two of the fleet’s 11-passenger vans were retired this year due to annual maintenance costs exceeding the value of the vehicles.

Retiring these two vehicles has left the College without enough vehicles to support our current transport needs. This shortfall in vehicles causes the College to spend more money renting vehicles as necessary from third parties. Not only do our costs increase due to this vehicle shortfall, we are also faced with circumstances when vehicles are not available from external sources. Replacing the retired vehicles is now critical.

Significant benefits of leasing the proposed two 15-passenger vehicles –

1. Safety. The College will be operating two safer, new vehicles.
2. The retired vehicles were 11-passenger. The 15-passenger vehicles have both increased seating capacity and luggage space. This will eliminate, in many cases, the need for us to send two vehicles on trips for additional people and gear.
3. Improved quality of the fleet; lower maintenance expense offsets almost half of the cost of operating these proposed new lease vehicles.

OPTION/ANALYSIS

College Administration proposes that the Board authorize the lease of two 15-passenger Ford Transits. Having new, leased vehicles will allow the College to operate safer and more dependable vehicles, on an ongoing basis. Purchasing vehicles vs. leasing would result in a large initial, unbudgeted capital expense and our motor pool then continues to fight vehicle degradation.

TIMING

The lease rates have been obtained from the Oregon Procurement Information Network (ORPIN). Using ORPIN allows us to proceed immediately and take advantage of the competitive bidding efforts and economies of scale achieved by the network.
**BUDGET IMPACT**

Utilizing the ORPIN ADA Bus Price Agreements, the total cost for two new transits over a four-year lease period would be approximately $80,000 with a yearly impact of approximately $20,000. The current year Motor Pool budget contains $11,128 for new vehicles. We anticipate moving a combined total of approximately $8,700 to $10,000 from the Vehicle Repair object code in Motor Pool and possibly other budget areas that benefit from this lease arrangement. The decrease in maintenance and repair costs alone, combined with the $11,128 budgeted for new vehicles covers the current year lease commitment.

**RECOMMENDATION**

BE IT RESOLVED, the Board of Education of the Southwestern Oregon Community College District approves the College Administration in committing to two, four-year leases at an approximate cost of $20,000 per year for two 15-passenger (or more passenger capacity, if available at the above approximate price) vehicles, and, in accordance with current Oregon Community College Rules of Procurement, approves automatically rolling-forward said leases for as long as the economics of this lease financing model is a clear advantage to the College.
Southwestern Oregon Community College District
Board of Education
Administrative Services Report

Submitted by: Eric Stasak, Vice President of Administrative Services

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 July and August initiated and finalized activity in Administrative Services to include:

**CORE THEME: LEARNING & ACHIEVEMENT**

**Dining Services**
- Road Scholar was here for 5 weeks total; Dining Services did tribal cooking with them as well as Ice Carving demos with the students for entertainment.
- Chef Chris has been asked to represent the USA at the Gelato World Championships in 2016 in Italy as the ice sculptor and hot food chef as well as assist with the Sugar Sculpture at the competition.
- SWOCC should have two teams at the Collegiate Ice Carving Championships this year following our very successful first year returning home with four Bronze Medals for the students.
- One of the Dining Services externs and Chef Chris worked with the Culinary Team to create a three foot octopus made out of chocolate in Orlando, Florida. The team received a Bronze Medal.

**CORE THEME: SUSTAINABILITY**

**Administrative Services**
- Attended various other meetings with staff on topics including Perkins, Tioga 3 remodel, project codes for Jenzabar, grant management, and facilities master plan.
- Updated and submitted RFQ to DHS for Newmark Center space.
- Purchased scanner for employee using the Employer at Injury Program (EAIP) through SAIF. The EAIP program provides up to $5,000 in purchases for injured workers to bring them back to light duty jobs.
- Completed revision of Campus Evacuation maps to include location of AEDs, fire extinguishers, MSDS books, eyewash fountains, first aid kits, and emergency phones.
- Facilitated two half day in-service sessions for classified staff in August. Topics included ergonomics/body mechanics, active shooter/workplace violence, AEDs, fire extinguishers, Evacutrac, PC training/Atomic Learning tutorials and communication skills.
Administrative Services (cont.)

- Presented “Run/Hide/Fight” video and a presentation of our College plans to improve our College preparedness for active shooter at the Classified in-service sessions. This will also occur at the all-staff fall in-service.
- Planned for safety presentations at fall in service which will include trainings on AED, fire extinguisher, CPR compression, and Evacutrac use. Revised campus evacuation maps will be available, a general safety quiz, and an active shooter presentation will also be presented.
- Continued working on Annual Campus Crime/Annual Fire Safety (Clery Act) report to comply with new VAWA regulations.
- Facilitated SAIF Safety Culture class for managers and the safety committee.
- Submitted safety recommendations from 13 building hazard inspections that were conducted by Southwestern employees.
- SafeColleges courses completed by staff during July and August 2015:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Number of Employees Completed Training</th>
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<tr>
<td>Automatic External Defibrillators</td>
<td>5</td>
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<tr>
<td>Back Injury and Lifting</td>
<td>7</td>
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<tr>
<td>Campus SaVE Act</td>
<td>79</td>
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<tr>
<td>Child Abuse: Mandatory Reporting</td>
<td>14</td>
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<tr>
<td>Clery Act Overview</td>
<td>89</td>
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<tr>
<td>Dating Violence: Identification and Prevention</td>
<td>89</td>
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<tr>
<td>Defensive Driving</td>
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<tr>
<td>Distracted Driving</td>
<td>1</td>
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<tr>
<td>Electrical Safety</td>
<td>1</td>
</tr>
<tr>
<td>Food Safety and Kitchen Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Hazard Communication/GHS</td>
<td>9</td>
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<tr>
<td>Safety Data Sheets</td>
<td>8</td>
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<tr>
<td>Sexual Harassment</td>
<td>9</td>
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<tr>
<td>Slips, Trips and Falls</td>
<td>8</td>
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<tr>
<td><strong>Total # of Trainings Completed by Staff</strong></td>
<td><strong>321</strong></td>
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- The following Administrative Procedure and Policy (APP) was addressed:
  - APP 7079 Part Time Faculty Tuition Waiver Credit—Ross Tomlin—Passed

Campus Security

- Activity on campus followed normal summer patterns = relatively quiet. Contacts with transients on campus scavenging from dumpsters, and attempting to camp in wooded areas was predictably high, as the homeless population is more active during the months of good weather. These campsites create a risk of fire hazard, as unlawful campfires can easily result in a large scale fire which can jeopardize the safety of persons and property on campus. Security works to minimize these occurrences by putting a stop to this activity when observed and/or reported by campus community members. This summer there were no campfires observed.
- In house training continues in order to keep certification and licensing current and comply with State of Oregon requirements through Department of Public Safety Standards and Training. This is an ongoing task, as laws and requirements change periodically, and certifications need to be renewed at different times of the year. All members of the Security Department are kept fully certified as security providers through the State of Oregon, as well as First Aid, CPR, and AED responders. Upcoming training for the Security Department includes scheduled in-service, as well as our annual combined training with housing staff, “Behind Closed Doors”. This training allows us to improve and streamline our response and operations with Student Housing’s Residential Directors and Assistants, in a variety of realistic scenarios based on situations we may be likely to encounter during the school year. This is quality training that we look forward to participating in every year, and should be occurring in the immediate future.
Campus Security (cont.)
• During the months of July and August, Southwestern Security has provided the following services, among
  others, and responded to calls for various forms of assistance, in addition to our daily duties of patrol;
  ▪ 28 verbal warnings for various offences ranging from improper parking, improper or unsafe vehicle
    operation, and miscellaneous violations of college policy, city ordinance, and other Oregon laws.
  ▪ 17 written warnings for the same manner of problems.
  ▪ 77 requests for various forms of assistance (both requested and observed by security team members)
    including vehicle assistance such as jump starts, requests to be let into various locations by
    students/staff/faculty for one reason or another, escorts, directions, emergency messages and contacts,
    etc.
  ▪ 63 other miscellaneous contacts usually involving contacts and identification of subjects on campus
    after hours, or in areas prohibited, by persons other than students, staff, and/or faculty.

Dining Services
• Changed out the Formica countertops to match the new equipment.

Mail and Print Services (MPS)
• Mail and print services has lost its full time duplicating technician and will be hiring a replacement. We hope to
  have the position listed by September 14 and filled within the following month.
• For the months of June, July and August Mail and Print Services:
  • Processed 8,074 letters, flats and parcels for mailing with the United States Post Office.
  • Shipped 13 packages with UPS.
  • Processed 1 bulk mail job.
  • Received 1,600 packages for students, faculty and staff.
  • Completed 271 print work requests and 63 “supply order” work requests for staff and faculty.
  • Printed documents for 1 bulk mail job.

Bookstore
• Fall is fast approaching and Bookstore mail orders are up. Last year at this time we had 48 mail orders; this
  year to date we have 60.
• Numbers for the end of the fiscal year look much better than last year and the Bookstore will be able to
  contribute to the general fund.
• Banner Bank installed an ATM installed outside the Bookstore in Stensland Hall at no charge to the College.
• A “charging station” has been added in the Bookstore with different charging cables, bluetooth speakers and
  mobile battery packs for phones and tablets. Cables are also available to customers to charge their phone or
  tablet while shopping in the Bookstore.
• Partnered with LIDS Team Sports to have a sideline store available that carries sport-specific Laker clothing.
  The store can be accessed through the Bookstore website. A portion of the proceeds will go to the Bookstore
  who will split the earnings with the Athletic Department.
• Dry cleaning is now available to Faculty and Staff who can now drop off their dry cleaning at the Bookstore on
  Tuesdays and pickup on Thursday afternoon.

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

Student Housing/Resident Life
• Summer maintenance projects have concluded and apartments are being prepared for move-in day September
  25. Some of the projects included:
  ▪ New tile and carpet in four apartments
  ▪ Numerous apartments painted
  ▪ Power washed all two story buildings
  ▪ Painted multiple railings
  ▪ Completed various landscaping projects
Student Housing/Resident Life (cont.)

- Interviews for the Assistant Director of Residence Life position have been completed. A candidate has been selected and a formal offer is forthcoming. The Assistant Director position is an integral part of our living community here at Southwestern. This position directs the residence life education and community initiatives for students, resident assistants, and resident directors.

- Student Housing has re-designed the student staff for the coming year. Resident Assistants will be responsible for interpersonal relationship development with their peers while handling the associated housing paperwork of check-in/check-outs, room changes, and work orders. The new Community Assistants will be focused on academic and social programing initiatives for the housing residents throughout the school year. This reorganization of the RA positions should better serve the residence life community. Compensation was changed when adding these positions. Each of them will be compensated half the room and board cost for the year instead of the full room and board rate. Four of the candidates will perform both positions. Resident Assistants and Community Assistants returned to campus for training on Tuesday September 8, 2015. Training commenced with a four day team building retreat at Camp Myrtle Wood and then transitioned into administrative, procedures, and programing training in anticipation of student move-in day.

- New Student Housing applications for fall as of September 1 are at 400. Reservations have not been at this level since 2008-2009 when there were 394 reservations and 402 reservations respectively during the 2009-2010 academic year. Returning residents for fall term are at 85 which is the same as it was in 2014-2015.

Facilities Services

- The Sitkum seismic rehabilitation project is 61% complete.
- Re-designed and presented to College managers a new Vehicle Use Procedure, designed to reduce liability and improve overall streamline approval process.
- Reorganized watering routines and schedules to reduce College water consumption to meet/exceed the Governor’s requirements for state entities.
- Completed grant collaboration for interactive whiteboards in Sumner 11.
- Remodeled Randolph 6 for the University Center.
- Began Tioga third floor remodel for Tutoring.
- Refaced Dellwood Hall doors and pressure washed/repainted walls.
- Painted Prosper Hall locker rooms.
- Restriped parking lots 1-3.
- Refinished gym flooring in Prosper and Recreation Center.
- Cleaned up and inspected soccer field.
- Changed out HVAC controls operating system in Stensland Hall.
- Installed hands free handwashing station in Dining Services.
- Replaced lighting system in the Recreation Center.
- Custodians refinshed floors and cleaned carpets throughout campus.
- Completed Heartsaver First Aid CPR/AED training for day staff.

Business Office

(Please see attached financials)

CORE THEME: COMMUNITY ENGAGEMENT

Dining Services

- Students accompanied Chef Chris to learn more about Tribal Cooking on a larger level cooked for 500 at a fundraiser in Medford, Oregon working with the Tribe and local winery.
- Catered an Open House for Caddy McKeown with a beautiful menu.

Three foot octopus made out of chocolate created by SWOCC Culinary Team.
Exhibit #: 14 A 3
Date: September 21, 2015

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

- Five students completed their GED exams during the summer 2015 quarter. Four of those students are enrolled at SWOCC for the fall 2015 quarter and the fifth will attend University of Phoenix online. This is a 100% transfer rate for summer completers into post-secondary education.

- Five students at Shutter Creek have improved their basic reading level and moved out of “ABE required” status and 12 students have earned their GED in 2015. As a side note, the Oregon Department of Corrections is being lauded as having one of the best completion ratios in the nation.

LA2: Students complete certificates, degrees, and transfer

- AAOT in process of allowing discipline majors.

- MTH 105 now accepted at OSU as minimum level of math for graduation requirements within some majors. We have developed MTH 98 to prepare students for MTH 105.

LA3: Students demonstrate that they have met institutional learning outcomes

Access

A1: Students access varied learning opportunities

- Student Support Services (SSS) participant Kelsey Meusburger interned in Washington DC for Oregon Senator Jeff Merkley this summer.

- SSS participant Julia Pride was asked by the Ford Family Foundation to speak about the high cost of college textbooks at the Ways and Means hearing on the House Bill 3063 at the state capital this past June.

- SWOCC held another High School Summer Camp for Forestry. Nine local HS students took Forestry 111 (Introduction to Forestry) and WR 90/121 along with an internship class with the Coos Watershed Assoc. The Forestry and Writing classes were merged together, where the students read “The Sand County Almanac” by Aldo Leopold and wrote about it and discussed in class. All nine students successfully completed the eight week program and received a stipend thanks to grants obtained by Coos Watershed. The summer camp program continues to evolve and will hopefully continue each summer.
• Dean of Extended Learning Karen Domine has been partnering with Marshfield High School to ensure the continuation of our High School Credit Recovery partnership courses. A new software will be introduced with slight staffing changes.

A2: Students access services that support learning

• The Tutoring Center has moved to the third floor of Tioga and will now work in congruence with Transitional Education. Credit and non-credit students will have access to trained, qualified tutors in the new center. The first phase of our Education building remodel is complete. The result is more student space, more room for texts and other resources, more access to technology, and an overall less distracting environment. We have trained 14 tutors on the use of SMARTBoards; they are now developing lessons to use in their GED instruction. Along with using existing lessons and SMARTBoard tools, they are making new content. This has added a new enthusiasm into the classroom.

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

Community Engagement

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

• The SWOCC Small Business Development Center (SBDC) staff attended the Coquille Tribal Restoration Celebration on June 27 and were recognized as friends of the tribe.

• So far in 2015 the SWOCC SBDC has assisted businesses in the community to obtain over $2.2 million in funding, create or retain over 40 jobs and has assisted seven businesses in opening based on impact validation forms received from clients.

• CTE Dean Cody Yeager met Mike LaRiviere, the general manager of Sause Brothers. LaRiviere gave Yeager a two hour tour of the facilities and they discussed possibility of a general mechanics program at SWOCC. The idea would be to encompass basic skills that any kind of mechanic would need, such as use of tools, record keeping, mechanical knowledge, etc. There are fifteen job openings currently in our service area for a mechanic with these skills. LaRiviere also agreed to serve on Southwestern’ Welding Advisory Committee.

• Dean Yeager is planning to attend he monthly Chamber of Commerce Education Committee meetings. The Education Committee has agreed to serve as our advisory committee for the business program. At their invitation, Yeager also attended the opening ceremony of the new Coos Maritime History Museum.

• The Transitional Education and C2 grant partnership continues to build and presentations are scheduled for fall. Presentations are focused on current Transitional Education students and community members by providing information on how to enter the workforce and/or seek a certificate or degree through SWOCC.

• The Transitional Education newsletter will come out again during the fall quarter and it will disseminate information and important dates to community partners about Transitional Education and what we offer. These newsletters will continue on a quarterly basis. In preparation for fall quarter, a flyer was created and sent out to our community partners list with important dates and information in lieu of the newsletter.

• The first Transitional Education Advisory Committee Meeting was held June 17. Several community partners attended and the meeting was very successful. The next meeting will be held in the fall 2015 quarter, date has yet to be set.
CE2: Southwestern provides our community members access to a wide range of quality, lifelong learning activities

- The SWOCC SBDC has developed a full slate of classes for the current fiscal year. Fall term QuickBooks already has nine registrations.

- The Coos County Friends of Public Health gave a Superstar 2015 award to Susan Walker, Director of Nursing and Allied Health. The organization, whose mission is to promote health in Coos County through enhancement of local public health services, honored Susan because of her leadership in involving SWOCC Nursing Program students in educational programs and health checks for the patrons of the Community Café.

- Shutter Creek inmates—through the efforts of SCCI education and workforce—contributed many hours of work to the new Coos History Museum. On top of our ongoing photo description job, we had the opportunity for a special project—mounting the printed display for the museum wall panels. It was rewarding to watch the governor speak from behind our handmade lectern this week!

- Brenda Rogers worked with Community Education instructor Melissa Loudenbeck to organize a demonstration with community and staff participation for our new Pound class. Press releases, campus announcements and flyers were used to promote the class demo. The demo was a success with 12 people participating in the class and several others there to observe. There are currently eight students registered and many expressed an interest in registering after the class demonstration.

CE3: Our community members participate and contribute to the College

**Sustainability**

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

- Hiring has been completed for seven full time faculty positions, filling several vacancies within instruction:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Springer</td>
<td>Chemistry Instructor, Tenure Track</td>
</tr>
<tr>
<td>Tasha Livingstone</td>
<td>Forestry/NR Instructor, Tenure Track</td>
</tr>
<tr>
<td>Robin Finney</td>
<td>BNA Instructor, Tenure Track</td>
</tr>
<tr>
<td>Karen Pederson</td>
<td>Medical Assistant Instructor, Tenure Track</td>
</tr>
<tr>
<td>Chelsea Clemens</td>
<td>Welding Instructor, Tenure Track</td>
</tr>
<tr>
<td>Anthony Peters</td>
<td>Fire Science Instructor, Tenure Track</td>
</tr>
<tr>
<td>Edward Cole</td>
<td>Sociology/Anthropology Instructor, Adjunct</td>
</tr>
</tbody>
</table>

- Fall In-Service started Friday, Sept. 18 and runs through Sept 26 for a total of seven days. The campus was closed the initial day of in-service to allow staff from all departments across campus to participate. The remainder of the week will be primarily devoted to faculty and advisors, proving sessions on program updates, instructional planning information, advising trainings, and faculty peer workshops. Faculty will also be participating in student activities including Move-In Day and the Laker Welcome.

- The Welding Program is clearing out surplus and unusable equipment. Some of this may be sold and some will be scrapped, clearing the way for more workspace and creating a safer learning environment.

- The Deans and VP of Instruction and Student Services met for their annual retreat at the end of August to plan for the upcoming year and will be presenting their project lists of priorities at the faculty in-service session.
Instruction and Student Services hosted an orientation on Sept. 17 for seven newly hired full-time faculty. The afternoon also included operational training relevant for both full-time and part-time instructors. Campus presenters shared information about resources, textbook ordering, departmental structure, institutional accreditation requirements, outcomes assessment and basic functions in myLakerLink.

We are thrilled to have hired a new Career-Technical Dean, Cody Yeager, who started at the end of July. She comes from Columbia Gorge Community College and has hit the ground running to prepare for the fall term. Dean Yeager used her first weeks on campus to get acquainted with program directors around campus. She also completed operational tasks in preparation for start of fall term including faculty workload assignments and hiring of part-time faculty to fill in schedule gaps. She participated in this year’s Deans Retreat and attended the statewide CTE Deans meeting at Lane Community College.

This summer, SWOCC partnered with Umpqua Community College’s (UCC) apprenticeship program to offer two welding courses on site at South Coast Lumber. Our state grant provided the money for gas and some supplies and UCC paid the instructor Ray Daniels for the classes. Daniels drove each week to provide the quality instruction needed. The students are working on their Millwright certification and degree and are employed at South Coast Lumber in Brookings.

Several tutors will continue tutoring this fall and a few more have been hired to support Transitional Education and the Tutoring Center. Hiring will continue through the first few weeks of the fall 2015 quarter until we have a full staff.

Transitional Education has hired a part-time instructor to teach mathematics and science content for GED classes. The instructor has a Ph.D. in mathematics, a varied science background, and experience with non-traditional and adult learners. We are excited to have her!

We have finished converting our education program at Shutter Creek into a peer-tutor program. So far, we have found that employing tutors has brought more engagement into the classroom and has increased our capacity. On top of that, employing more individuals has simply helped reduce the idleness factor at the institution.
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:**
- Contracted and outside developer to finish the new athletic website
- Updated all contact info for web systems
- 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:**
- Live streamed Graduation ceremony
- Live streamed OCCI End of the Year Ceremony
- All campus labs including Curry campuses have been updated
- Installed 60 new solid state hard drives in computers at our Brookings campus
- Installed 2 new smart projectors in Tioga 401 and 403 classrooms
- Upgraded 4 old projectors to new smart projectors in Sitkum classrooms
- Created the men’s and women’s soccer team video BIOS for live streaming
- Created women’s volleyball team video BIOS for live streaming
- Videographed and compiled interview video for Foundation office
- Smart classroom updates for Sumner 11

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:**
- Data extraction from old Datatel server
  - Continued extracting pertinent data. Working on creating reports for end user to access the data.
- Attended Meeting with Jenzabar Account manager and staff
  - Met with staff to cover upcoming software enhancements, new online training opportunities and discuss any issues staff needed assistance with.
- Review eLearning questions
  - Met with Alicia to cover questions posed by faculty regarding eLearning system. Identified areas to cover in future trainings with faculty.
- Installed Jenzabar upgrade
  - Helped get clients upgraded, met with staff on new field options to replace user defined fields, troubleshoot errors with changed processes
  - Prepared for the next upgrade by reading manuals, trying updated functionality and meeting with staff to overcome foreseeable issues.
• Met regarding CEUs/CE courses
  Determined requirements, discussed outstanding issues, contacted vendor for support, updated student records, created, tested and implemented a clock hours transcript.
• Scholarship Management Software Implementation
  Reviewed requirements, viewed vendor presentations, recommended software package. Worked with Award Springs to determine requirements, created and uploaded test file. Will implement automation in upcoming weeks.
• Provided one on one training for new staff
• Met with OCCDLA group to discuss state-wide catalog and registration system
• Met with committee to implement Films.com streaming videos.
  Contacted vendor to determine methods of access. Will implement at least one, possibly two methods.
• LiveText Implementation
  Created and automated extract to pull data into test system. Two outstanding issues remain before this can be moved to Production.
• Created D4A edit reports
  These reports will allow staff to find errors in reporting state data before we send the file out.
• Reports for Admissions and Athlete tracking
  Created and shared reports to help Admissions staff and coaches stay informed of applicant progress.
• Modified Data
  Updated data as required by staff in various departments to maintain compliance, to correct data entry errors, and prepare for implementation of new software features
• Programming for Institutional Researcher
  Created, modified and optimized views, functions, reports and stored procedures used by the IR office for compliance and program review process.
• Maintained the Jenzabar, SQL, myLakerLink and integrated third-party applications
  o Maintained security access, learned new features for security, implemented changes, planned adoption of new techniques
  o Maintained and created reports to work with new data structures, meet user needs more effectively.
  o Provided information on system functionality, analyzing current and proposed processes, provided technical information to a variety of departments across campus.

**Systems, Security, and Telecommunication:**
• Cluster server replacements racked
• Cluster servers configured
• Cluster servers brought on line
• Old clusters taken out of service
• Student move in day planning
• Quotes for Title III
• Brookings campus computers reimaged for new term.
• Gold Beach campus computers reimaged for new term.
• Server work in Brookings and Gold Beach
• Jenzabar 6.0.1 deployed in test.
• Izenda reporting software updated
• EXi software updated
• Preparing for Writing and Tutoring moves
• Moved University Center
• Jenzabar EX clients upgraded to 6.0.0.1
• Custom portlets updated for myLakerLink
• Server room HVAC failed twice. Facilities Director researching options.
• Quotes for SSD SAN
• Prime network monitoring software upgraded.
• Cleanup AD servers.
• E911 data base updated
• Continuing VOIP phone distribution
• PCI compliance SAQ completed
• Microcall call accounting software updated.
• Quote for Panic button for buildings
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 pin-point calling location
eCommerce – online payment
eLearning – Jenzabar Learning Management Software (formally e-Racer)
ESPS – Educational Support Programs and Services Department
EDI – Electronic Data Interchange software used for electronic transcripts
EX – Jenzabar software version the college purchased
FitnessTrac – Recreation Center entrance software that will eventually work with CardSmith
Flash – Cross-platform video and graphic player; Apple products to not support Flash
HelpBox – ITS online job request system
ICL – Instructional Computing Labs
InfoMaker – Jenzabar report writing software aka Sybase
IPEDS – Integrated Postsecondary Education Data System (Federal reporting system)
IPV – Internet Protocol Video
Jenzabar – Academic Enterprise Resource Planning System and Student Information System from Jenzabar, Inc.
JICS – Jenzabar Internet Campus Solution (myLakerLink portals)
Joomla – open source webpage content management software for new webpage
LabTrac – Lab software that works with the Laker1Card for lab entry
Libki – Library public patron login to use college computers
Linux – Operating system used on some servers
myLakerLink – Jenzabar portals (JICS)
myLakerLink Go – Jenzabar mobile
NBS – Nebraska Bookstore System
NENA – National Emergency Number Association
NeoGov – Web-based online HR recruitment system
NWCCU – Northwest Commission on Colleges and Universities
OCCURS – Oregon Community College Uniform Reporting System
OHN – Oregon Health Network
PCI – Payment Card Industry Compliance
PCounter – Lab printer software to work with the Laker1Card, printer server, and printers
Perceptive – Document Imaging System from Perceptive Corporation (formally Nolij)
PHP – scripting language used in webpage creation
POE – Power over Ethernet (inline power)
portlet – single portion of a portal that performs separate function (find course, for example)
PowerFAids – Jenzabar Financial Aid software
PRI – Primary Rate Interface – 23 voice circuits and 1 control circuit
QAS – Address checking and standardization software integrated with Jenzabar
QOS – Quality of Service
QR code – Quick Response code
Ram – Read only memory
RAVE – Rave Alert, emergency notification system
SAN – Storage Area Network is very large disk storage area for backup and storage
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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Nelson</td>
<td>Student First Stop Representative</td>
<td>GF</td>
</tr>
<tr>
<td>Chloe Eberlein</td>
<td>Student First Stop Representative</td>
<td>GF</td>
</tr>
<tr>
<td>Karen Pederson</td>
<td>TT Medical Assistant Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Brian Crager</td>
<td>Athletic Trainer</td>
<td>GF</td>
</tr>
<tr>
<td>Lisa Straw</td>
<td>Sous Chef</td>
<td>EF</td>
</tr>
<tr>
<td>Anthony Peters</td>
<td>TT Fire Science Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Edward Russell Cole</td>
<td>Adjunct Anthropology Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Chelsea Clemens</td>
<td>TT Welding Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Judith Barretta</td>
<td>Pearson Vue Testing Clerk</td>
<td>SP</td>
</tr>
<tr>
<td>Cherri Dunning</td>
<td>CARE Connections Resource and Referral/QRIS/Provider Trainer</td>
<td>SP</td>
</tr>
<tr>
<td>Robin Finney</td>
<td>Visiting Rural Health Aide/Nursing Assistant Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Heather Weber</td>
<td>Recreation Center Technician</td>
<td>GF</td>
</tr>
</tbody>
</table>

### Information: College Recruiting Update

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

<table>
<thead>
<tr>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director of Residence Life</td>
<td>EF</td>
</tr>
<tr>
<td>C2 Career Coach</td>
<td>SP</td>
</tr>
<tr>
<td>Coordinator of Disability Support Service/Advisor for In-District High School Students</td>
<td>GF</td>
</tr>
<tr>
<td>Math Learning Center Teacher Aide</td>
<td>SP</td>
</tr>
<tr>
<td>Tenure Track Computer Science /Software Development Instructor</td>
<td>GF</td>
</tr>
<tr>
<td>Student Success Specialist .55</td>
<td>SP</td>
</tr>
<tr>
<td>Web System Administrator</td>
<td>GF</td>
</tr>
<tr>
<td>Custodian</td>
<td>GF</td>
</tr>
<tr>
<td>Campus Security</td>
<td>GF</td>
</tr>
<tr>
<td>Family Center Clerical</td>
<td>GF/SP</td>
</tr>
<tr>
<td>Proctor/Testing Coordinator</td>
<td>GF</td>
</tr>
<tr>
<td>SSS Student Success Advisor</td>
<td>SP</td>
</tr>
<tr>
<td>Trio SSS Project Assistant</td>
<td>SP</td>
</tr>
<tr>
<td>Duplicating Technician</td>
<td>GF</td>
</tr>
<tr>
<td>Science Lab Assistant</td>
<td>GF</td>
</tr>
<tr>
<td>Custodial Supervisor</td>
<td>GF</td>
</tr>
</tbody>
</table>

**KEY:**
- GF=General Fund
- SP=Special Projects
- EF=Enterprise Fund

*Contingent on funding*
Southwestern Oregon Community College District  
Board of Education  
Curry Program Report

Submitted by: Janet Pretti, Dean of Curry Campus

Learning and Achievement

LA1: Students demonstrate progress
  • The ABE/GED class in Port Orford was restarted summer term. Five students attended. One student passed the GED test with high enough scores to earn a one term tuition waiver and two others have taken GED pre-tests showing that they are ready to test.

LA2: Students complete certificates, degrees, and transfer
  • 2014-15, 24 Curry residents (and two Crescent City residents) graduated, earning 43 degrees and certificates (AAOT - 10, AS - 6, AGS - 7, AAS - 10, certificates – 6, and professional certificates - 4).
  • At the end of summer term, 2015, five Curry residents graduated, earning 7 degrees and certificates (AAOT - 3, AS - 1, AGS - 2, and certificate – 1).

LA3: Students demonstrate that they have met institutional learning outcomes

Access

A1: Students access varied learning opportunities
  • The Department of Education and the Department of Community Colleges and Workforce Development have approved two new Career and Technical Education Programs for Brookings-Harbor High School in partnership with Southwestern Oregon Community College. Approved programs are eligible for Perkins funding. The Health Care Occupations program will building on existing dual credit class articulations. The STEM Computer Engineering program will be an entirely new collaboration with BHHS.
  • 8/20, University Center held an informational meeting at the Curry Campus for students and staff on the coming SOU Elementary Education Program, that will be housed on the Coos Campus beginning Fall 2016. The information was timely so that students take needed pre-requisites during this academic year.
  • Curry has had difficulty finding a local Nursing Assistant instructor. In order to meet the needs of students and local medical facilities needing certified nursing assistants, a fall class has been scheduled with Ellen Riley, a Coos instructor, teaching the lecture portion online and coming to Curry for onsite labs.
  • BI201 has been added to the Curry fall schedule to meet the needs of students needing biology for science based majors. With the addition of the newly added CHEM221 on-line class, the AS – Marine Biology degree is nearly within reach of Curry students.
  • For the first time at the Curry Campus, there is a full class with a waiting list - BI 231 Anatomy and Physiology currently has five waitlisted students.

A2: Students access services that support learning.
  • As of 9/11, Curry Advisor Rebecca Marcus has met with over 50 new students who are enrolled for fall term.
  • 9/12 and 13, Valerie Cowan from SWOCC TRiO ETS and Rebecca Marcus attended Brookings Harbor High School Registration introducing students and their families to dual credit opportunities, Educational Talent Search, the Brookings Harbor High School Beyond (Advanced Diploma) program and other opportunities through SWOCC.
  • 705 tests were administered in the Curry Campus Testing Center during 2014-15: 646 tests were proctored for SWOCC students, 84 for non-SWOCC students. 480 tests were computer based, 245 were paper tests. Tests consisted of: 115 placement assessments, 518 SWOCC class tests, 75 tests proctored for other institutions or agencies and 21 waiver tests.
• 134 tests were proctored at the Gold Beach Center during 2014-15: 32 placement assessments, 71 SWOCC class tests, 3 SWOCC waiver tests, 1 SWOCC challenge test and 6 GED (CASAS/ GED practice tests) and 11 tests for other institutions.

Community Engagement

CE1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs
• 8/25, also known as FTE Tuesday, The Curry County Board of Realtors held a training to provide local realtors with continuing education credits. They were expecting about 15 attendees and had about doubled that amount show up for the training that was held in the Krieger Community room. On the same day, we hosted the in-service training for Brookings-Harbor High School in the commons at the Curry Campus. This is the second year they’ve trained here. Principal Lisa Dion said that she likes to bring her staff here to remind them that their goal is to prepare students for college.
• Curry South Coast Business Employment Corporation (SCBEC) is now offering Job Club and Job Search workshops at Southwestern's Gold Beach Center on a weekly basis to accommodate north and central Curry clients.

CE2: Southwestern provides our community members access to a wide range of quality, lifelong learning activities
• 6/23, Vaughn Grisham Tupelo Model evening session live streamed to Curry Campus and those unable to attend have been referred to the archive of the event on the college website.
• 7/6, Healthy Families Nutrition Class in partnership with OSU Extension
• 7/15, Curry Master Gardeners meeting
• 7/27, 20th Anniversary Open house and board meeting.
• 8/9, Alzheimer’s’ Association training
• 8/14, Engaging People with Disabilities safety training

CE3: Our community members participate and contribute to the College
• Elise Hamner and Janet Pretti met with a Brookings couple to share stories about the students their 2014-15 scholarships will support and to renew their commitment to continue their $2000 annual contribution for Curry scholarships.
• A poster was developed for the Anniversary celebration featuring pictures of recent Curry graduates to solicit donations to the foundation to support scholarships for students in Curry County.

Sustainability

S1: Southwestern provides responsible fiscal management
• The electrical usage has been down six of the last eight months year over year as Nick Hammon continues to fine tune scheduling of HVAC and lighting needs.

S2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources
• After weeks of diligent planning and preparation, Coos IT staff Brian Parker, Carl Gerisch, and Nathan Thompson and Curry IT staff Chris Eckersley spent three days completing a major upgrade of the Curry Campus IT systems. 78 computers were re-imaged with fresh operating systems, 50 computers were upgraded with lightning fast solid state hard drives, in addition to numerous additional updates and software upgrades. After the three-day-marathon of activity, Chris Eckersley has been diligently performing mop-up operations for the inevitable not-time-to-finish tasks. This equates to exponentially faster equipment, increased stability, and reduced maintenance time which in all provides a better user experience for staff, students, and faculty.
• Curry staffers Rebecca Marcus and John Jenkins have been accepted into the 2015-16 SWOCC Leadership Cohort. Aleta Mankamyer was in the 2014-15 cohort and will be serving on the planning committee for this year’s cohort. Their participation will further strengthen our inter-campus relationships and processes.
• Curry staff Stacy Bergstedt, John Jenkin and Chris Eckersley participated in the August Classified In-Service via IPV, attending sessions on SAIF/ Ergonomics, PACE/ Workplace Violence, and Communication.
• Curry staffer, Karim Shumaker attended the Power of the People workshop on the Coos Campus in June. It was a valuable opportunity to meet and network with others from north and central
Curry County. Discussion about the need for area organizations to collaborate, rather than compete, led to an invitation to a meeting at the Curry Library to explore what needs the library facility could meet that weren't already being addressed by other local organizations and institutions to avoid replication and competition.

- The long-term collaboration with the North Curry Service Center to house a half-day/week Port Orford Office ended on June 30th. On September 1, the office was relocated across the street with a new collaboration with Coast Community Health Center. The center is open five days a week, giving access to teachers for copying, providing a place a drop off/pick up place for teachers and students. Gold Beach Center Coordinator, Karim Shumaker staffs the Port Orford on Thursday afternoons offering advising and student support to north county students and instructors.

- The Collier Butte Fire Camp was located on the Curry Fairgrounds August 6 – 22. The SWOCC Gold Beach Center classroom was used as the Information Center, generating $1275 in rental income for the college.

- On September 10th, Robin Bunnell, Shawn Liggett and Cari Friesen came to the Curry Campus to train staff on a variety of Jenzabar topics including communications management, facility use schedule of non-class events, creating student records, coding dual credit and 5th year students, processing official grade transcripts and variety of other Jenzabar screens and processes. Robin Bunnell worked primarily with Janet Pretti, on unit review and data collection but also gave everyone an overview of the college planning process.

S3: Southwestern delivers viable quality instruction

- Curry Campus is working on hiring instructors to fill classes needed for fall term in subjects including Accounting, Computer Information Systems, Math, and Nursing.